CHAIRMEN INSTRUCTIONS
8TH EUGEO CONGRESS ON THE GEOGRAPHY OF EUROPE

Dear Session Chairs,

All of us will have the challenge of mastering a hybrid conference format of EUGEO 2021. Although the main task for the session chairs will remain the same (opening and closing the respective session, introducing the individual presentations/speakers, guiding through the Q&A at the end of the session), there are of course a few more tasks for the virtual format.
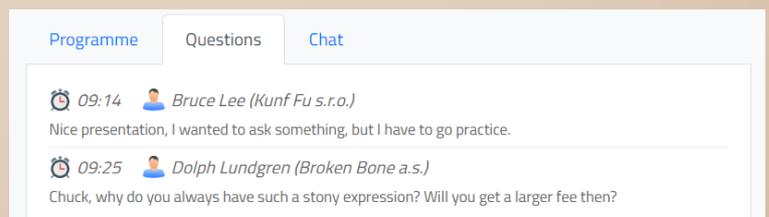
To run the session physically and virtually there is a virtual platform. All participants will have an access to the platform. The virtual platform will be operated by the technical staff. The main difference is in the Q&A at the end of the session. Because of the hybrid format there might be questions from the remote participants in the virtual platform. For more information read the instructions below.

To show you how to use the virtual platform, please come to the congress room no later than 10 minutes before your session starts, the technical staff will provide you more details.

More information how to use the virtual platform are provided in the **Speakers and Chairs Instructions** on the website.

Nevertheless we have summarized again some useful hints:

- To help you to know the virtual platform we recommend you to run through the virtual "Speakers Ready Room" (more information in the **Speakers and Chairs Instructions**) where you can see a preview room for the chairs.
- Please join early so that you can start the session in time.
- Please align with your co-chair beforehand who will chair which presentation of the session (introduction and running Q&A).
- Each session has 90 minutes, presentation time is 15 minutes, at least 15-30 minutes Q&A part should be included at the end of each session (based on the programme).
- At the scheduled session start please shortly introduce yourself by name and affiliation as well as your co-chair (if any) and the session name.
- Introduce each presentation by title, presenter and affiliation.
- All remote presenters are muted by default, only the remote speaker of the current presentation will be unmuted and get granted the presenter rights for the time of the presentation. This will be done by the technical staff after your introduction.
- You will see the **remote** chairs and presenters that have already joined the session by their name being shown in bold in the preview monitor.
- The Q&A session/panel discussion is planned at the end of each session, there can be questions from both physical and remote participants. Please monitor and read the posted questions from the Questions window of the virtual platform. The physical audience in the meeting room can raise their questions verbally. The remote participants can only raise their questions through the virtual platform. The remote speakers can raise their questions verbally and other remote participants through the chat feature.
- To see the questions please click on "**Questions**". This will bring the questions on the right side to the presentation. Using "Fullscreen" after that will keep the chat visible.

Programme	Questions	Chat

🕘 *09:14* 👤 *Bruce Lee (Kunf Fu s.r.o.)*
Nice presentation, I wanted to ask something, but I have to go practice.

🕘 *09:25* 👤 *Dolph Lundgren (Broken Bone a.s.)*
Chuck, why do you always have such a stony expression? Will you get a larger fee then?

| Programme | Questions | Chat |

Arnold Schwarzenegger
09:11

I'll be back...

Sylvester Stallone
09:12

OK, I'm waiting for you.
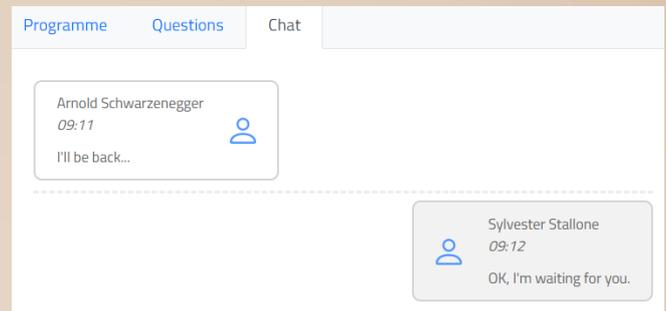
- The virtual platform has a **chat** – which serves as a communication channel between remote speakers, program chairs and technical chairs for the currently running session. You can communicate with the chairs and other speakers through the platform.

  For remote chairs: In case of having a problem, please contact the technical chair through this chat or via microphone.

- Thank the speakers for their presentations.

- Before the panel discussion please ask all presenters of the session to come up on the stage to run the panel discussion.

IMPORTANT INFORMATION FOR THE REMOTE CHAIRS

- **Please plan your participation according to the program schedule however the start of your session may be adjusted according to the real duration of the other sessions in the congress.**

- Please join the session when it starts. If the session has not started yet, it is not possible to enter the room and the button is inactive.

- Check that your audio and video is working properly in the "**Speakers Ready Room**". More information provided in the **Speakers and Chairs Instructions**.

- After that join your session through the "**My Remote Participation and Stage**".

- As a remote chair your camera picture will not be displayed during the presentations however it will be displayed during the Q&A session in the meeting room.

- You will be able to talk to the presenters and audience at any time throughout the session, which also means that you should use a room without background noise or other people talking.

- During your session you will be able to communicate with the technical chair through a private voice channel, he will help you to run the session.

- When joining the other sessions where you are not the chair you need to enter through the "**Live Stream**" as the other participants.

- An important note: selecting other menu items on the virtual congress platform while you are active in the **Stage** room ends your presence in the room, so avoid it while chairing. In case it happens rejoin the room through the **My Remote participation and Stage** button again.

Thank you very much already now in helping to make the EUGEO 2021 a success!

FACULTY OF SCIENCE
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www.eugeo2021.eu