



SYMPOSIUM & MINISYMPOSIUM CHAIR INSTRUCTIONS

Chairs for Neuroscience 2021 symposia and minisymposia have an important responsibility during the virtual annual meeting. Chairs are asked to moderate the panel discussions that will take place during their live sessions. Review the instructions below to best prepare for your session.

Before Session:

1. Complete the technical check task in Cadmium and test your system ahead of time.
2. Review the ARS tutorial in your task list in Cadmium. Audience members will be able to ask questions via the ARS text chat during your live panel discussion. They will also be able to up-vote questions.
3. If you are a chair and a speaker, you may include an optional introduction to your session in your recorded presentation. The introduction will not count against the total time allowed for your presentation. The optional introduction should be no longer than two minutes. Chairs who do not have a speaking role as a part of the session may also record an optional introduction to the session via Cadmium.
4. Invite people to your session using social media tools and the hashtag #SfN21.

During Session:

1. Remember to arrive in your session room at least 15 minutes early. SfN has sent you a calendar invitation that contains the link to a Zoom meeting, from which your session will be broadcast. Technical support staff will meet you in this Zoom meeting to review steps for how to use the ARS system for pulling questions from the audience.
2. Prepare to introduce your live panel session. The introduction should be no more than five minutes and should let the audience know what will be covered during your discussion as well as introduce the speakers. Incorporate the talking points listed below:
 - a. This session is being broadcast live. We encourage the audience to interact with us in real time via the text chat. Enter your questions and use the up-voting feature for questions you support.
 - b. Share your thoughts on the virtual event on social media using the hashtag #SfN21.
 - c. As a reminder, you can review full presentations from the presenters via the online meeting platform until November 30, 2021.
3. As the moderator for your panel discussion, log into the ARS system using the link provided by SfN in your calendar invitation.



4. Each presenter will be given three minutes to present a summary of their recorded presentation with one optional slide. Attendees will have already viewed prerecorded symposium and minisymposium presentations during the Neuroscience 2021 Preview Days, November 3-7. Avoid re-delivering your full talk. SfN staff will be on hand to assist in enforcing time limits.
5. Moderate your panel discussion. Chairs and Co-Chairs are encouraged to collaborate with their fellow presenters to plan discussion items and questions that will be addressed during your live panel.
6. Address questions from the audience. The audience will be able to participate in the live panel via text chat. Audience members will not be on video. Audience questions can be incorporated into your conversation, or you can designate a time at the end of your session specifically for questions and answers.
7. Be respectful. All conversations must adhere to [Code of Conduct for SfN Events](#).
8. At the end of your session, include the talking points below in your closing remarks:
 - a. Thank you for joining this session.
 - b. The recording of this discussion and the recorded talks from each presenter will be available for re-watching through November 30, 2021.
 - c. We encourage you to visit the virtual Exhibit Hall and to browse poster sessions.
 - d. Please share your thoughts on the virtual event on social media using the hashtag #SfN21.
 - e. Networking opportunities are available through participating in Virtual Networking Events throughout the week. A schedule for Virtual Networking Events is available within the virtual event platform.

Speaker Resources

Find PDF guides for preparing for your live panel session on the [SfN Neuroscience 2021 Speaker Resource](#) page and [SfN YouTube Channel](#).

Promote your presentation on social media using the meeting's official hashtag #SfN21! Social media images are available in your Cadmium task list to help spread the word about your meeting participation.

Use networking tools in the My Virtual Experience section of the virtual meeting platform to connect with meeting attendees. Use Ribbons to indicate your interests and connect with like-minded attendees.

Continue conversations by setting up individual video chats with fellow meeting attendees. Search for your name and click on the "Video Chat" button in the bottom-right corner.