



Virtual Session Guide for Session Chairs

92-62873bb0203f

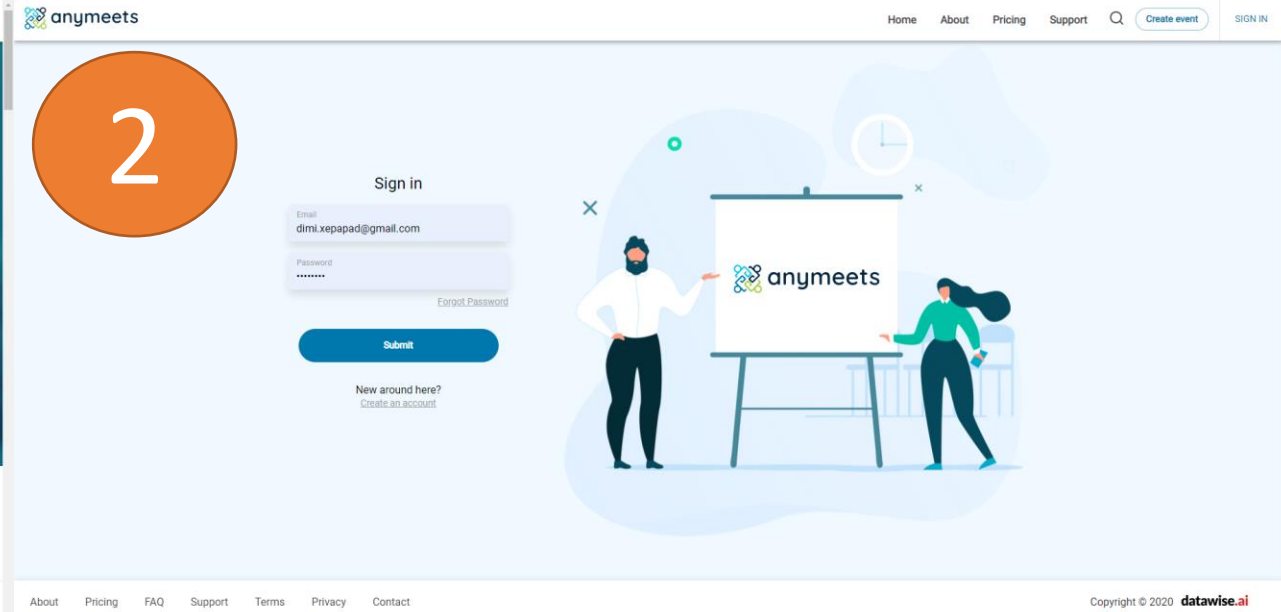
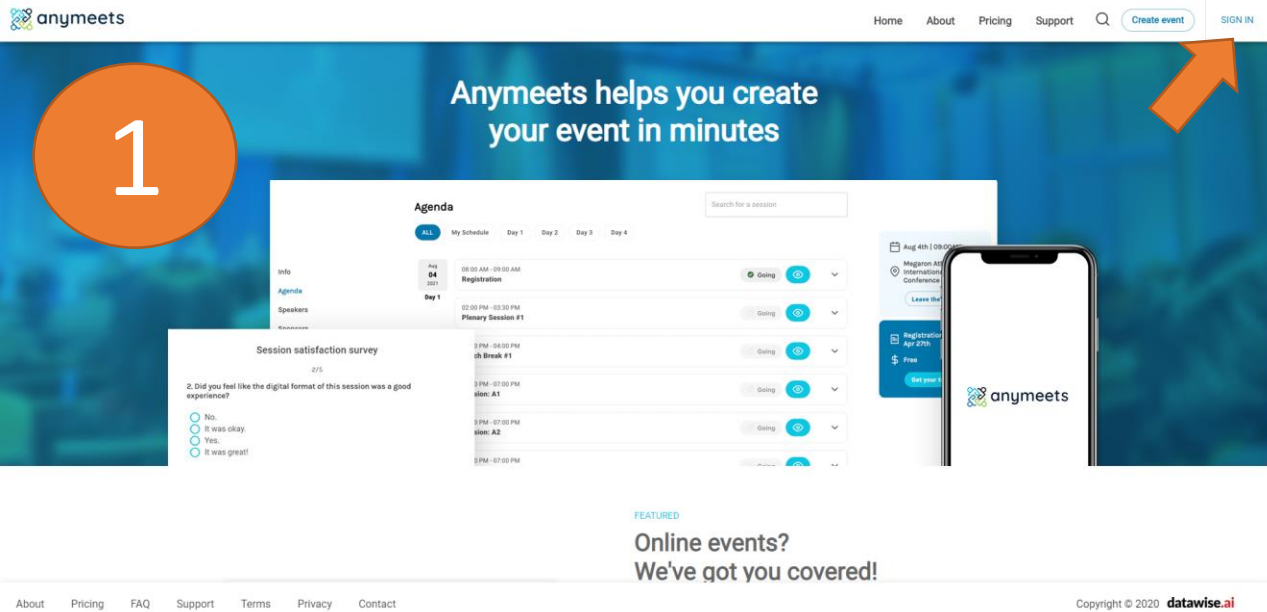




