Here's a helpful video about Chairing a Session on Zoom: https://vimeo.com/630183504/aefb8e723c

If you're unsure about using Zoom, you can always log in to Zoom and start a meeting in order to familiarize yourself with the speaker controls before the conference. You can also practice screen sharing with a partner or if you are practicing by yourself, choose the RECORD option to watch how your presentation looks.

STARTING YOUR SESSION

Find the session you are chairing by logging in to the platform: **https://wapor.secure-platform.com/a**

You can search by the session title or by finding the date/time of your session. Alternatively, your session link was sent to you in the email that this document was linked from

You should log in **15 minutes** before the session begins to open your room by clicking **START MEETING (you will see a green box inside the session view).**

Once you click that, anyone else will see a button that says **JOIN MEETING.** Presenters will automatically be added to the Zoom meeting, anyone else will be placed in a waiting room until you admit them.

If at any time you need help, just click the HELP bubble for LIVE support , a team will be available to jump into your Zoom room if you ever need assistance.

ADMITTING SPEAKERS INTO THE SESSION

You will now go to the WAITING ROOM and your **SPEAKERS** will automatically be admitted.

NOTE: Use this time as prep time. Agree on the presentation order, have speakers test video, microphone, screen sharing, etc. While speakers do this, you can work on MAKING SPEAKERS CO-HOSTS (instructions below).

MAKING SPEAKERS CO-HOSTS

You can make every speaker a co-host to ensure if your connection is lost, the session continues. (If this happens, you will be able to rejoin following the steps above.) To make speakers co-hosts:

1. Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.

2. Hover over the name of the participant who is going to be a co-host, and choose **More**.
3. Click **Make Co-Host**.

If you miss someone, please don't worry. At a minimum there should be ONE speaker as a co-host.
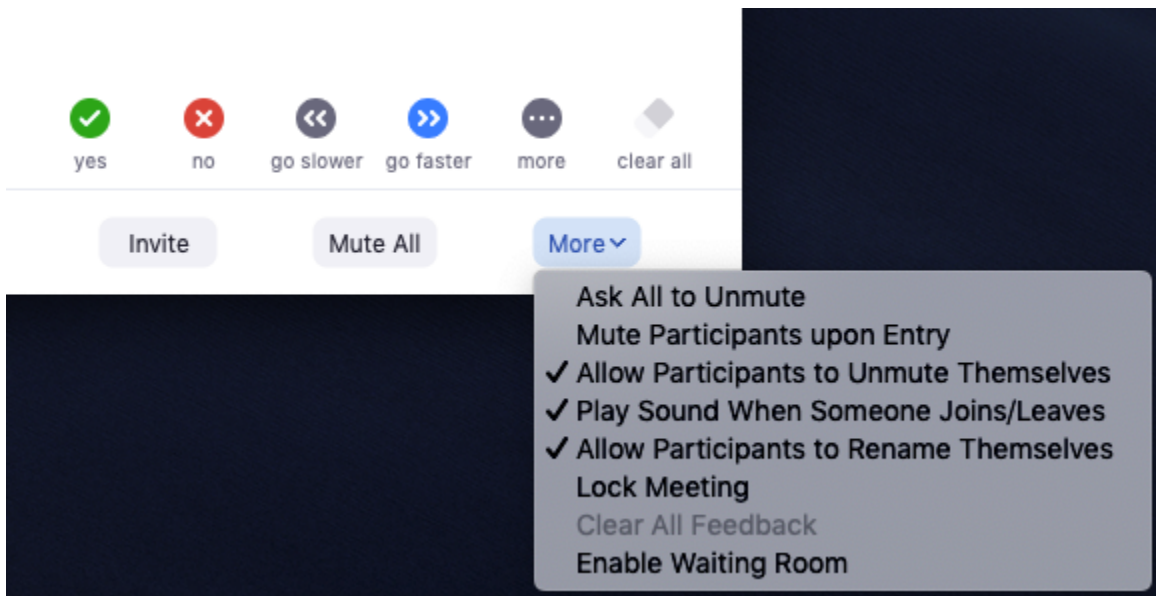
See the following page for:
      ALLOW PARTICIPANTS TO UNMUTE THEMSELVES
      ADMITTING EVERYONE ELSE INTO THE SESSION

ALLOW PARTICIPANTS TO UNMUTE THEMSELVES

1. To allow participants to unmute themselves, click **PARTICIPANTS** (at the bottom of your screen)

2. Then click **MORE** (the gray button with the three dots) and select **Allow Participants to Unmute Themselves** (ensure it has a checkmark).

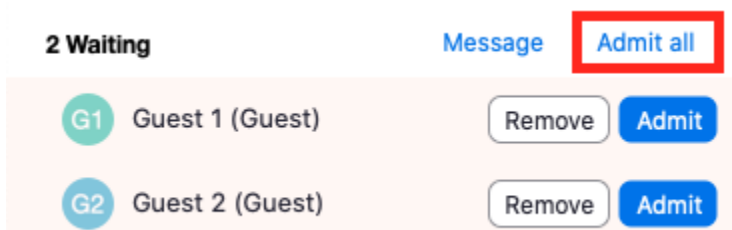
ADMITTING EVERYONE ELSE INTO THE SESSION

At the start time of the session, you need to ADMIT ALL from the waiting room

Admit all participants from the Waiting Room

1. As the meeting host, click **Participants**.
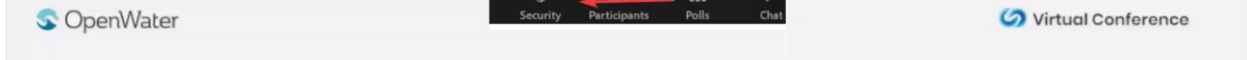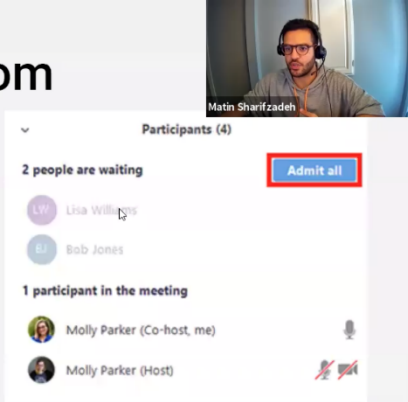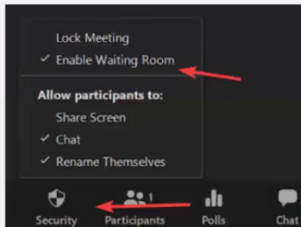

2. Click **Admit all**.

See the following page for:
   DISABLE WAITING ROOM

DISABLE WAITING ROOM

You are disabling the waiting room so others can join if they are late.

Now you can introduce the first speaker and allow them to present. The presentations should be no longer than 10 minutes, to leave 20 minutes in total for discussion after presentations have been completed. Sessions with more than four presentations need to adjust accordingly.

Thank you!