

Technical Session Live Training

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!

Technical Session Live Training

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

Please Read

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](#)

Technical Q&A Session Overview

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

Technical Panels/Lectures/ Workshops Overview

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

Before Session

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 answer 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

During Session

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

During Session

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

End of Session

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

Important Notes/Settings:

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