1. Sign in and find your session

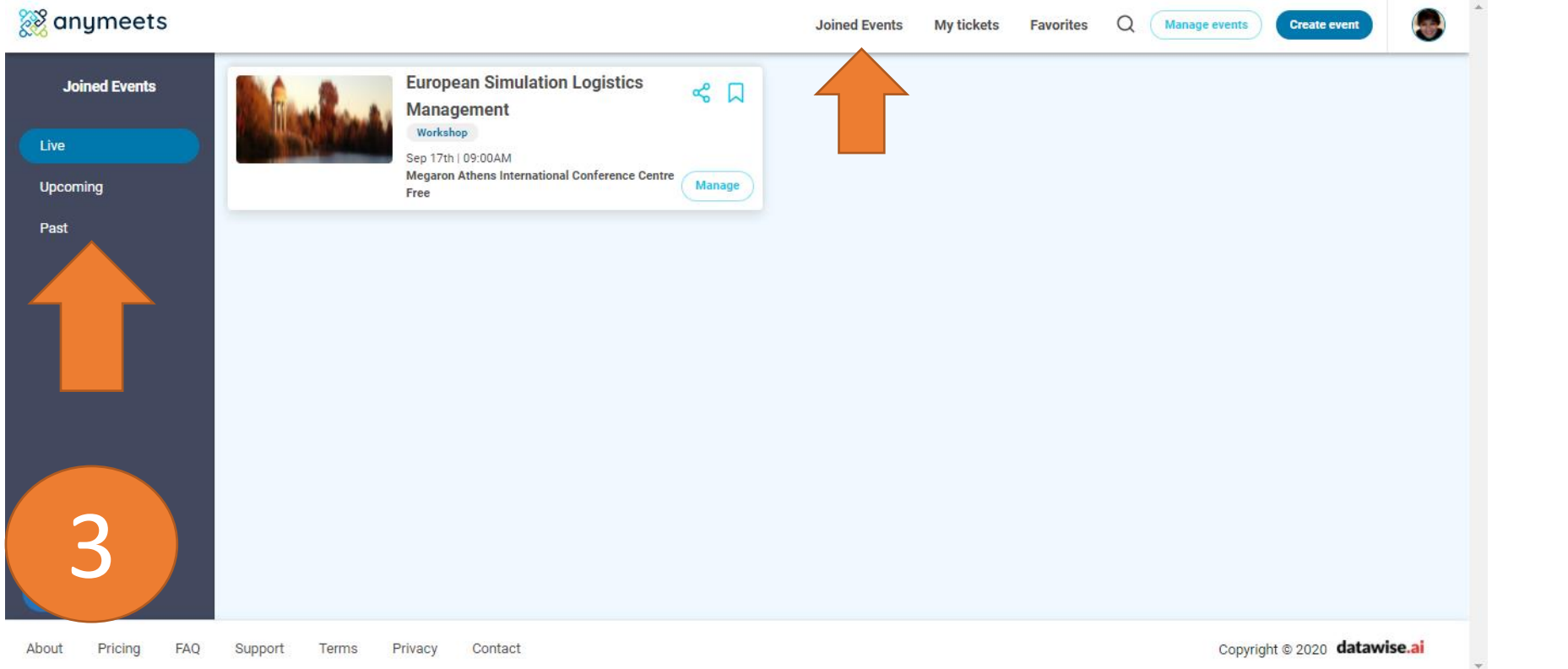
052-62873bb0203f





Sign in to Anymeets (<https://anymeets.com/>) using your email and password.

Go to “Joined Events” in order to find the event in which you are presenting. Choose either **Upcoming** or **Live** to find your event.



From the main conference page, access the **Agenda**.

European Simulation Logistics Management

17th September 2020 - 5th October 2020, Megaron

Workshop

Info

Agenda

Speakers

Keynote speakers

Sponsors

Proceedings

Directions to the venue

Instructions for pre...

Important deadlines

Hotels

 Support

Happening Now

Broadcast 2

07:30PM - 08:30PM

Information

This is text that would describe your event, where it is located and what is the subject matter. You can choose to give more or less information. You can include links, the names of the organization, and anything else that you would like potential attendees to see when they view your conference.

Location

Venue

Megaron Athens International Conference Centre

Address

Petrou Kokkali 1

Venue details

Megaron

Zip Code

115 21

 Sep 17th | 09:00AM

 Megaron Athens International Conference Centre

 Registration May 1st

 Free

[Get your tickets](#)

 Feedback



Insert Code

From the main conference page, find your session in the **Agenda**.

