



3rd URSI AT-AP-RASC 2022 Conference

Instructions for Session Chairs

1 AT-AP-RASC 2022 Format & Time schedule

AT-AP-RASC 2022 will use a hybrid format which allows both on-site as well as online presentations.

If you are accessing AT-AP-RASC 2022 online, you will be able to access the technical sessions through **an interactive digital programme** from which each session is linked to a Zoom video session.

It is the same platform (provided by Eventure) as the one we used for registration. This implies one MUST use the login and password as was used for registration.

For joining AT-AP-RASC 2022 as a Session Chair, you will need to follow the procedure below.

1.1 AT-AP-RASC Time schedule (see annex)

All accepted papers are scheduled in technical sessions comprising blocks of 3 to 4 papers. These technical sessions are presented in 15 parallel sessions running over the 5 AT-AP-RASC 2022 days (Monday 30 May till Friday 3 June). All of these technical sessions are scheduled according to the following schedule:

- Session slots AM1 & AM2: 08:30 - 09:30 & 09:30 - 10:30 (no break between AM1 & AM2!!)
- Coffee break: 10:30 - 11:00
- Session slot AM3 11:00 - 12:00
- Lunch break: 12:00 - 13:30
- Session slots PM1 & PM2: 13:30 - 14:30 & 14:30 - 15:30 (no break between PM1 & PM2 !!)
- Coffee break: 15:30 - 16:00
- Session slots PM3 & PM4: 16:00 - 17:00 & 17:00 - 18:00 (no break between PM3 & PM4 !!)

All times are in local times in Gran Canaria (GMT + 1).

On Sunday 29 May we have the Student Paper Competition sessions as well as the Commission B School for Young Scientists.

1.2 Paper presentations:

There are 3 ways of presenting a paper:

- The author is present on-site in Gran Canaria: he/she is expected to present the paper live on-site
- The author is joining online:
 - o He/she can present live online from home/office
 - o or, he/she can use a pre-recorded presentation followed by a live presence during the Q&A session.

Authors joining online are requested to be online during the Q&A session.



2 On-site Session Chair

- All authors are requested to check the technical staff in the "Speaker's ready room" at least ½ day prior to their presentation for checking and uploading the slides.
- All authors are requested to check with you as session chair in the room 15 minutes prior to the start of the session. For consecutive sessions (without break in between) make sure you are also available prior to the 1st session of that block
- Authors joining online will be checking in online in the practice session of the webinar. This practice session will be streamed on the screen in the room, so you will be able to interact with the online speakers prior to the start of the session.

As we are also streaming the presentations, we CANNOT allow, for any reason, to use personal Laptops neither the use of USB-sticks in the rooms for last-minute uploads in the session rooms. So the use of the installed Laptops is obligatory.

3 Online Session chair

In our interactive programme, for each session there is a Zoom link to a webinar. This link provides you direct online access to that specific session as an attendee. Use this Zoom link for every session you would like to attend as an attendee.

This link however is only for attending the session. If you join through this link in the interactive programme, you will NOT be able to share your screen and use your microphone or interact with the speakers as a session chair. So, in the session which you are chairing, do NOT use this link.

Each registered session chair, registered in our system as session chair, will receive an e-mail a few days prior to AT-AP-RASC 2022 with a specific invitation to join the Zoom-webinar which will cover the session which you are chairing. **Use this invite to join the online session as a session chair in the session block covering your session.**

You are requested to join through this invite 10 minutes prior to the start of your session block. So, even if you are chairing only in session PM2, you need to join 10 minutes prior to the start of PM1:

- All speakers / session chairs in sessions AM1 & AM2 join at 08h20 at the latest
- All speakers / session chairs in sessions PM1 & PM1 join at 13h30 at the latest
- All speakers / session chairs in sessions PM3 & PM4 join at 15h50 at the latest

Joining through this unique invite and at the times listed above, you will enter the webinar as panelists in a practice session which will allow you to check audio / video with the speakers and interact with the room in Gran Canaria. This link will then also allow you to share your screen and use your microphone.

4 Technical support

In the ideal case, there will 2 session chairs per session of which at least 1 session chair will be on-site. If this is the case, then the 2nd chair (on-site or online) can, if he/she desires, take the role of technical support which implies that he/she is in full control of the webinar. In case it is required, we will try to assign a student to your session to take up this role.