For an optimal experience, we ask you to please mute your microphone.

• To submit questions:
  • Use chat to submit questions to a presenter OR
  • Raise your hand in the system and a host will call on you

Thank you!
Session Co-Chairs: Chris Brown, Tobey Jackson, Lisa Le

Presenters & Presentations:

1) Overview of Technical Program: Chris Brown
2) Review of virtual platform features: Tobey Jackson
Detailed instructions available for Technical Q&A Sessions and Technical Panels/Lectures/Workshops on the Technical Presenter Resources and Organizer Resources Pages

- **Q&A Guide, How to Use Zoom Meetings**

- **Zoom Meetings Guide for Technical Lectures, Panels, and Workshops**
Vendor staff (PSAV): act as the host (15 mins before)

Session co-chairs: co-hosts (10 mins before)
  • Promoted to co-host once they join the meeting
  • Will have the same capabilities as a host

Presenters: attendees (5 mins before)
  • Can share their slides if needed

Attendees (Session begins)

AIAA staff helping monitoring sessions
  • Can be reached at conferences@aiaa.org
Vendor staff (PSAV): act as the host (30 mins before)

Moderator: co-host (30 mins before)
  - Promoted to co-host once they join the meeting
  - Will have the same capabilities as a host

Presenters: attendees or co-hosts (30 mins before)
  - Can share their slides if needed

Attendees (Session begins)

AIAA staff helping monitoring sessions
  - Can be reached at conferences@aiaa.org
Session chairs:

Create welcome slides

- Templates available on the organizer resources page

Gather slides/presentations from ScholarOne/presenters

- Best practice to have one person sharing slides
- If there are two session co-chairs, decide who will share their screen and how to handle questions from chat/raised hands

Prepare 1-2 questions to kick off Q&A

Panelists/Presenters:

- Create brief (no more than 3 minutes) summary of your presentation
- Provide your summary slide and slides/presentation to the session chair(s)/moderator
Host (Vendor staff)

- Introduce themselves
- Announce that the session is being recorded and available in 48 hours

Co-Hosts (Session Co-Chairs/Moderators)

- Screen share welcome slides and welcome attendees
- Ask attendees to mute themselves
- Cover how to ask a question (raised hand or chat)
- Introduce list of presenters
- Give a quick introduction of the session
- Encourage dialogue among the session presenters/audience

Best practice from AVIATION: Paste presenters’ name, presentation within chat so it can be easily found by attendees
Q&A sessions

Co-Hosts (Session Co-Chairs)

• Begin by calling on the first presenter
• Recommend the co-chairs screen share slides
• Presenters may screen share if that is preferred

Presenters will give a brief (no more than 3 minutes, 1 slide) summary of their presentation

• Individuals can ask them questions via chat or by raising their hands before speaking
• Give a “2 minutes to go” warning after 8 minutes
• After 10 minutes, transition to the next presenter
• If Q&A does not take the full 10 minutes, please transition to the next presenter

If there is extra time available at the end, you can use that for a group discussion
At the end of the meeting

Host (Vendor Staff)

- Will promptly end the meeting at the end of the hour-long session, or before if the session ends early (unless it is a session with more than 6 presenters)

Co-Hosts (Session Co-Chairs)

- Thank the presenters and attendees
- If there are additional questions or follow-up needed, encourage presenters and attendees to use the chat feature on the virtual Propulsion and Energy conference platform
It is helpful if presenters share their slides with session chairs in advance; that way the only individuals that need to screen share are the session chairs.

The meetings contain the following settings:

- Attendees are automatically muted when they join, can unmute to speak.
- Attendees’ video is turned off when they join, can turn on if desired.
- Attendees may share their screens, but host and co-hosts can disable.
- The meeting will not be locked.