[Info](#)[Agenda](#)[Speakers](#)[Keynote speakers](#)[Sponsors](#)[Proceedings](#)[Directions to the venue](#)[Instructions for pre...](#)[Important deadlines](#)[Hotels](#)[Restaurants](#)[Social Feed](#)[Support](#)

● Happening Now

Broadcast 2

07:30PM - 08:30PM

Agenda

[ALL](#)[My Schedule](#)[Day 1](#)[Day 2](#)[Day 3](#)[Day 4](#)[Day 5](#)[Day 6](#)[Day 7](#)[Day 8](#)[Day 9](#)[Day 10](#)[Day 11](#)

Sep 21 2020

Day 5

09:00 AM - 10:00 AM
AWS - Workso**p** 1

Past

10:00 AM - 11:00 AM
AWS - Workso**p** 2

Past

08:15 PM - 10:15 PM
Workso**p**

Live

08:30 PM - 10:30 PM
Session Broadca**st**

Live

Sep 17th | 09:00AM

Megaron Athens
International Conference
Centre

Registration
May 1st

Free

Get your tickets

Feedback

Go

10 minutes before your session begins, it will show as **Live** and you will be able to enter.



2. Enter the session [2873bb0203f](#)



Before you enter the session:

Make sure you are using Google Chrome or Mozilla Firefox.

Do not use Safari.

Make sure your camera and microphone work. You can turn them off at any point during the session, but they need to be accessed in order for you to enter the session.

The virtual session interface

anymeets Session 1
01:30 PM - 03:15 PM

Breakout rooms Leave Session

Backstage Discussion View as Attendee Go Live Start Session

Session ended

Chair Control Info Polls Audience Q & A Chat

Session content Auto Custom

Banner Discussion Presentation

Apply layout

Participants List Broadcasting

Jessica Parker Ms Kate Alexander

Live Polls survey (5P1DRR-XW)

+ Add new

Support

SPONSOR

Participation Emotion Totals

Press "Start Session" to enable Anymeets to access your camera and microphone/




You will be asked to allow Anymeets to access your microphone and camera. Click "Allow."

The screenshot shows a web browser window with the URL `anymeets.com/session/144`. A notification box from the browser asks for permission to use the microphone. The main interface displays a video player with a landscape image, a 'Time Left: 26 minutes' indicator, and a 'Camera and microphone access required' error message. A green callout bubble explains that the loading will continue until permissions are granted. The bottom navigation bar includes a 'Support' button, a microphone icon, and a camera icon. The footer shows the Anymeets logo and navigation arrows.

anymeets.com wants to
Use your microphone
Allow Block

Camera and microphone access required



Select **Allow** when your browser asks for permissions.

This will keep loading until you allow camera and microphone access.

Once you have allowed the camera and microphone, press “Join session.”

The screenshot shows the Zoom Backstage interface for a session titled "Session 1" (01:30 PM - 03:15 PM). The interface includes a top navigation bar with "LOG AN HERE", "Session 1", and "01:30 PM - 03:15 PM". On the right, there are buttons for "Breakout rooms", "Leave Session", and a user profile icon "KA". Below the navigation bar, there are buttons for "Backstage Discussion", "View as Attendee", "Go Live", and "End Session". The main content area features a video player with a "THE SESSION" banner and "DATA SCIENCE CONFERENCE PRESENTATION" text. Below the video player, there are microphone and camera icons. A central overlay window displays a video feed of a woman and lists the selected devices: "USB 2.0 Camera (058f:3822)" and "Microphone Default - Microphone (Realtek High Definition A...)". At the bottom of this overlay are camera and microphone status toggles and a "Join session" button. On the right side of the interface, there are sections for "Chair Control", "Session content" (with "Auto" and "Custom" options), "Participants List" (showing "Jessica Parker" and "Ms Kate Alexander" with "Broadcasting" toggles), and "Live Polls" (showing a "survey (5P1DRR-XW)" poll). A "Support" button is located in the bottom left corner, and a "SPONSOR" badge is visible in the bottom left corner.

Press “Join session.”

ATTENTION: You will be taken to the session **Backstage**. Your audience **will not** be able to see you yet.

As the **Chair** of your session you:

1. Control when the session starts
2. Control when the session goes “Live”
3. Can turn your session presenters “on” and “off”
4. Can create polls

The virtual session interface

“Backstage” means that the audience cannot see you.



How much time is left in the session

List of session speakers/presenters.

Session content
Banner

Participants List Broadcasting

- Jessica Parker
- Ms Kate Alexander

Live Polls
survey (5P1DRR-XW)

Session polls
+ Add new

Support



Click here to start your video and audio. While you are in the **backstage**, your audience will not be able to see you.

