FLOOR Instructions for Session Chairs

FLOOR documentation to review before tutorial:

- Roles & Permissions: Admin, Host, Moderator and Speaker on FLOOR
- (Session Chairs will be assigned the role of Host)
- How to hand over stage to the speaker?
- How to control mic and camera of the panelist?
- How to share a presentation on FLOOR?
- How to invite and remove attendees from stage
- FLOOR YouTube Channel (demo videos)

Features in the right side menu:

- **Discuss** (chat):
  - Public: Audience, Session Chair, Presenters, Admins can view and participate.
  - Private: Session Chair, Presenters, Admins can view and participate.
  - Red dot on the **Discuss** panel tab indicates a new post.
- **Q&A**:
  - Shows questions posted by Audience and Hand Raised.
  - Red dot on the **Q&A** panel tab indicates a new question has been posted.
    - Presenter or Session Chair clicks the green **Pick** link on a question, to copy it to the **Public** chat in the **Discuss** panel.
  - Red dot on the **Hand Icon** at the bottom of the **Q&A** panel indicates an audience member has **Hand Raised**,.
    - Click the **Hand Icon** at the bottom of the **Q&A** panel to show audience members waiting to be invited to the stage.
    - Click the **Invite** link on a person's profile to invite them to the stage. The audience member's video will appear on stage when they **Accept** the invitation.
    - You can remove an audience member from the stage by clicking **Remove User** (arrow icon) on their video. You can also remove an audience member via the **Q&A** > **Hand Raised** panel by clicking the **Disconnect** button next to the person's profile.
  - Generally, the presenter should be responding to questions and hand raises.
- **Panelist**:
  - This panel shows all the presenters in your session.
  - Click on a presenter's profile to open a private chat with them.
- **Handouts**
  - Upload files for attendees to view (poster, brochure, video, etc.)
  - Allowable file formats: jpg, png, pdf, mp4; 6MB max per file.
  - Files uploaded here are only available within your Session and would not appear in the Handbag for all conference attendees.

Things to do before the conference:

1. Review the FLOOR documentation above and read through these instructions.
2. Attend a tutorial session.

On the day of your session:

1. Log in to the event site at least **15 minutes** before the start of your session by clicking the **Join** link in your email invitation.
2. You will go directly to your session "room".
3. Click the blue **Join** button to activate your camera and microphone and move to the **Backstage** area. If your browser asks for permission to use your computer's camera and microphone, click **Allow**.
4. As presenters join the session, they will join you Backstage.
5. If you have one or more pre-recorded presentations in your session, please have the YouTube video(s) loaded and ready to play in a separate browser window (one video per window).
6. Prep the Presenters:
    a. Have all presenters test their video and mic. Direct them to the **Troubleshoot** button (wrench icon) in the top right of their screen to **Reboot** if video or mic are not working.
    b. Just before the start of the session, ask presenters to turn off their video and mic and to keep them off until you introduce them. They should be ready to turn them on when they hear you introduce them. As Session Chair, you can click the **Video** and **Mic** icons on a presenter's video to turn them **OFF**. Note that you CANNOT turn them ON. Only the presenter can turn ON their own video and mic.
7. Start the Session:
    a. Have everyone click the green **Go Live** button to go on stage (video and mics off). Chairs/presenters will not be able to see or hear anything happening on the stage from the backstage area. Presenters cannot join the Audience.
    b. Click the **Pin** icon in the middle of your video screen to take over the stage for your welcome/introduction. The other presenters will be minimized on the right of the screen.
    c. Remind the audience that the **session is being recorded** and will be available for playback by conference attendees after the session ends and for the duration of the conference. Please also remind the audience that they are **not allowed to screen-record** from their own computers.
8. Introduce the presenter and **pin** their video. **Mute your mic**.
9. Q&A period after each presentation:
    a. You can monitor the **Q&A** and **Hand Raised** panels to help the presenter if needed.
10. At the 12 minute mark, **unpin** the presenter, **unmute your mic**, introduce the next presenter, and **pin** their video.
11. To play a pre-recorded presentation, click the **Screen Share** button at the bottom of your screen, and click **Application Window**, then choose the window with the YouTube video. **Check the **Share Audio** checkbox, and click **Share**.** Click the Share Screen icon a second time to stop sharing your screen.
12. At the end of the session, click **Exit Room** (red arrow icon) at the bottom right of your screen to leave the stage.
13. Click **Exit Room** (gray X, bottom right) again to leave the session.