

Session Chair Checklist

This is a short checklist to prepare and initiate a session at an IETF meeting.

BEFORE THE SESSION

❑ TEST YOUR SETUP

All chairs and presenters should test in advance the set up they plan to use during the IETF meeting. There are a [number of options](#), including dedicated testing sessions for chairs that can be scheduled in advance.

❑ PREPARE PRESENTERS and PRESENTATIONS

All presenters MUST be registered for the IETF meeting. Remote presenters will not be able to join the Meetecho session if they are not registered in advance. Presentation slides SHOULD be uploaded to the IETF Datatracker to make sharing during the session easier. Any video to be shared during the session MUST be coordinated with Meetecho (via support@ietf.org) in advance.

NOTE: If you are planning on inviting a guest speaker who will only participate in one session, then please contact in advance either the IETF Chair or IETF Chair, as appropriate, to request a special code for that particular session.

❑ JOIN THE SESSION EARLY

The Meetecho session for each IETF meeting session will open 15 minutes before the scheduled start. ALL CHAIRS (in-person and remote) should join the session which they are chairing using the full Meetecho version. In-person chairs should be sure their microphone, video camera, and audio output are off as this will be handled by in-room A/V.

❑ FIND A CHATROOM SCRIBE

A person should be identified in advance as a chatroom scribe for the session in advance to help manage the speaking queue. This person will serve the usual role of jabber scribe, though that might in practice be more limited. The jabber scribe will join the queue via the Meetecho to relay comments from people who are not able to speak during the session.

❑ DESIGNATE A NOTE TAKER

As with in-person sessions, you will need to identify a minute-taker. A session notepad linked from the IETF Datatracker will be used for minutes as usual.

❑ UPLOAD MEETING MATERIALS

Be sure all presentations and other materials for the session are uploaded to the IETF Datatracker and coordinate with presenters in advance about whose screen will be shared in Meetecho. Be sure to have materials presented in full screen

mode to make them easier to read by participants.

❑ SET UP THE NOTEPAD

Be sure the session notepad (automatically generated and available via the [IETF Datatracker agenda](#)) is set up for the meeting.

DURING THE SESSION

❑ INTRODUCTORY SLIDES AND NOTE WELL

There are a set of introductory slides (including the IETF Note Well) available at: https://docs.google.com/presentation/d/1W930i_aYcvliMOO7eGnqIPovxhfrLSw9irbVda2E1G8/edit?usp=sharing

❑ IN-PERSON PARTICIPATION DETAILS

Remind session participants that **in-person participants must sign into Meetecho** to join the mic queue and to be included in the session bluesheets. QR codes in the room can be used to join the session with the online version of Meetecho. The Meetecho Onsite Tool is designed for use on mobile devices. If using the full version, be sure audio input/output and video are off.

❑ RECORDING

Remind session participants that the session is being recorded.

❑ BLUE SHEETS

Remind participants the "Blue sheet" is automatically recorded based on IETF Datatracker login and signing into Meetecho—**ENCOURAGE SIGNING INTO MEETECHO**

❑ QUEUE MANAGEMENT

Remind participants that they should enter the queue by pressing the "raise hand" icon.

- ❑ Remote participants will need to separately send audio to speak once recognized in the queue.
- ❑ In-person participants should join the in-room queue at the mic

❑ VIDEO AND AUDIO MUTE

Remind remote participants to keep their audio muted and video off unless recognized in the queue.

❑ ASSISTANCE DURING THE SESSION

A member of the Meetecho team will be in the Meetecho session. If technical help is needed, simply use "Meetecho" to start a chat message describing the issue needing attention.