Emotion Totals

The Anymeets virtual session has a “**Backstage**” and a “**Live.**”

While you are **Backstage**, you will be able to video chat with session presenters **without your audience seeing you**. This is the time to meet your presenters and give any needed instructions.

When you are **Live**, your audience **can see you**. You can mute yourself, turn off your video, or simply “Hang up” until it is your turn to present/participant in the session.

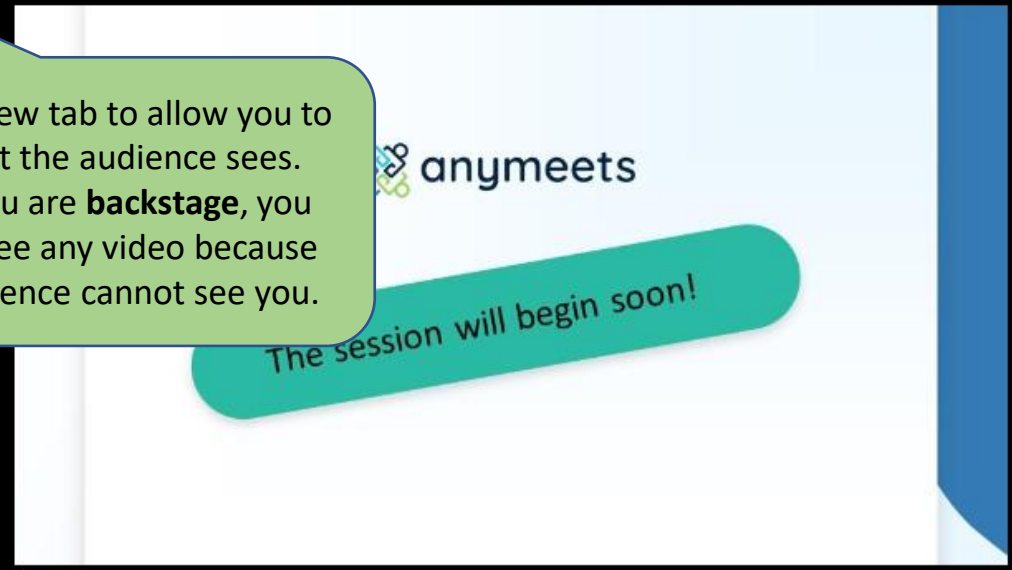
The virtual session interface

Backstage Discussion [View as Attendee](#) [Go Live](#) [End Session](#)

 Time Left: 30 minutes

[Chair Control](#) [Info](#) [Polls](#) [Audience](#) [Q & A](#) [Chat](#)

Opens a new tab to allow you to see what the audience sees. When you are **backstage**, you will not see any video because your audience cannot see you.





Session content Auto Custom

[Banner](#) [Discussion](#) [Presentation](#)

[Apply layout](#)

Participants List Broadcasting

	Jessica Parker	<input checked="" type="checkbox"/>
	Ms Kate Alexander	<input checked="" type="checkbox"/>

Live Polls

survey (5P1DRR-XW) ▼

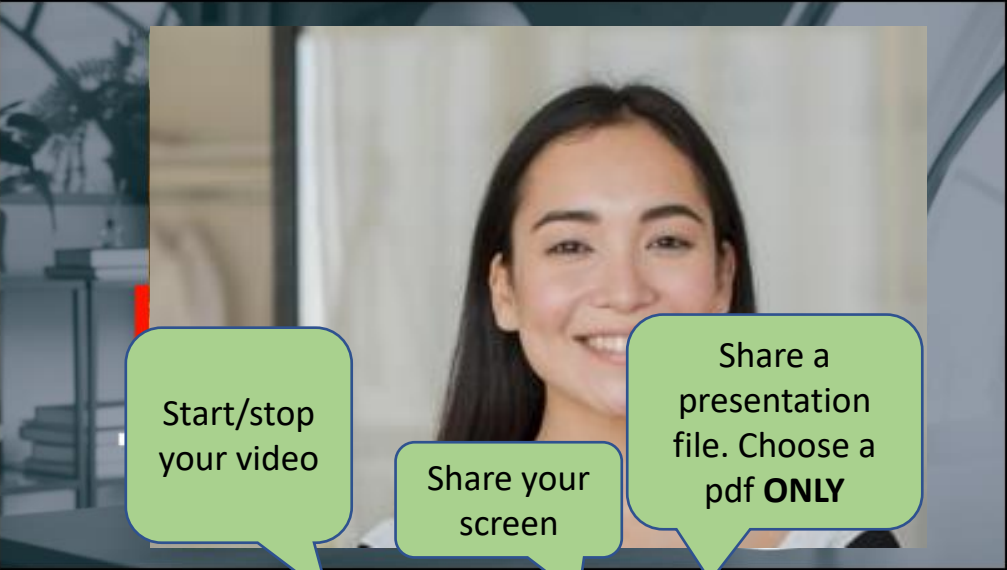
[+ Add new](#)



[Support](#)



The virtual session interface



Start/stop your video

Share your screen

Share a presentation file. Choose a pdf **ONLY**

Mute / unmute yourself

Switch to full screen

“Hang up.” You will remain in the session and keep listening to your fellow presenters, but both your video and audio will be off.

