**FMA VIRTUAL CONFERENCE CHAIRPERSON**

Thank you for your assistance; we are delighted you are joining us!

**If you are not able to participate in your session at the last minute, please forward the email containing the link to your session and the Host Key to a colleague so he/she can claim the chairperson (host) role for the session.**

We ask that you follow the guidelines provided below before and during the conference:

**BEFORE THE CONFERENCE**
Locate your session in the online program (**www.fmaconferences.org/Cyprus/CyprusProgram.htm** ) and copy and paste it to a Word or notepad file so you will have the names of the presenters, co-authors and discussants handy during the session.

**ZOOM MEETING INSTRUCTIONS**

The 2021 Virtual European Conference will take place on Zoom; all paper presentation sessions will be Zoom Meetings.

Once you join your session, we ask that you claim the host key to be able to run the session. The instructions on how to claim the host key are available **here**.

**ZOOM SPECIFICATIONS AND SUGGESTIONS**
- A high-speed internet connection to your computer (an ethernet connection is ideal).
- An external webcam or built-in camera on your computer.
- The built-in microphone on your computer will work or for better sound, an external USB microphone or a headset can be used.

Although Zoom can be downloaded on Android and iOS devices, we strongly encourage you to use a laptop or desktop over a smartphone or tablet. This will give you a better viewing experience with more functionality.

If you have not already done so, please install Zoom in advance.

**https://zoom.us/**


**How to test your video and audio**

**Video and Audio Test**
**https://zoom.us/test**

**STARTING YOUR SESSION**

Sessions will open fifteen (15) minutes prior to the scheduled start time. Simply click the link to the session you received via email to join the session. Alternatively, you may click the **JOIN** button for your session in the Conference Program for Registrants (with Session Links).

Please ask all attendees in the session to remain muted during the presentations and discussant comments to avoid background noise and hold their questions to the end of the session. All attendees will automatically be muted when they join the session and will be able to unmute themselves to present and/or during the Q&A portion; you do not need to grant special permission.

All session attendees also have permission to share their screens; you do not need to grant special permission.

Attendees can either ask questions by using the chat function, raising their hand or by unmuting their microphone.

1. Introduce each paper and discussant.

   Make certain the presenting author and discussant follow the time guidelines:
   - Paper presentations are allowed eighteen (18) minutes.
   - Discussants are allowed eight (8) minutes.

   Three-paper sessions last 90 minutes; two-paper sessions last 60 minutes.

   Please use the Chat function to send a message to each presenter and/or discussant (by clicking on his/her name in the participant list) if he/she is approaching their time limit.

**Zoom Bombing**

In the event of a disturbance in your session, the chairperson (host) can remove the disturbing party. This is done by going to the **Participant** window, hovering the cursor over the **disturbing party**, clicking on the **More** button to get more menu choices, and clicking on **Remove**. Once a participant has been removed, he/she cannot rejoin the session.

**Contingency Planning**

In the case of a no-show presenter and/or discussant, continue the session with the next scheduled presentation/discussion.

If a presenter and/or discussant arrives late to the session due to technology troubles, you are encouraged to allow him/her to present after the other presenters/discussants have finished. Please remember that all sessions will automatically be ended by Zoom fifteen (15) minutes after the scheduled end time of the session.

**ENDING THE SESSION**

To end the session, simply click the red End button.

**TECH SUPPORT**

Tech Support staff will be in your session and will be noted by a Tech Support icon in the participant list.

Tech Support staff will be managing several sessions concurrently, so their speakers, microphones and video will be disabled. **Please send a chat message to the Tech Support staff member if you need assistance.**