

Guidelines for Chairs and Co-Chairs/Rapporteurs



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GHRST25

INTERNATIONAL SST
USERS' SYMPOSIUM &
GHRST SCIENCE TEAM MEETING



Environment
Canada



Danish Meteorological Institute

In-person in Montreal (Canada) and online

JUNE | 10-14th | 2024

Organisers



Environment and
Climate Change Canada
Environnement et
Changement climatique Canada

UQÀM



Danish Meteorological Institute

Welcome to the International SST Users' Symposium and GHR SST Science Team Meeting (GHR SST25)!

This is a short guide, which covers the key aspects of the symposium and the GHR SST Science Team Meeting. As in the past years, the content of the symposium and of the Science Team Meeting can be accessed via Moodle and the event will be accessible to online participants via Microsoft Teams.

We have decided to create a guideline for all the participants, speakers, chairs and co-chairs to facilitate your attendance and make your participation more pleasant.

If you are reading this foreword, you should have already identified that you are a presenter at GHR SST25.

Please ensure that you read the corresponding section for your role in this document before joining the event.

Moreover, do not hesitate to contact us if you need further assistance.

Looking forward to seeing you online or in person!

The GHR SST Project Office

Contact Details for the GHR SST Project Office (GPO)

Erika Hayashi, GPO Coordinator, Danish Meteorological Institute erh@dmu.dk

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The GHR SST Project Office is funded by the European Union Copernicus Programme and is hosted by the Danish Meteorological Institute, Sankt Kjelds Plads 11, 2100 Copenhagen, Denmark.

Guidelines for Chairs and Co-Chairs

Role of the Chair

The role of the Chair is to moderate the discussion, welcome questions, keep the timing and remind participants of netiquette (online etiquette). The Chair is also responsible for the delivery of the session report.

Role of the Co-Chair

The role of the Co-Chair is to act as a Rapporteur. The Co-Chair supports the Chair in running the session. The Co-Chair also compiles a first version of a short session report using the template below during the meeting.

Preparing to Chair or Co-Chair a Session

- Please get in touch with your Chair/Co-Chair if you do not know her/him/them and use the opportunity to introduce yourself and coordinate preparation activities
- Please check the [Book of Abstracts](#) so you are familiar with the topics covered by the Keynote and the Session Talks

Read the notifications you receive via email

All the communication related to the meeting will be made via e-mail from the GHRST Project Office.

Please make sure that you read the communications sent from the GPO via e-mail. Ensure that you check your spam or junk folder in case these communications end up there.

The GHRST Project Office will share you the contact details of your Chair/Co-Chair for the session before the meeting.

After the Symposium

Session Report

For each session, there will be a separate report. The Session Report contains a summary of the presentation, discussions, and any actions arising. The report also provides insights on the outcomes of the specific session in the agenda and are included in the proceedings of the symposium.

The session report should provide a global overview of the discussion, rather than a transcript of the single interventions.

The Co-Chair should take notes during the session and pass these to the Chair, preferably within 24 hours of the session end.

Submitting the Session Report to the GHRST Project Office

The Chair should submit the Session Report using the template below via email to Erika Hayashi, erh@dmu.dk by **28 June 2024**.

Session Report Template

Text Format

- Font: Calibri, size 11
- Headings: see formatting below. Do not change the formatting please
- Maximum Length: 4 pages
- Please size your equations and figures accordingly
- Formatting of figures and tables: see examples below

Name of the Session

Rapporteur: Your full name (1)

Chair: Chair's full name (2)

(1) Your institute name and country, email: you@address.com

(2) Chair's institute name and country, email: chair@address.com

Main Discussion Points

Overview of the main points from the talks and discussion session.

Conclusions

Outcomes of from the session talks and discussion.

References

Please use the following format:

Ingleby, N. B. and A. C. Lorenc, Bayesian Quality-Control Using Multivariate Normal-Distributions, Quart. J. Roy. Met. Soc. 119 (513), 1195-1225 Part B, 1993.

Figures and Tables

Please follow the standards below for captioning figures and tables.

Figures to be referenced as follows:

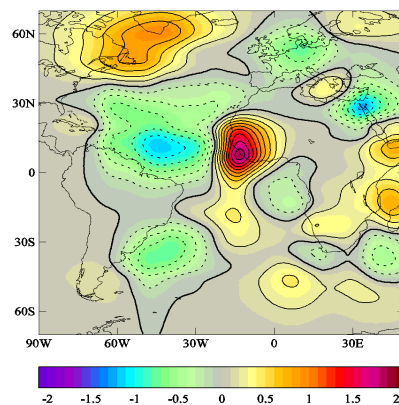


Figure 1: Italic figure caption

Tables to be referenced as follows:

Table heading	Table heading
NAVOCEAN O	NOAA-17
RSS	TMI orbital swath and

	gridded product
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Table 1: Italic table caption L2P data sets developed within the framework of the MISST project

Guidelines for Chairing and Co-Chairing

The meeting will be in-person and online. You will have an online meeting facilitator to help with monitoring the participants online. To ensure a smooth experience for all, here are some guidelines when chairing and co-chairing the sessions:

- Ensure that online and in-person participants contribute equally during the discussion. Start by opening up the floor to discussion with online contributions first.
- Encourage the participants online to use their video when asking a question.
- Use names when gesturing or pointing at someone who will speak in-person so that the online participants can follow the discussion.
- Reiterate and summarise key points as you go to keep the audience's attention and focus of discussion.
- Address participants by name and affiliated organisation if you know or ask participants to share their names and affiliated organisation.