Audience - Check to see who is attending your session!

Session content

Banner

Participants List

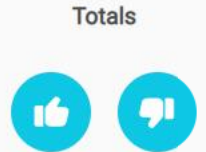
- Jessica Parker
- Ms Kate Alexander

Live Polls

survey (5P1DRR-XW)

+ Add new

Support



Sharing a PDF presentation

What is statistics good for?

- Descriptive Statistics**
 - ✓ Collect
 - ✓ Organize
 - ✓ Summarize
 - ✓ Display
 - ✓ Analyze
- Inferential Statistics**
 - ✓ Predict and forecast values of population parameters
 - ✓ Test hypotheses (draw conclusions) about values of population parameters
 - ✓ Make decisions

It is a capital mistake to theorize before you have the data.
Sherlock Holmes

Stop presenting.



Session content **Auto** Custom

Banner **Discussion** Presentation

Apply layout

Participants List **Broadcasting**

- Jessica Parker
- Ms Kate Alexander

Live Polls

survey (5P1DRR-XW)

+ Add new

LastName_Presentation Slides.pdf

- What is statistics good for?**
- Statistics is based on the analysis of data
- Samples and Populations
- Descriptive Statistics
- Measures of central tendency - The arithmetic mean
- Other measures of central tendency
- Measures of central tendency - Example
- On the meaning of average...
- Income distributions
- Question

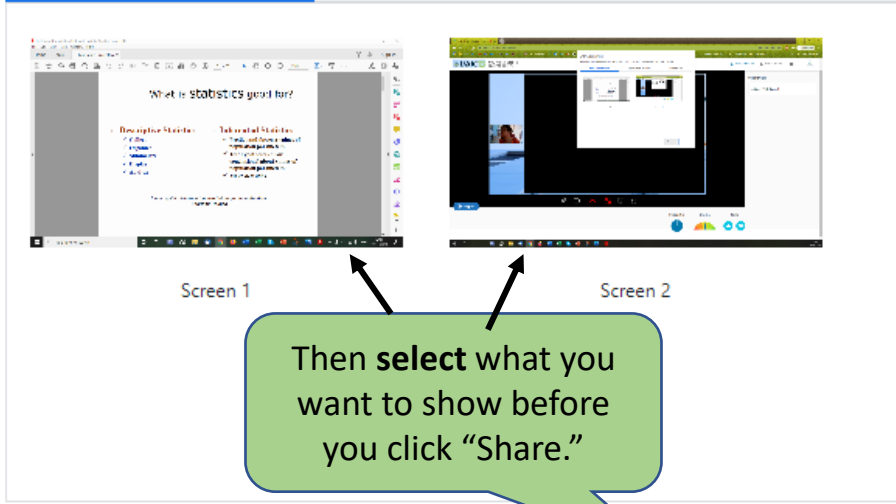
Click to advance your slides.

Sharing your screen

Share your screen

anymeets.com wants to share the contents of your screen. Choose what you'd like to share.


Your Entire Screen Application Window Chrome Tab



Screen 1 Screen 2

Then select what you want to show before you click "Share."

Share Cancel



 Time Left: 30 minutes

Session content [Auto](#) [Custom](#)

[Banner](#) [Discussion](#) [Presentation](#)

[Apply layout](#)

Participants List [Broadcasting](#)

	Jessica Parker	<input checked="" type="checkbox"/>
	Ms Kate Alexander	<input checked="" type="checkbox"/>

Live Polls

survey (5P1DRR-XW) [v](#)

[+ Add new](#)

[Support](#)



First, share your screen

Sharing your screen

What is statistics good for?

- Descriptive Statistics**
 - ✓ Collect
 - ✓ Organize
 - ✓ Summarize
 - ✓ Display
 - ✓ Analyze
- Inferential Statistics**
 - ✓ Predict and forecast values of population parameters
 - ✓ Test hypotheses (draw conclusions) about values of population parameters
 - ✓ Make decisions

It is a capital mistake to theorize before you have the data.
Sherlock Holmes

|| anymeets.com is sharing your screen. Stop sharing Hide

Make sure you press "Hide" when you share your screen, so this box does not stay on your screen!

Stop sharing your screen.

Support



Participation Emotion Totals

Chair controls

Session content

Auto Custom

Banner

Discussion

Presentation

Apply layout

Participants List

Broadcasting



Jessica Parker



Ms Kate Alexander



In Anymeets you cannot **MUTE** your speakers/presenters.

You can **TURN OFF** your presenters, which stops both their video and audio.

