

Roles and Protocol for ICMS webinar participants

Basic webinar user roles:

Each session will have a Session Chair, a lecturer, host and participants.

- *Session Chair:* This person coordinate the webinar session and manage Q&A.
- *Lecturer:* This person has user permissions to share its screen or applications started on her device.
- *Host:* This person facilitates the use of the virtual meeting technology. This will be the user with a special circular icon by the left side of the profile.

Basic webinar day routine:

- *15 minutes before the webinar:* The host will start the designated Zoom meeting.
- *2 minutes before the webinar:* The host will start recording the session.
- *1 minute before lecture:* The Session Chair introduces the lecture.
- *Beginning of the lecture:* The Session Chair will introduce the presenter. The talk will be presented by the lecturer.
- A live Q&A Session will follow each talk, moderated by the Session Chair.

Basic webinar protocol:

- Make sure to mute your microphone when you're not speaking.
- If you leave Zoom on, make sure that your microphone is muted, especially during the breaks.
- If you have general questions – please, use the Chat. You may direct the questions towards specific person (i.e., the Chair for procedural, or the host for technical issues).
- If you have questions during a Q&A session, please, just turn on your microphone and speak.

If you need technical review of the main Zoom functionalities, we have prepared detailed documentation on the website of ICMS: [Direct download link](#).