Guide for Session Chairs and Speakers

Log in

- Go to the virtual attendee hub to join the meet: https://symposium2020.icsa.org/registration/ (or https://cvent.me/WL1xDk)
- Use the same username (e.g., your registered email) as that for registration to log in
- Have any problems? For example, if you cannot receive the authentication code in the registered email:
    - Please contact the help desk via help@icsa.org , telling us your name, work affiliation, and tech issues.
   - Or directly visit the virtual front desk room: https://symposium2020.icsa.org/virtual-cvent/

Find session

- The detailed program and session schedules can be found at https://symposium2020.icsa.org/program/
- If you are a speaker, it is easy to locate your session through Google Doc: https://drive.google.com/file/d/1n4xb-Xx4DWf8tJDqbLaDz_3vlheHlN2m/view
- Currently, the "My Event" tab on the conference webpage only lists 5 upcoming events. If you need to see the full list, PLEASE USE THE "All Sessions" TAB TO REVIEW AVAILABLE SESSIONS.
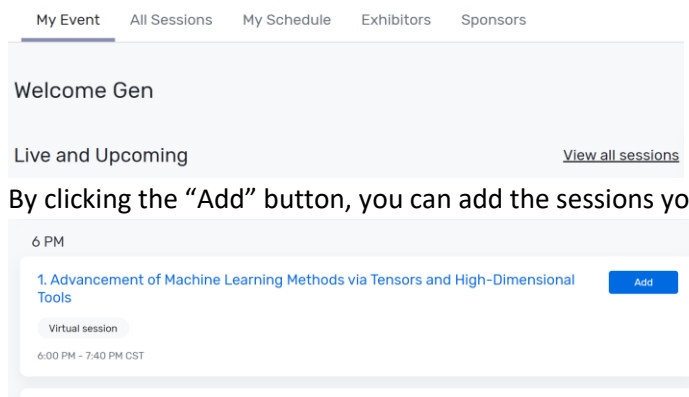
- By clicking the "Add" button, you can add the sessions you are interested in to "My Schedule"

  or you can click the title and then click the "Add to calendar" button to to your personal calendar
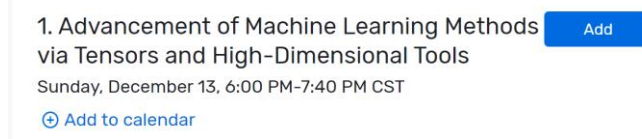
  Open the calendar and save, it contains a link to this session in the hub

This appointment conflicts with another one on your calendar.

Title: 71. Enhancing RCT using Real World Evidence

Start time: Tue 12/15/2020   2:00 PM   ☐ All day ☐ ⊕ Time zones

End time: Tue 12/15/2020   3:40 PM   ↻ Make Recurring

Location: |

ICSA 2020 Applied Statistics Symposium

https://web.cvent.com/hub/events/b49a0cd8-c8b2-4185-9b00-b2afcfb48797/sessions/350faf9c-e18c-457d-be04-1eda92ba45e9

Chair: Jiewei Zeng; Speaker order: Zailong Wang;Matthew Psioda;Hongwei Wang;Yijie Zhou;

4. **5 minutes** before our session begins, click the link in the calendar, and it will link you to previous session page, and there will be a button "Join session". Note the "join session" will **only** show up 5 minutes before the session begins. Below is an example :

The session is live!   View all sessions

INTERNATIONAL CHINESE STATISTICAL ASSOCIATION
泛華統計協會

🎙 LIVE   Join session ⌄

      👁 Show password

Chair & Speaker training meeting 1
Thursday, December 10, 7:30 PM–8:30 PM CST
⊕ Add to calendar

About each session

- Each session is assigned a volunteer to provide technical support for your session and open the session 10 minutes before the session starts
- All session chairs and speakers should join your session room 5 minutes for preparation before the session starts
- A total of 100 minutes is given to each session, so you will have roughly 25 minutes for presentation (including Q&A)

- The chair will host the meeting, e.g., speaker introduction and time control
- The chair could unmute the audience for questions or collect questions from the Zoom chat channel for the speakers to answer
- The order of speakers is subject to change, and you may consult your chair if any change is needed

For help

- Please ask our volunteers assigned to an ongoing session for help; or ask the front desk for help through joining the "HelpDesk" virtual session

Zoom setting

- **You can label yourself as chair or speaker**
  To change your name after entering a Zoom meeting, click on the "Participants" button at the top of the Zoom window.

Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "Rename".

Participants (1)

RB Ryan B... (Host, me)   Mute   Rename

2 In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

Enter the name you'd like to appear in the Zoom meeting and click on "OK".
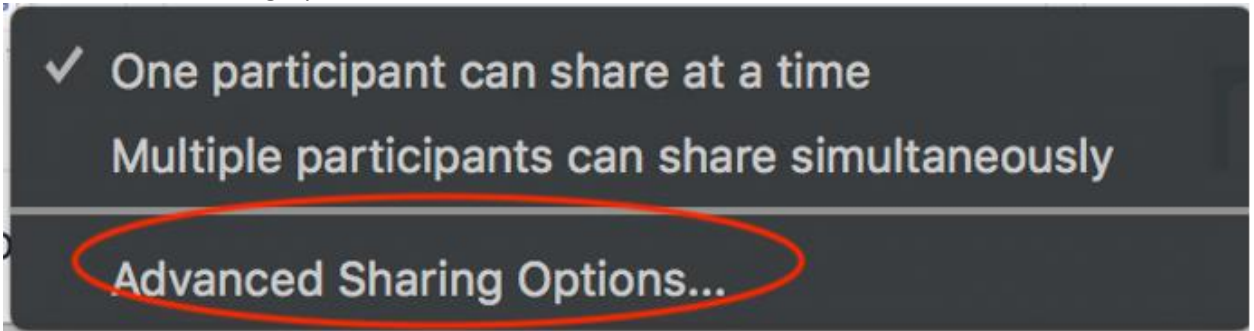
Rename ✕

Enter a new screen name:

Ryan B.

OK   Cancel

3 Type in the display name you'd like to appear in the meeting and click on "OK".

- **Change the screen share option**

1. Click on the up arrow near the Share Screen button in your meeting control bar.

Join Audio   Start Video   Invite   Manage Participants   Share Screen   Chat   Record   Closed Caption   Breakout Rooms   More   End Meeting

2. Click Advanced Sharing Options

3. Click Multiple participants can share simultaneously