ACS Presider Responsibilities

• Presiders must be registered for the meeting to be a Presider.

• Presiders should log into the virtual meeting platform as a registered attendee at least 35 minutes before the start of the live session time and navigate to their assigned session.

• Once logged into the session, Presiders should change their zoom screen name to Presider – [insert your name]. This name change along with a pre-set list will allow the Encore technical room producer to move you to a co-host of the session.

• As a co-host of the session, you will meet with the ACS Producers and the Encore technical room producer on the host side of the Zoom event. Attendees will be able to access the zoom link, but they will not hear the behind the scenes work for the time leading to the start of the session.

• With the ACS Producers, you will be asked to review the order of presentations within the session, confirm the timeline of the presentations, and review the flow of sessions and questions and answers time before the presenters arrive about 30 minutes before the start of the session.

• Session presenters will begin accessing the Zoom link 30 minutes before the session is scheduled to begin.

• Once presenters arrive, ACS Producers will walk all presenters through video and microphone checks, sharing screen steps, and discuss how the question and answers will work via the chat box. Feel free to help with this review with each Presenter as well.

• The session will open to all meeting attendees 10 minutes before the start of the session. A general slide deck of opening and housekeeping information will be shared as attendees are joining the event.

• As the session Presider, you will be required to keep to:
  ➢ Keep to the set schedule of presentations
  ➢ Keep the timed agenda on schedule – do not skip session, even with a no show, keep to the set schedule and use the extra time for networking
  ➢ Begin the session on time by reminding attendees
    ▪ of the ACS Code of Conduct,
    ▪ the session is being recorded, if you do not want your face recorded, please keep your camera off
    ▪ remind all to stay on mute, do not interrupt speaker
    ▪ ask questions via the chat box only; no verbal questions
    ▪ mention the Breakout Lounge for networking at any time
    ▪ there is a Q&A after each session so that it can be recorded for the on demand section of the meeting
  ➢ Introduce each speaker before they begin speaking and share a change of speaker slide with all attendees.
  ➢ Manage the chat box and capture the questions that come in during the
presentations to use during the Q&A time period for each speaker
➢ Verbally ask questions in the time allotted to the speaker picking from the chat questions received during the session
➢ If there are no questions in the chat and there is still time before the next presentation is scheduled to begin, you are free to ask questions.

• The ACS Producer and Encore Producers will continue to remind the Presider of the end time, via private chat. However, it is the Presiders responsibility to stop the Q&A and thank the presenter and move to the next scheduled presentation by sharing the slide and introducing the presenter.
• The session will automatically close 5 minutes after the 3 hour block of the session. The Presider will need to wrap up, thank the presenters and attendees before the Zoom room closes. There will be no extensions to the ending of the session time so that all producers may have time to start the next sessions.