

Guideline for Session Chairs

Dear Session Chairs,

Greetings from the NEUTRINO 2022 Secretariat.

We deeply appreciate the valuable time and effort you are putting in for NEUTRINO 2022.

Below, we have summarized how to moderate the Live Talk and Q&A sessions on Zoom. Kindly confirm the essential information below to help us prepare an active and smooth online session.

If you have any questions, please contact the secretariat by email (sci@neutrino2022.org).

1. Your Session and Zoom Link

- **Please check the talk information on the detailed program page below:**

https://neutrino2022.org/program/detail_program

If your information is incorrect, please contact the secretariat office.

Please consider the time difference. The NEUTRINO 2022 program is based on KST (GMT+9). Please visit indico page to check your local time: ([Go to Link](#))

- **Zoom Link for Session Chairs**

- Zoom link for session chairs is shared via email. Please do not share this Zoom link with other participants since it is as reserved only for session chairs, speakers, and organizers.
- **To ensure the smooth management of sessions, Zoom test will be held during the long break times. It is recommended that you access Zoom and check the conditions at that time. Please check the Zoom test timetable for each session which is provided further down.** If you are not available for the Zoom test, please enter your session via Zoom in advance. **The stand-by must be completed 30 minutes before the session time.** Please let us know if any difficulty comes from the Zoom test. We will conduct a simple test during this period.
- When you enter Zoom, please change your user name to <session name_Last name>. e.g.) S1_Pauli

- **Zoom Background**

- We attached the Zoom background image to this mail. **Please use this background during the session.**

2. Zoom Meeting

We will create two Zoom rooms to deliver the talks to ensure a smooth operation. The first room is to host speakers, session chairs, and organizers while the second room is to host participants watching the sessions.

During talks, **please press the mute button to prevent unexpected sound dispatch.** (Please note that our staff could mute your microphone whenever it's necessary).

3. Zoom Test

Before the session, we will test your microphone volume and screen. **Zoom test will be held during the long break times. It is recommended that you access Zoom and check your microphone volume and screen at the Zoom test time. Please check the Zoom test timetable for each session below:**

Session No.	Zoom Test Time (KST)	Session No.	Zoom Test Time (KST)
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Opening Session S1: Sterile Nu I	May 30 (Mon) 19:30 ~ 20:30	S12: Atmospheric Nu Public Talk	June 2 (Thu) 13:30~14:30
S2: Sterile Nu II S3: Sterile Nu III	May 31 (Tue) 7:30 ~ 8:30	S13: Solar/DSNB Nu	June 2 (Thu) 20:00~21:00
S4: Onbb I	May 31 (Tue) 15:30~16:30	S14: Astrophysical Nu I S15: Astrophysical Nu II	June 3 (Fri) 7:30 ~ 8:30
S5: Onbb II	May 31 (Tue) 20:00~21:00	S16: Heavy Nu, R&D	June 3 (Fri) 15:30~16:30
S6: Reactor Nu I S7: Reactor Nu II	June 1 (Wed) 7:30 ~ 8:30	S17: Nu Interactions I	June 3 (Fri) 20:00~21:00
S8: Nu Mass	June 1 (Wed) 15:30~16:30	S18: Nu Interactions II S19: New Nu Tech.	June 4 (Sat) 7:30 ~ 8:30
S9: Accelerator Nu I	June 1 (Wed) 20:00~21:00	S20: Nu and Cosmology	June 4 (Sat) 14:30~15:30
S10: Accelerator Nu II S11: Accelerator Nu III	June 2 (Thu) 7:30 ~ 8:30	S21: BSM Nu Closing Session	June 4 (Sat) 18:30~19:30

If you cannot attend the Zoom test, please enter your session via Zoom **30 minutes** before the start time of your session. **The stand-by will be completed 30 minutes before start of your session, where we can also conduct a simple test if it is difficult for you to participate in the Zoom test in the long break time given in the table above.**

Please connect to the Zoom link with a PC or laptop in an environment with good network connections.