Joining the Meeting ONLINE

If you are joining the meeting online, you can click "Join the meeting now" below or with the Meeting ID and Passcode listed below:

[Join the meeting now](#)

Meeting ID: 347 200 962 420

Passcode: Z94xii

Netiquette

All online sessions will be recorded. The recordings will be made available to meeting participants through Moodle.

- Participants' microphones must be muted on entry.
- Once the session starts, please mute your microphone and turn your camera off unless you are the session chair or current speaker.
- Presenters should turn on their cameras (and microphone) while giving their presentation and taking questions.
- To ask a question raise your hand using the "Raise Hand" function (see Figure 1) and the chair will call on questioners in turn.
- When called please turn on your camera and microphone and give your name (this makes it easier for the rapporteur) before asking your question.

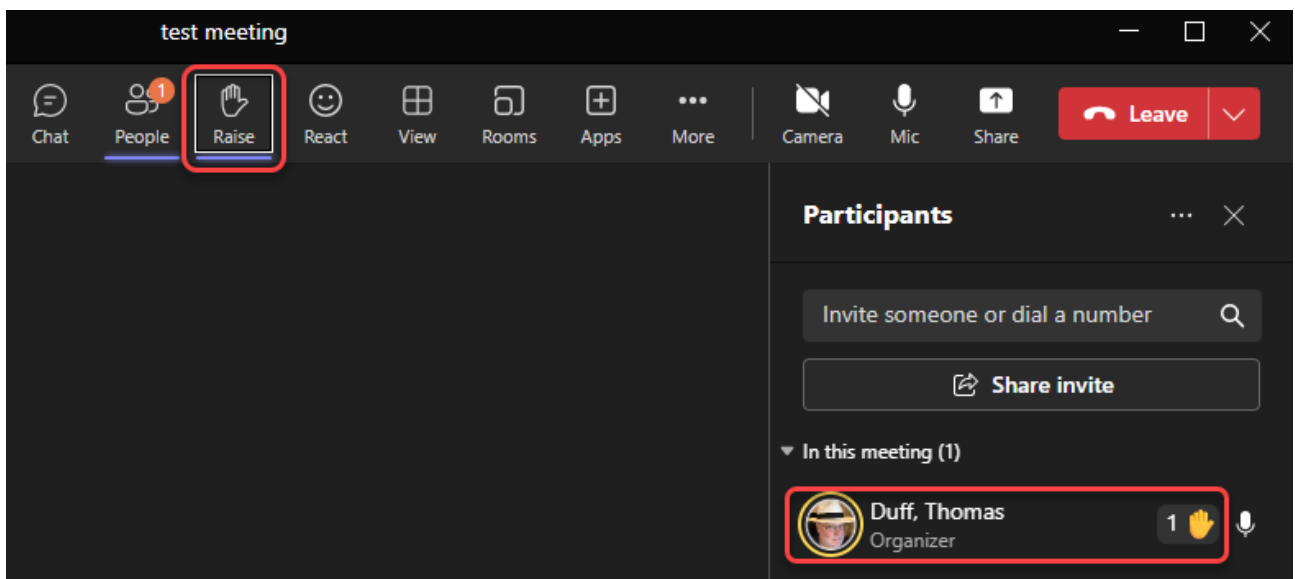


Figure 1: To ask a question, use the Teams function "Raise Hand" at the top of the Teams window highlighted with the red box in the figure above.

Moodle: The Content Platform of the Symposium

Moodle is the platform we will be using for the symposium and the GHR SST meeting's content. It will be open few days before the symposium and it will be online for a year after the symposium.

Your presentations, posters and the pre-recordings will be made available to the participants via Moodle.

The GHR SST Project Office will upload your material to Moodle. Please make sure that if you change your presentation or poster, you make a copy available to the GHR SST Project Office to be uploaded.

We will send the link to Moodle for GHR SST25 to enrol.

When you enter Moodle, each tile corresponds to one component of the symposium.

We have set up Sections for the

- Science sessions: You can access the presentations and the pre-recordings [here](#)
- Poster sessions: You can access all the posters presentations and the pre-recorded presentations [here](#)
- The in-person workshops
- The reports of the GHR SST Task Teams
- The reports of the Agencies' representatives

...And more!

Connect on social media:

#GHRST25

Please follow the event on social media and connect with GHRST. Our hashtag for the symposium is **#GHRST25**

- Twitter/X: <https://twitter.com/ghrst>
- LinkedIn: <https://www.linkedin.com/company/ghrst>
- YouTube: <https://www.youtube.com/@GHRST>