



ISM 2021 – International Conference on Industry 4.0 and Smart Manufacturing
Hagenberg/Linz, Austria
November 17-19, 2021

ISM 2021 Session Chair Guidelines

The ISM 2021 conference will be held in a hybrid way, meaning that all the plenary and parallel sessions and conference events will be streamed online on Microsoft Teams, where online participants will not only be able to watch and listen to the talks but also interact with the participants on site and give their talk.

Here's a summary of how you can join the conference sessions:

- Conference event days will consist of *blended* Plenary, Parallel and Special Sessions providing the opportunity for attendees (both in-person and online) to give their talk, listen to the talks and interact with each other. If you are an online attendee/observer, you can find the direct link to join the sessions in the Program section of the ISM 2021 website. [Download now the program >](#)
- B2B/B2S Meetings will be carried out either *on-site* or *online* using the [dedicated platform](#) depending on the availability of the participants. [Read more >](#)
- Interaction Virtual Rooms (IVR) will be carried out online exclusively and will give online attendees to “simulate” the traditional chatting and networking during coffee breaks with other on-site participants or online attendees. On-site participants will be able to connect to the IVR using their own devices or the computers available at the conference venue. You can find the direct link to join the IVRs in the Program section of the ISM 2021 website. [Read more >](#)

Before the conference (only for online attendees)

In order to be able to join the ISM 2021 conference remotely, we kindly ask you to follow the procedure outlined here below.

1. If you do not already have a Microsoft TEAMS account, please sign-up for free at the following website to create an account: <https://www.microsoft.com/en-US/microsoft-365/microsoft-teams/group-chat-software>
2. You will be invited to download the Microsoft TEAMS application for Desktop and/or mobile. You can download the MS Teams app on your computer from [here](#) or join just by using just your web browser.
3. Once your account has been set up, you can find the direct link to join the sessions in the Program section of the ISM 2021 website. Please consider that you will be allowed to join the sessions starting from 15 minutes before the beginning of the session.

Session Chair Instructions

If you are a session chair (either participating in person or online), below you can find the procedure you are required to follow to manage your session.

1. Please join the session at least 5-10 minutes before the scheduled time according to the conference program. If you are an online attendee, you can find the direct link to join the

sessions in the Program section of the ISM 2021 website. Please consider that a *Session Assistant* will be available in the room during the whole duration of the session in case you need assistance with the equipment or with the online session. You can identify him/her with the name “Session Assistant” among the participants joining the online session. Please refer to the Session Assistant for any problem during the Session.

2. If you are attending in person, MS Teams will be available on the computer in the conference room. If you are attending online, feel free to familiarize yourself with the Microsoft TEAMS meeting functionalities (e.g. camera and microphone controls, desktop sharing, chat, list of participants, etc.). You can easily find all these functionalities on the screen. Keep your camera and microphone switched ON. Before the beginning of the session, please feel free to interact with the participants, let them familiarize with desktop sharing functionalities, etc.
3. Few minutes before the session, please check that all the speakers are present and ready (either in the room or online). In case of any no-shows, please inform the session assistant, who will give you further instructions on how to proceed.
4. At the time of the session you can introduce yourself as Session Chair and you can start the session. Please remind the speakers the time available for their presentation (15 minutes + 5 minutes for Q&A).
5. Please be sure to start the session at the exact time indicated on the conference program and introduce the speakers in the order reported in the Program. In case a speaker is not available, do not move immediately to the next presentation, but wait for the indicated time.
6. Introduce the talk and the speaker. You will have access to the papers and list of speakers (including their bio) in your session some days before the conference. If the speaker is on site, he/she will use the computer to share the presentation. If the speaker is connected via MS Teams, ask him/her to switch the microphone and the camera ON, to share his/her screen and start the presentation.
7. Be sure every talk will be completed within the allotted time. At the end of the talk, the session chair should animate the discussion as much as possible and give the possibility to the audience (both on site and online attendees) to ask questions. Online attendees will be able to use the “Raise hands” symbol on MS Teams, therefore please be sure to check whether any attendees is requesting to speak. In case there are no questions from the audience, be prepared to “break the ice” and make one of your own to start the discussion.
8. After each presentation, please fill the [Presentation Evaluation Form](#) that will also be provided to you on site by the Conference Organization Team. The form gives you the opportunity to provide your feedback on the paper and on the presentation. The scores will be used for the selection of the best paper awards.
9. At the end of the session, please take a couple of minutes to summarize, to thank everyone and close the session.

Contacts

In case you have any questions please contact the ISM 2021 Organization Office, ism2021@msc-les.org.