



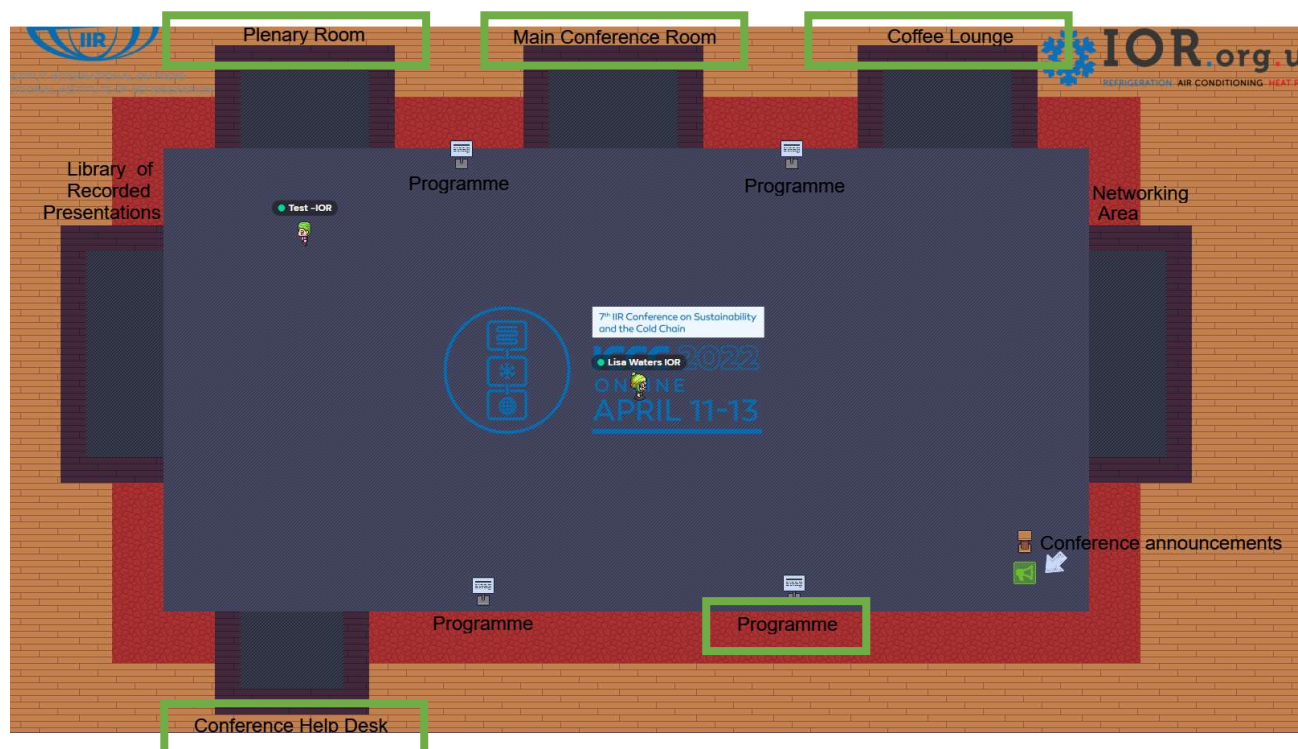
What you need to know if you are a speaker or session chair...

Please read this guide and the Guide for Delegates before you join the conference on the 11th April. The conference sessions will be accessed via GatherTown, an online meeting platform that allows you to join presentations, move between conference rooms and meet and talk to other delegates.

This guide gives you essential hints and tips on using GatherTown to get the most out of the virtual conference as a speaker and session chair.

- ✓ We are running live **Briefing Sessions for Presenters and Chairs** we encourage you to join this to test the platform and your computer set up
- ✓ In advance of the conference set up your GatherTown access by creating a named avatar – this takes about 5 minutes. You can use this GatherTown link any time from 4th April.
<https://app.gather.town/app>
- ✓ You will only be able to access the Plenary, Main Conference and Coffee lounge rooms by moving around the GatherTown map. We recommend you practice moving around to explore the conference on line locations.
- ✓ The Help Desk is in GatherTown if you need assistance. You can also email lisa@ior.org.uk
- ✓ **Make sure your computer or laptop specification and set up is ready to run GatherTown (see separate Guide for Delegates)**
- ✓ The printed papers and another Help Desk Link will be available from your [conference delegate bag](#) available from the conference website www.iccc2022.org

Conference GatherTown map



1. Where to get HELP! your session Co-Chairs



The session co-chairs throughout the conference will with be Lisa Waters or Clare Tooth. They are there to assist you and will run the recorded presentations as well as answering any questions sent in on chat that are not related to questions for the presenters.

