

Note: these are notes written by one of the MC volunteers (Emily Aery Jones) and organizer (Megan Peters) and updated anytime the #showrunners Slack requests it. If something needs to be changed, please message Emily on the Slack or request edit access (if you're an organizer).

Slide deck:

https://docs.google.com/presentation/d/1tX5e9i79XH_hQuL_iB5ltzEBSrhY5fH9zBLe7p1v1v4/edit#slide=id.g53c675e9b7_0_110

EMAIL IN ADVANCE

Following the speaker email you're CCed on, ask the speakers for info for their introductions. Make sure you're just emailing the speaker and not CCing Neuromatch; they probably have enough emails to deal with right now!

Here's an example email:

Hi _____,

I'm Emily, and I'll be the MC for your session. I'll be introducing you, letting you know how much time remains as you speak, and asking questions for the audience. I'll be giving a ~3-sentence intro for each speaker on camera and in the chat. Could you send me a bit about yourself so that I can introduce you?

Name pronunciation, if you think your name might be tricky for me (native American English speaker) to pronounce. I'll rehearse everyone's names in the green room before the session:

Pronouns:

Position:

Lab head:

Institute:

Twitter (if you have one):

Would you like your Twitter posted to the session chat?:

Link to a recent article:

Any other things you'd like mentioned:

An example, if I were a speaker:

Name pronunciation, if you think your name might be tricky for me (native American English speaker) to pronounce. I'll rehearse everyone's names in the green room before the session: I

have 2 last names, Aery (like airy) and Jones

Pronouns: she/her

Position: Postdoc

Lab head: Lisa Giocomo

Institute: Stanford University

Twitter (if you have one): @emilyasterjones

Would you like your Twitter posted to the session chat?: Sure!

Link to a recent article: [https://www.cell.com/cell-reports/fulltext/S2211-1247\(19\)31370-1](https://www.cell.com/cell-reports/fulltext/S2211-1247(19)31370-1)

Any other things you'd like mentioned: I'm co-chairing a conference next year; please drop this link in the chat: <https://www.grc.org/inhibition-in-the-cns-grs-conference/2021/>

Looking forward to your talk!

Emily

You can also email to give them timing instructions in advance, so they can use the whole green room time just working with back-end.

Here's an example email:

Hi _____,

Thanks for the info! I'll give you a brief, 2-3 sentence intro on camera then post the rest to the chat so everyone can read it without taking too much time.

Here's a few more details about keeping track of time for your session:

- Please make sure to arrive at your room 10 minutes before your session starts so we can make sure your video, audio, & screenshare works.

[interactive talks]

- Your talk format is 5 minutes intro + 10 minutes questions. A nice way to convert this from a traditional-length talk is to present just the high-level overview, then list "Discussion Points" on your final slide so that audience members can ask to hear more details on topics that interest them.

- My camera will be on the whole time. If you can, please put my video window somewhere you can see it while you present. I will be cheering you on (silently) and also holding up big colorful cards that tell you when you have 1:00 or 0:00 minutes left.

- Since there's 10 minutes for questions, we have some wiggle room. I will silently hold up the time cards, but I won't turn my mic on to ask you to wrap it up unless you go past 8-10 minutes.

[traditional talks]

- Your talk format is 12 minutes + 3 minutes questions.

- My camera will be on the whole time. If you can, please put my video window somewhere you can see it while you present. I will be cheering you on (silently) and also holding up big colorful cards that tell you when you have 5:00, 2:00, or 0:00 minutes left.

- Please move on to your last slide when we reach 2:00. If we're approaching 1:00 and you're not on the last slide, I will turn my mic on to ask you to wrap up. If we reach 0:00 and you're still not done, I will turn my mic on again to ask you to end the talk. We unfortunately don't have much wiggle room as there's only 3 minutes for questions.

- We have to wrap up right at :45, so I'll be enforcing the time so every speaker gets 15 minutes to talk & answer questions. At :50, the room will boot us all out, so we don't have wiggle room there.

Looking forward to hearing your talk! Best of luck!

--Emily

GREEN ROOM

- Explain the time rules & card system.

interactive: 5 minutes to speak, then 10 minutes of questions; attendees can ask their questions on camera

I will hold up cards to indicate when you have 1 minute or 0 minutes left

we have to move on at the 15 so we can end at the :45 and let the next session set up

traditional: 12 minutes to speak, then 3 minutes of questions

I will hold up cards to indicate when you have 5, 2, or 0 minutes left; HARD STOP because only 3 minutes for questions

we have to move on at the 15 so we can end at the :45 and let the next session set up

- Name pronunciation
- Explain your role: My job is to be your hype woman; I will be on screen being your visual audience feedback and will ask questions [for interactive only: that the audience doesn't want to ask on camera]. Our instructions were to project authenticity, excitement, engagement, energy, & love.
- If you'd like, add a NMC 3.0 Zoom background:
<https://neuromatch30.slack.com/archives/C01AHFASUKX/p1603645251124200>. Under Video Settings, check "Mirror My Video" if you are using the standard background & using time cards with times written on them, or else all the text will be backwards.

START THE SESSION

- We have an amazing lineup of speakers. This session, we will learn about... [summary]
- Remind all participants to tweet about the conference, share screenshots, thoughts about talks, etc. with the #nmc3 tag on twitter.
- Coordinate with your back-end host so talks don't start until they've begun the Youtube stream.

NEXT SPEAKER

START

- In the chat: Our next speaker is _____. Here's a link to their recent work: _____. You can find them on Twitter at _____.
- Live: [prepared summary]

DURING

- Come up with a question
- Encourage questions in the chat
- Time cards

END

- Thank you for that excellent talk, there are many questions
- [say something positive about the talk while questions arrive]

QUESTIONS

- Here, we have a great question from ____ [edit to make more positive]
- Check time

TRANSITION

- Thank you for all those excellent questions, and thank you again ____ for your talk.
- END: let's thank all the speakers one last time, and thank our back-end host
- END: hard stop at :50