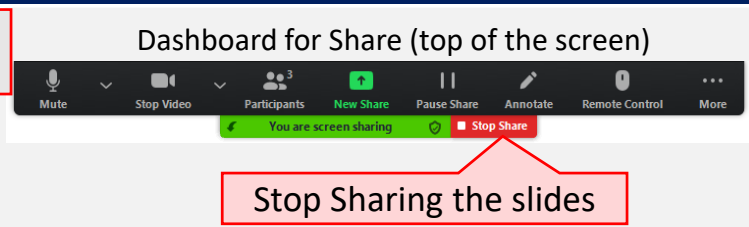
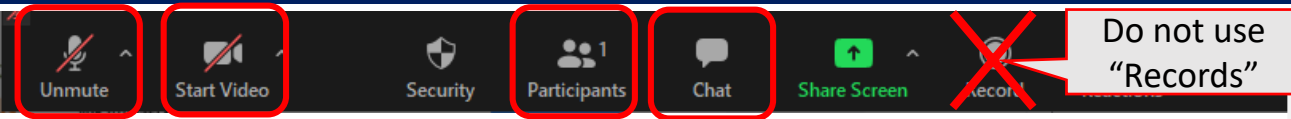


IV. Chair of the Session (For Chairs)



1. Chair (Co-host) [Unmute, Start Video] Declares the session start

2. Chair (Co-host) Introduces the presenter

3. Presenter [Unmute, Start Video] Starts the presentation

Chair (Co-host) [Mute, Stop Video] Manages time
[Chat] Pays attention to the message from staff (host)

4. Chair (Co-host) [Unmute, Stop Video] tells the elapsed time.
Depends on the situation, force to stop the presentation and sharing the screen.

5. Chair (Co-host) [Unmute, Start Video] Q and A starts
[Chat] Confirms the questioner
[Unmute, Start Video] Nominate the questioner

6. Participants Q and A

7. Chair (Co-host) [Unmute, Start Video] facilitates the session

8. Chair (Co-host) [Unmute, Start Video] Closes the session

9. Chair (Co-host) [Mute, Stop Video]

Case: Presenter joins the session (**Normal**)

Case: Presenter cannot join the session (**Emergency**)

Chair (Co-host)
[Share] mp4 file
Please do not forget to check the box "Share Computer Audio"