During a session you can message your co-chair privately by using the chat function in GatherTown by searching in the delegate list.

2. Role of the Session Chairs

Each session will have a chair who will welcome delegates, introduce speakers and manage the Question and Answer session. They will also ensure your session keeps to time and make general announcements in the usual way. Chairs will:



Introduce each presenter: There will be no speaker biographies. Introduce the speaker by name, employer, and the title of the paper.



Keep the session to time: Each presentation has 20 minutes including your introduction, the presentation and the Question-and-Answer session. If the presentation over runs the 15 minutes allotted, the time for questions is reduced. There are a few presentations where the presenting author has used the 19 or 20 minutes for their presentation. In these instances, there will be no questions.



Managing the Questions - Delegates will raise their hands to ask questions. Invite people by name to move their avatar to the audience question Orange Loud Speaker icon so the full audience can hear them. Tell them to put their mouse pointer on or near the orange loudspeaker icon in front of the audience question area, then right click selecting “Move Here” as the fastest way of getting there. You can ask several people to move towards the question area at the same time and their avatars will form a nice queue.

Useful Tips

- Most paper presentations have been pre-recorded and will be played by your Co-Chair. If any of presentations are being given live you will be informed in advance
- Your Co-Chair is there to support you with any technical problems

3. Which room is your presentation taking place in?



Check the programme in GatherTown or on the website to make sure you know whether you are in the Main Conference Room or Plenary.

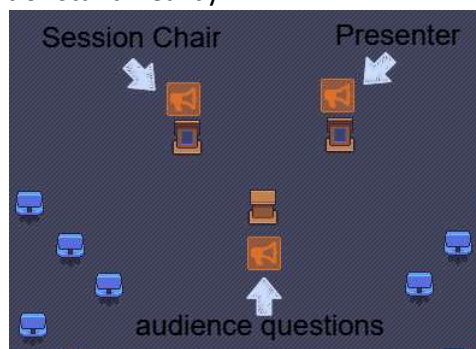
There are three different types of presentation area Main Conference, Plenary (connects automatically to zoom from the room) and Coffee lounge.

4. Is your presentation running in the Main Conference room?



Most of these presentations have been pre-recorded. Speakers should

- ✓ Enter the Main Conference Room in Gather Town 5 minutes before the scheduled start time of your session (by walking your avatar into the room)
- ✓ Move near the Avatar for the session Chair at the Session Chair podium to check in
- ✓ Then **mute your microphone** and sit on a blue chair seat or stand nearby
- ✓ When the session chair introduces you move near the Presenter arrow **but do not stand on the orange Loudspeaker icon yet**
- ✓ After the recording finishes the session chair will invite questions
- ✓ Now move your avatar onto the **orange Loudspeaker icon** and unmute yourself – your video and microphone will be heard by everyone in the room and you can answer the questions.
- ✓ You will be able to see the name of the person asking the question as they will be standing on the Audience Question area.
- ✓ When there are no more questions move your Avatar off of the step the orange Loud Speaker icon. **Mute your microphone**

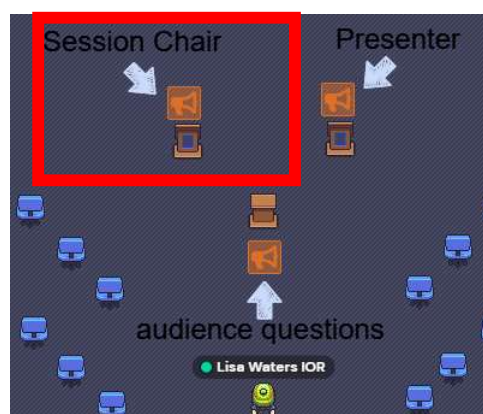


5. Are you Chairing a Session in the Main Conference room?



Enter the Main Conference room in GatherTown at least 10 minutes before the session starts. Your Co-Chair will be there to help set up – Lisa Waters or Clare Tooth.

