IASC 2025 Panel Chair and Participants Information

General room setup:

1. All panel rooms will have lecterns (tall stands for standing behind while presenting) with laptops. The laptop should stay with the lectern and these will be attached to a projector. Each room also has a designated USB stick. Please do not remove any of these materials from their designated room.
2. All physical panel rooms have a designated Zoom room
3. **Zoom should be run through the lectern laptop with the help of the _room "tech" volunteer_**. Share your screen within zoom so that remote participants can see each presenter's slides.
4. This laptop should record the session **to the laptop computer** (not to the cloud). Conference volunteers will collect these files after the panel.
5. Each lectern laptop will have an attached bluetooth speaker so that the audience can hear any questions from the online participants.
6. Should in-person audience members decide to join zoom to monitor the online chat, please make sure your mic and speaker are turned off to avoid sound feedback with the podium laptop.

Panel Chair Information:

1. Each session has an assigned chair. In some instances, some chairs have already been making plans with their panelists.
2. Before the panel starts, in-person chairs should check to make sure that all in-person presentations have been added to the room laptop (see below, "general room setup"). If one is missing please have the presenter add it via the USB stick provided in each room. Online participants should share their screen when presenting.
3. The chair should start the session by letting people know whether the session is all in person, all remote, or hybrid. In each of these cases, there may be audience members attending via zoom.
4. The chair is responsible for making sure that the timing is reasonably well followed, and to moderate Q&A sessions.
5. Chairs have the authority to make spontaneous decisions as needed, and we ask that participants follow the decisions that chairs make to ensure that panels run smoothly.
6. For Q&A periods, the chair, or someone the chair designates, should monitor the zoom room for messages from online participants, and can read out any of these to the panel and in person audience members.

In-person panelists Information - IMPORTANT!

Online presenters do not need to share slides beforehand as they can share their screens to present. For in-person presenters, please provide presentation slides

before your session so that panel room managers can install it on the podium laptop before your session.

You have two ways to do this:

Option 1 (**preferred option**): Use this [Google Form](#) to upload a powerpoint or PDF file or share a link to a Google Slides presentation. These links will be made available through this [spreadsheet](#).

Make sure that the link you provide is shared with "Anyone with the link" having VIEWER permission.

The Panel room coordinator will then download your file to the panel podium laptop or will open your link in a browser on the podium laptop.

Option 2 (only if Option 1 doesn't work for you!). There will be a USB stick with the lectern laptop to use to manually upload to the panel podium laptop.

Online audience participants are encouraged to use the "Raise Hand" zoom function or put questions and comments into the Chat.

Panel format and timing:

1. Some panels have had discussions pre-conference for how they want their panel to operate. Please follow that if that is the case. Otherwise, please follow this guidance.
2. In cases where no pre-discussion has occurred, a general rule of thumb that will work in most cases is 15 minute presentations with 3-5 minute Q&A for each presentation. This timing can fluctuate a bit based on the amount of time available and the number of presentations.
3. This should normally be followed by a 15-30 minute question and answer (Q&A) discussion at the end of the panel.