BE AWARE that if you turn off your speakers/presenters, they will not be able to speak/present until you turn them back on!

You can toggle speakers/presenters on and off.
ATTENTION: Your session speakers/presenters will not be able to turn on their video or present if you have turned them off!



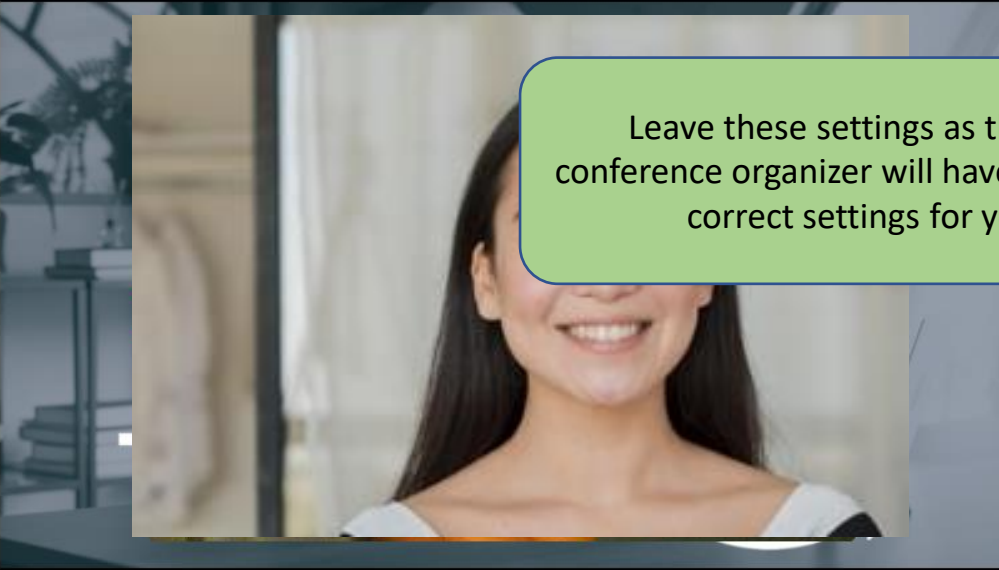
Participation



Emotion



Chair controls



Leave these settings as they are, as your conference organizer will have already chosen the correct settings for your session.

Session content Auto Custom

Banner Discussion Presentation

Apply layout

Participants List Broadcasting

	Jessica Parker	<input checked="" type="checkbox"/>
	Ms Kate Alexander	<input checked="" type="checkbox"/>

You can toggle speakers/presenters on and off.

ATTENTION: Your session speakers/presenters will not be able to turn on their video or present if you have turned them off!





3. Going Live [062-82873bb0203f](#)



Go Live so that your audience can see you!

When you are backstage, you will be able to see and speak with session presenters.

When it is time for your session to begin, **you, as the Chair of your session must press “Go Live”** so that your audience is able to see you.

Going Live!

Backstage
Discussion

View as Attendee

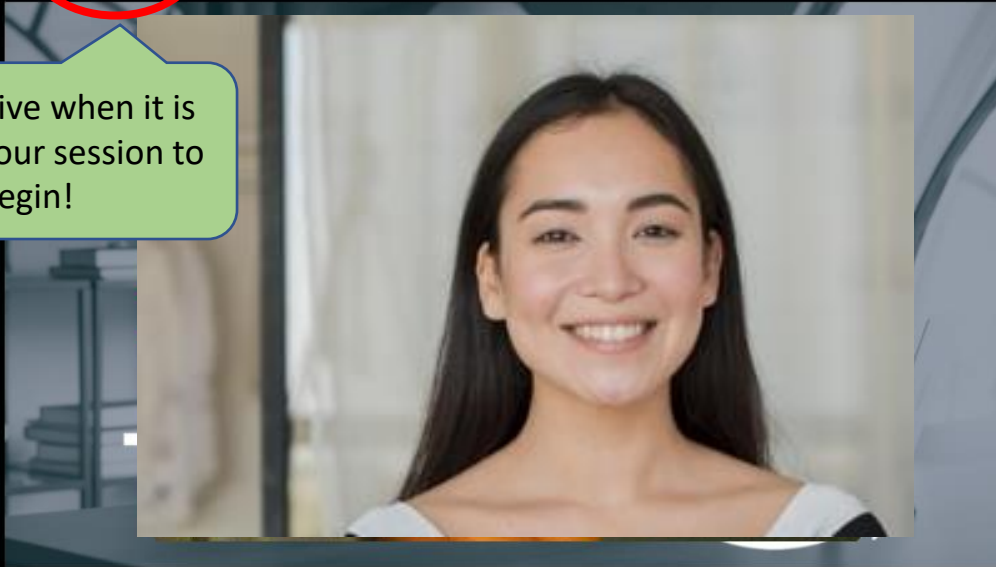
Go Live

End Session

Time Left: about 1 hour

Chair Control Info Polls Audience Q & A Chat

Press go live when it is time for your session to begin!



