

NVMSA'20 Instructions for Session Chairs

These instructions are for the session chairs at the **9th IEEE Non-Volatile Memory Systems and Applications Symposium**.

This operation manual provides a quick reference guide to the session chairs on how to use [Zoom](#) a live video conferencing platform to operate the session during the NVMSA 2020 virtual event at their designated technical program schedules.

Perquisites

The session chairs are requested to ensure the following before the event.

1. Zoom Desktop Application
 - a. Head over to [Zoom](#) to download zoom desktop application on your device. You can use Zoom from your web-browser, however we do not recommend using browser mode in the interests of longevity and avoiding browser limitations, you should download the application.
2. Make sure to check your internet connection, test audio and video settings before your join the meeting.
 - a. USB-connected headset is preferred as it cancels the surrounding noise.
 - b. Position your webcam properly
 - c. Use a stable/wired connection
3. Zoom Meeting ID, which will be shared via NVMSA homepage or via email.

Reference Guide to Session Operation

The session chairs are highly requested to join the Zoom meeting after ensuring the above perquisites. NVMSA Staff Chair (Awais Khan) will act as the Host of the virtual conference room and if required/requested, the session chairs will be provided to control the Zoom virtual conference room as a (Co-Host).

Each session will operate in two major steps;

1. **Video Recording Session:** After successfully joining the meeting, session chairs will request the staff chair (Host of the Zoom meeting) to play the video recordings of their session as per event time schedule available on NVMSA technical program homepage. The audio for all the attendees will be on mute till the video is finished.
2. **Questions and Answers Session:** Once the video is finished, session chair can directly request the staff chair to unmute the speaker/presenter and attendees to have a Q&A session.

Note: Session chairs must turn on their face cameras and can freely ask Staff chair for any assistance or help during the meeting.