



SACAIR2020 Virtual, 22 – 26 February 2021 Instructions for Chairs

SACAIR2020 will use the Zoom Online Meeting application in conjunction with the Slack Communication platform to encourage interaction before and between Zoom conference sessions.



I. CHAIR DUTIES

Please note that talks at the main conference will not be allowed to go over 12 minutes. **Slots are 20 minutes**, but we have to allow for introduction, sharing of screens and other possible technical hiccups and the Q&A. So ideally one has **1 minute for introduction** and the speaker to share their screen, **12 minutes for the talk** and **7 minutes for Q&A**. Any time for technical glitches will go off from the 7 minutes Q&A.

CHAIR DUTIES

- Please join us on Slack at least 20 Minutes prior to the start of the **CONFERENCE SESSION** in which you are scheduled to **CHAIR** a talk.
- Please **introduce** the speaker by saying their name and title of talk only
- Questions can be typed in the chat box, but people who want to ask questions during Q&A time must **raise their hands**
- Keep an eye on the **sequence of hands being raised** during the talk and after the talk give people whose hands are raised the chance to ask questions as close as

you can to the sequence in which hands were raised (stop longwinded comments, we want short to the point questions and we will state that on Slack and at the welcoming)

- Please keep a **VERY firm eye on time** and **never** go over time (in an extreme case of tech glitches where a talk takes all the time available, or whenever there isn't enough time for all questions, simply ask people to get into contact with the speaker on Slack through the **Direct Messaging** option)
- There is a **technical support person** present in every talk, the chair does not have to worry about that

GENERAL

- The Zoom meeting links are only accessible via the SACAIR2020 Conference workspace on Slack.
- Conference attendees will only be able to view the **DAILY ZOOM LINK** and obtain the **Daily Zoom Password** when logged into the Slack SACAIR2020 Workspace.

II. SLACK

All slack invitations will be distributed by Monday, 15 February 2021

If you are registered to attend the SACAIR2020 conference, the conference organiser will send you an invitation to join the SACAIR2020 Workspace. Click on **Join Now** and follow the prompts. You can participate in Slack in your browser, but we recommend you download the Slack application and proceed to create a profile for yourself. (Slack can be downloaded and used free of charge on desktop and mobile devices)

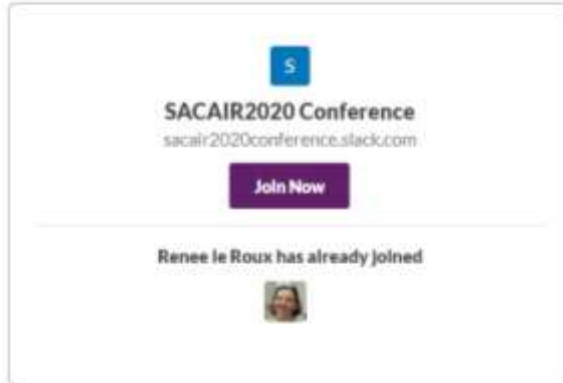
We wish to encourage conference participants to create a Slack profile to ensure other attendees can recognise and locate you in Slack by your name and profile photo.

For more information and to download Slack application you can visit the Slack website here: <https://slack.com/intl/en-za/help/categories/360000049043-Getting-started#slack-for-desktop-mobile>



Join your team on Slack

Renee le Roux (sacair2021@gmail.com) has invited you to use Slack with them, in a workspace called SACAIR2020 Conference.



What is Slack?

Slack is a messaging app for teams, a place you can collaborate on projects and organize conversations – so you can work together, no matter where you are. [Learn more about Slack](#)

Should you not have registered and not have received your Slack invitation – please email Renee le Roux at rleroux@mongoose.co.za.

III. ZOOM

We will use the Zoom Conference Meeting Platform

Please proceed to Download the Zoom (Free Edition) — You may download Zoom and test sharing your camera, audio and screen by using Zoom’s free edition. Please register at: <https://zoom.us> (Access to the daily Zoom Session is only provided via the SACAIR2020 Conference Workspace)

IV. PREPARING FOR YOUR PRESENTATION

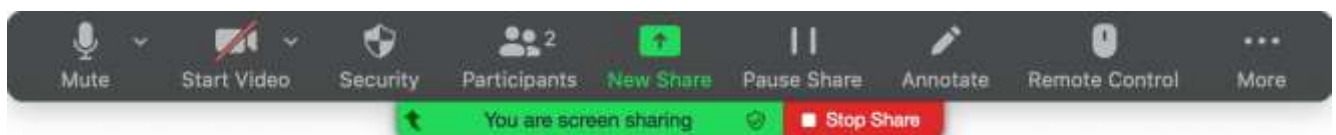
- Slide Template – Please use your own template, no standard slide template is required. Slide/PowerPoint Presentation – 16:9 widescreen format is required for all presentations.
- **Presentation back-up:** Presenters are requested to e-mail a copy of their PowerPoint slides to the organiser by noon on the day prior of their speaker slot. This is a back-up measure. Should you wish to provide a pre-recorded version of your presentation, you may upload your presentation to YouTube and email the link to the presentation to the organiser at rleroux@mongoose.co.za.

- **Sharing your screen to start your presentation:**

- Please ensure your presentation is ready to be shared. (Ensure all other applications on your desktop are closed.)
- Select “Share Screen”
- A new window will open.
- In the pop-up window, select your PowerPoint presentation and click, “Share”



- Once you have selected the document you wish to share, click **Share** and then bring your presentation to full screen.
- If you need to share more than one application, have all applications open and use **New Share** for a seamless transition from one to the next.



- You are now sharing your screen
- For more information on how to share your screen – please click here: <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>
- If you have audio/video in your presentation click **Share computer sound** at the bottom left of your screen before you click **Share**. **(It is highly recommended that you practice playing your video through a free or paid Zoom account prior to the meeting.** Have another person join you in the meeting (or you can join) on a different device and ask for their feedback on their viewing experience.)



- When you have completed your presentation click the red Stop Share button in your meeting control bar. This will allow the next presenter to share their screen as this meeting is configured to allow only one participant to share their screen at a time.



- A live Q&A session will follow the presentation
- Each Zoom session will be Chaired. The Chairperson will assist with the management of the Q&A's. Should attendees have additional questions they will be encouraged to ask these in the Slack Channel.

We are super excited about the conference and are looking forward to meeting all of you and other attendees in just a few days!!

Emma Ruttkamp-Bloem
Chairperson of the SACAIR2020 Local Organising Committee