Session content

Auto Custom

Banner

Discussion

Presentation

Apply layout

Participants List

Broadcasting



Jessica Parker



Ms Kate Alexander



Live Polls

survey (5P1DRR-XW)

+ Add new

Support



Participation



Emotion



Totals



The virtual session interface



Session 1
01:30 PM - 03:15 PM

Breakout rooms

Leave Session

K A

Live Discussion

View as Attendee

Go Backstage

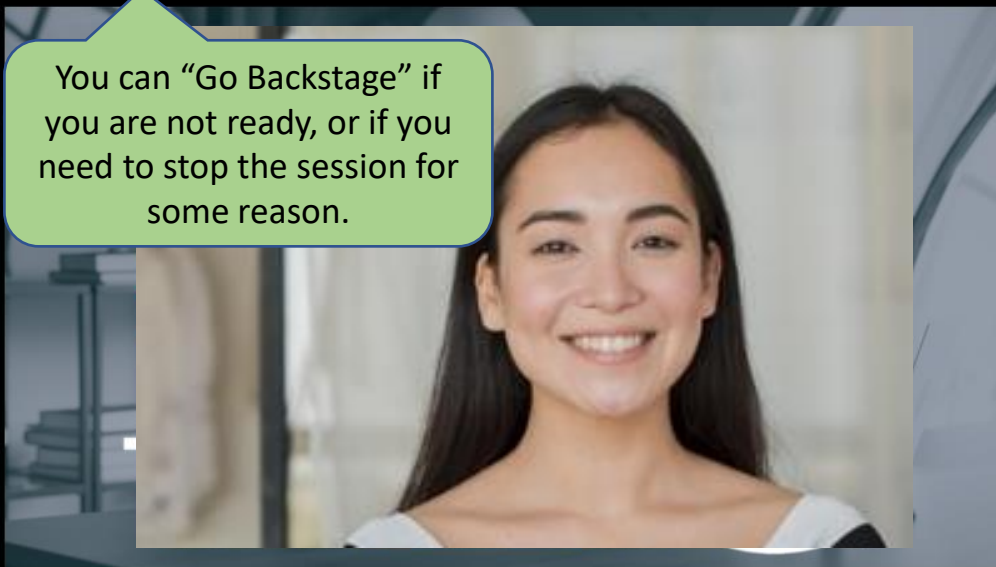
End Session

Time Left: about 1 hour

Chair Control Info Polls Audience Q & A Chat

“Live” means that the audience can see you

You can “Go Backstage” if you are not ready, or if you need to stop the session for some reason.



Session content

Auto Custom

Banner

Discussion

Presentation

Apply layout

Participants List

Broadcasting



Jessica Parker



Ms Kate Alexander



Live Polls

survey (5P1DRR-XW)

+ Add new

Support



Participation



Emotion



Totals





4. See what your audience sees




"View as attendee"

 Breakout rooms


 Leave Session

K A

 **Live**
Discussion

 View as Attendee

 Go Backstage

 End Session

 Time Left: about 1 hour

Chair Control Info Polls Audience Q & A Chat

Session content

Auto Custom

Banner

Discussion

Presentation

Apply layout

Participants List

Broadcasting



Jessica Parker



Ms Kate Alexander



Live Polls

survey (5P1DRR-XW)

+ Add new

Make sure everything is okay!

Once you are live, you can and SHOULD use the "View as Attendee" to make sure that everything looks good.

You can only use this when you are live.

Use the "View as Attendee" when you are testing your session to make sure there are no issues.

Do this before your session starts, because your audience will be able to see and hear you!

 Support



Participation



Emotion



Totals



The virtual session interface.

