

Instructions for Session Chairs

- Please familiarize yourself with the schedule prior to the conference.
- You will be receiving an email from INFORMS with the link to the conference and how to access the mobile app and responsive website version.
- Once inside the virtual conference platform you will be able to build your own personalized schedule.
- Please familiarize yourself with Zoom meetings. If you have not presented or moderated via Zoom, we strongly recommend doing a rehearsal.
- Presenters, chairs, and moderators should rehearse prior to the start of the conference.
- Please share your phone number with session moderator and with session presenters ahead of the rehearsal to troubleshoot if needed.
- The session chair will ensure that all sessions begin and end on time.
- At the start of the session, unmute your audio and turn on your video.
- If a session has four papers, each presenter has 15 minutes to present – 13 minutes of presentation and two minutes for Q&A. If a session has three papers, then each presenter has 20 minutes to present – 16 minutes of presentation and four minutes for Q&A.
- The session chair will track time and alert the presenter of remaining time at suitable intervals.
- Please call a hard stop when time is up. Do not hesitate to stop presenters if they go over.
- All attendees need to be muted during a talk. Audience questions may come via chat and need to be read out by the chair. The chair may ask a compelling clarification questions (e.g., “what is α ?”) during the talk. The chair may ask the rest after the talk.

- Co-authors of the presenter can answer questions posed in the chat during or after the presentation.
- Presenters can share their email addresses on the chat or on their last slide to continue discussion that started in chat.
- When it is your turn to present, please choose one person ahead of time to take over chair responsibilities. This can be a co-author or another author in the session.
- The order of presenters is as appears in the schedule. The last presenter is also the session chair.