Stand on the Loudspeaker labelled Session Chair – you can now speak to everyone in the room whilst you are unmuted. **Only stand your avatar onto this icon when you want the room to hear and see you i.e., to Introduce the speaker and during the Q&A.**



To start the session:

- Welcome the audience and remind every to mute their mic
- Introduce each presenter before their talk with their name and the title of the paper. Then ask the presenter to come to the presenter podium but not step on the orange speaker icon.
- The co-chair will run the recorded presentation. Move away from the Loudspeaker icon and remain on mute
- When the presentation ends, return to the Loudspeaker Icon, unmute and invite the author to step onto the Loud Speaker Presenter icon.
- Invite questions from the audience by asking the audience to raise their hands and inviting them to come to the audience question area by placing the mouse pointer by the Loudspeaker and right clicking to “move here” (this makes it much quicker for them to get there). You can ask

more than one person to come to the question area and their avatars will form a nice queue/line-up. **Remind the and the author to unmute**

- Check the Chat box in case there are questions there
- Be prepared to ask a question if there are none
- Keep an eye on the time and **do not allow the session to overrun**

Then introduce the next speaker in the same way etc.

To close the session

- Thank the audience and speakers
- Hand over to the Co-chair to announce the next sessions

6. Are presenting in the **Plenary Room** e.g., Keynotes and Workshops or First Session of the Day?



- 11th April Opening Session Keynotes and Session 1
- 11th April Workshop - Carbon reduction opportunities for the food chain workshop
- 12th April The Keynote presentation and Session 5
- 13th April Keynote session and Session 10
- 13th April Workshop - Clean and efficient refrigeration solutions for food and healthcare sectors in developing countries

Go to the Plenary room in GatherTown and follow the on screen directions to join Zoom. For more detailed instructions see the separate Guide for Delegates.

If you are a **Plenary Room** Speaker who has pre-recorded a talk

Go to the Plenary Room in GatherTown and follow-on screen directions to join Zoom.

Keep you microphone on mute until you are asked to answer questions.

- ✓ At the scheduled time of your presentation the paper will be introduced by the session chair.
- ✓ Your pre-recorded presentation will be played out to the audience.
- ✓ When the recording is finished **unmute your microphone and turn on your webcam**
- ✓ Questions will be read out by the session chair and you will be invited to answer.
- ✓ At the end of the question session remember to mute your microphone/webcam.

Audience members will also be able find and discuss follow up questions individually with you after the session in the GatherTown rooms, networking areas and lobby.

If you are a **Plenary Room** speakers giving a live presentation / workshop

Tips for giving live presentations

- You don't need to ask if we can hear you or see your slides when you start – the co-chair will be monitoring the broadcast and will tell you if there are any problems.
- Send a copy of your slides to the organisers in advance. If anything goes wrong the co-chair can load up their version of the slides and advance these slides for you when requested.
- Join sessions early to be sure your mic, camera and slides are working
- Turn off mobile phones, email notifications, email pop up and calendar notifications etc.
- It is better to use a head set than a build in mic as the sound will be clearer
- Do not join over a VPN on the day as your audio and microphone will not work


Send a copy of your presentation to the conference organisers at lisa@ior.org.uk at least 24 hours before the start of the session.

If you have not been provided with the direct Zoom link go to the Plenary Room in GatherTown and follow on screen directions to join Zoom. Join the session at least 15 minutes before the start of the broadcast for sound check and practice.

If the session co-chair is running slides you only have to make sure your webcam is on and you are unmuted and the slides will be advanced remotely.

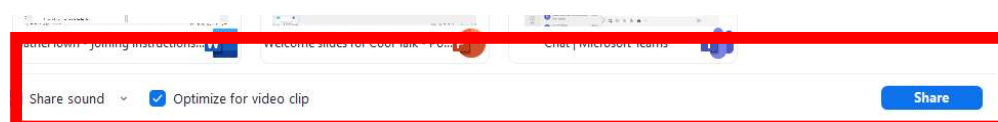
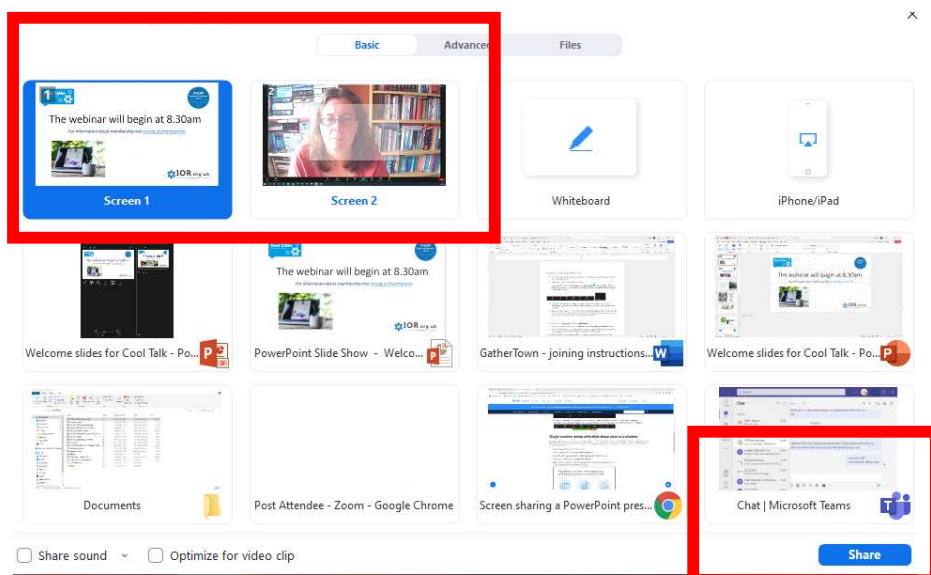