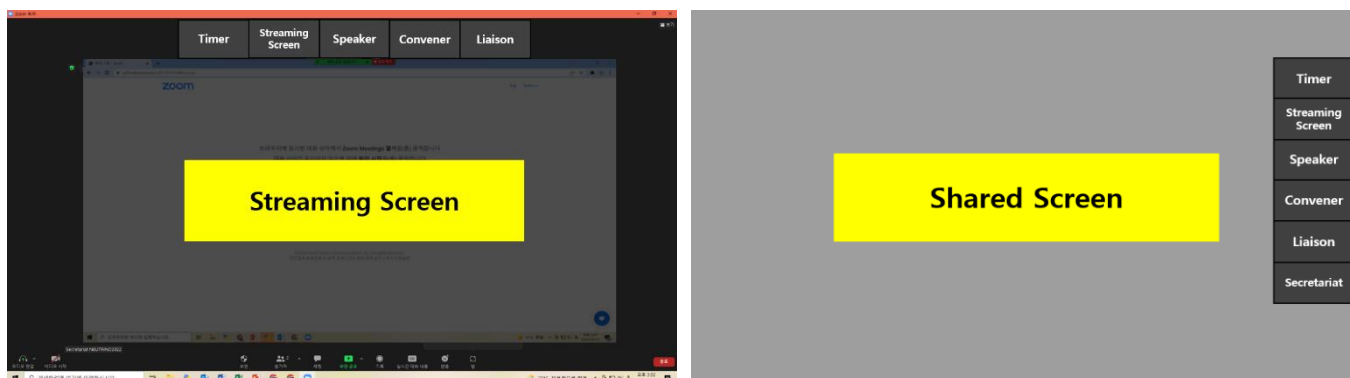
Below are the checklists for the session:

- If possible, please **use headsets** when chairing sessions to improve audio quality.
- Turn off your phone ringer and/or any audible email reminders.
- Please mute while waiting for your turn to speak.
- **Please do not connect to the ZEP Metaverse and Live Session Room on the website during your session. The audio may overlap.**

After the Zoom test, please mute the microphone until you need to speak. Please turn it on when you can see your face on the streaming screen. For more details, please check the following.

4. During the Session

First of all, when you enter Zoom, you can see the other participants' mini-screens at the top. Left cartoon below shows your screen before someone else's screen is shared, and when the screen is shared, the top mini-screens move to the right side (Right cartoon below).



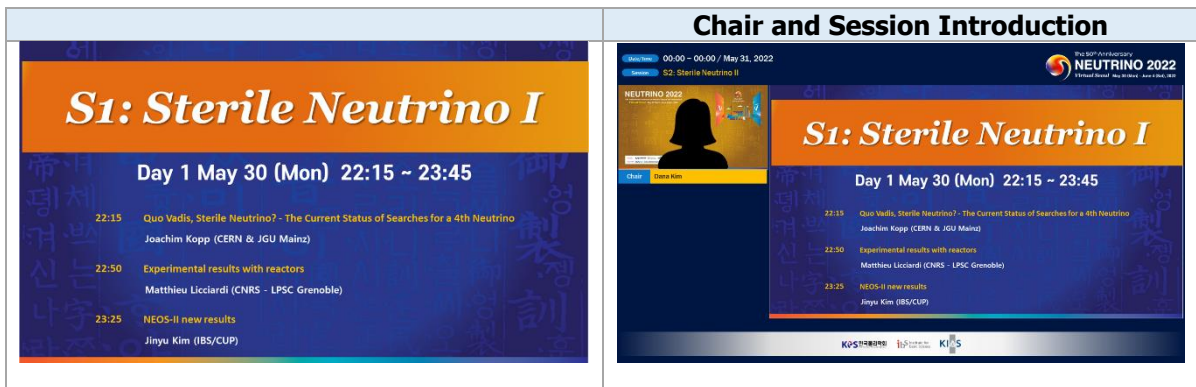
If you click the 'Streaming Screen', you can see the way it is being broadcast to the participants.

1. Session Beginning

Until the session starts, you can view the session promotional slides as shown in the left image below. When the session starts, you will see your face in the upper left of the screen as shown in the right image below. Please shortly introduce yourself and briefly explain the session.

Before Session Start and Break Time

Session Start:



2. Speaker Introduction and Presentation Start

After the session introduction, please proceed with a speaker introduction. When the speaker is introduced, you can see the speaker's face like the left image below. After introduction of the speaker, the speaker will start the presentation right away. **During the talk, questions will be sent to you by direct message. Please check the direct messages carefully.**



3. Q&A Session

After a talk ends, the Q&A session will proceed. Please select some of the questions delivered to you and ask the speaker. Please note that you must check the Q&A time in the detailed program in advance to make sure there is no overtime.



We firmly believe that your contribution will make NEUTRINO 2022 even more successful. We greatly appreciate your continued interest in NEUTRINO 2022, and look forward to seeing you online.

Sincerely yours,
NEUTRINO 2022 Secretariat

NEUTRINO 2022 Secretariat

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