Guidance on running the slides yourself:

- ✓ You will be made a co-host of the meeting when you join the session.
- ✓ Open the PowerPoint file you want to present – **make sure it is in presentation mode** before you share screen
- ✓ When it is time to give your presentation Click **Share Screen**  in the meeting controls. This will be at the bottom of your screen if you cannot see it use the more option and it will appear in as an option in the list.



- ✓ Select the screen or window that you want to share. You can either share the whole screen or choose the window with the power point presentation in. Remember to check the boxes Share sound and optimise for video clip if you are running a video



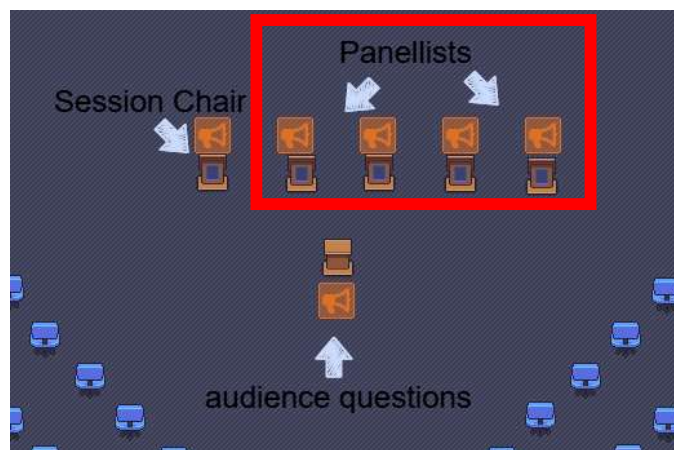
- ✓ Begin the presentation by selecting the **Play from Start** or **Play from Current Slide** options and present as you would normally.
- ✓ If you correctly shared your monitor, participants will see the PowerPoint in slide show view. The green border indicates the monitor you are currently sharing

7. Are you a Panellist in the **Coffee Lounge discussions?**



There are no presentations or recordings as this is a chance for the delegates to interact with experts and to discuss key topics more widely – just like chats over coffee in a real conference.

The Coffee Lounge sessions begin at 10.35BST and Panellists should enter the Coffee Lounge area at 10.20am BST, moving your avatar to one of the Panellist Loud Speaker icons. Unmute your mic and turn on your video.



Format:

- A brief welcome from session moderator Miriam Rodway (miriam@ior.org.uk)
- Each panellist in turn to be invited to introduce themselves (briefly) and comment on the topic.
- We move into a general debate / discussion between the Panellists – share your opinions and perhaps be a bit controversial to encourage those in the audience to respond.
- Miriam will add audience questions and comments into the session and will invite audience members to join in the conversation.
- Miriam will also manage the time.

Sessions			
Date	Joining time	Session start	Title
11 th April	10.20	10.35	Zero Loss, Zero Waste - How can we reduce post-harvest losses and food waste. Toby Peters of the African Centre of Excellence for Sustainable Cooling and Cold Chain, Tom Southall of the Cold Chain Federation and Don Cleland Massey University.
12 th April	10.20	10.35	Addressing global issues affecting the cold chain Ayman Eltalouny of UNEP, Jeremy Tait of Tait Consulting, Ina Colombo of the International Institute of Refrigeration and Leo Blyth of World bank.
13 th April	10.20	10.35	Decarbonise the grid - Integrated Heating and Cooling Silvia Minetto, Italian National Research, Robert Unsworth of GEA and Akos Revesz, London South Bank University and Mary Najjuma of UNIDO

All timings are in British Summer Time check local timings in you are not joining from the UK