 Breakout rooms

 Leave Session

K A

 **Live**
Discussion

 View as Attendee

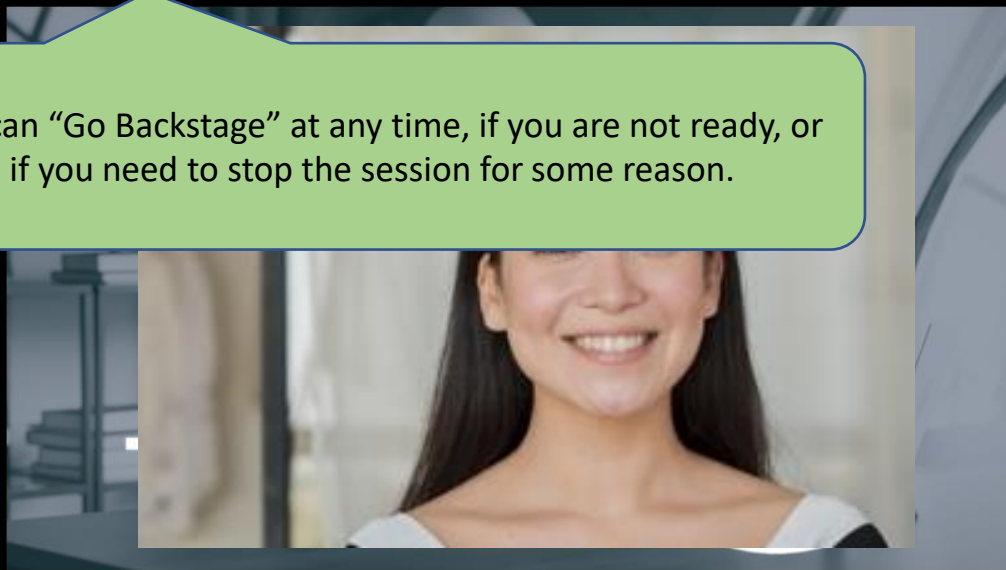
 Go Backstage

 End Session

 Time Left: about 1 hour

Chair Control Info Polls Audience Q & A Chat

You can "Go Backstage" at any time, if you are not ready, or if you need to stop the session for some reason.





Session content Auto Custom

Banner Discussion Presentation

Apply layout

Participants List Broadcasting

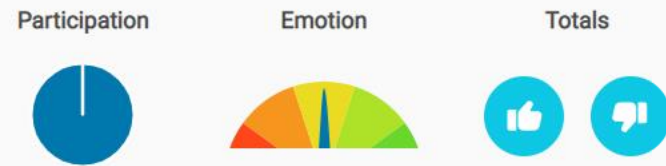
-  Jessica Parker
-  Ms Kate Alexander

Live Polls

survey (5P1DRR-XW)

+ Add new

 Support





5. Engage with your audience:
Chat, Breakout rooms and Polls



What is different about Anymeets?

In the Anymeets virtual session, only speakers have video and audio. The audience does not have video and audio; they interact with you and their fellow conference attendees via the Chat and Q&A.

You can use **breakout rooms** post-session if you would like to have “face-to-face” contact with your audience.

You can **create polls** before and during your session and have your audience respond to them.

Session Chat

Chat – A session chat for your audience to interact with each other.

Breakout room

Live Discussion View as Attendee Go Backstage End Session

Time Left: about 1 hour

Chair Control Info Polls Audience Q & A Chat





Session content Custom

Banner Discussion

Q&A – We recommend that you check this periodically to see the most popular questions.

Participants List

-  Jessica Parker
-  Ms Kate Alexander 🔴

Live Polls

survey (5P1DRR-XW)

+ Add new

Support



Session Chat



Session 1
01:30 PM - 03:15 PM

Breakout rooms

Leave Session

K A

Live Discussion

View as Attendee

Go Backstage

End Session

Time Left: about 1 hour

Chair Control Info Polls Audience Q & A Chat



Support



Participation



Emotion



Totals



Session

Speakers

As a speaker/presenter, you have **TWO** chats. The **Session** chat can be seen by your entire session audience. The **Speakers** chat is private and can only be seen by the session presenters and the chair.

Creating a breakout room



Session 1
01:30 PM - 03:15 PM

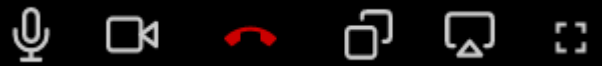
Breakout rooms

Leave Session

K A

Live Discussion
View as Attendee
Go Backstage
End Session

Time Left: about 1 hour



Chair Control Info Polls Audience Q & A Chat

Speakers List

- Jessica Parker
- Ms Kate Alexander

Files

Descriptive Stats - Distributions(1)_Part[...].pdf

Support



Participation



Emotion



Totals



Breakout rooms can be created on the spot. Breakout rooms allow everyone to participate with video and audio, so they are ideal for post-session Q&A.

Creating a breakout room



Session 1
01:30 PM - 03:15 PM

Breakout rooms

Leave Session

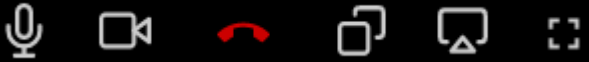
K A

Create room

Home Audience Q & A Chat

No room available

Live Discussion
View as Attendee
Go Backstage
End Session



- Participants
- Jessica Parker
 - Ms Kate Alexander

Files

Descriptive Stats - Distributions(1)_Part[...].pdf

Support



Participation



Emotion



Totals



Creating a breakout room

Do not use any special characters such as , ' - & . in the room name.

Good room names are:
Q and A
Post session discussion
Q and A with YourName

ANYMEETS ZOOM HANGOUTS

Room name
Room name

Enabled Public Wait list

Search attendees

No attendees selected

Cancel Save

Leave these settings as they are.

Do not select attendees. Everyone in your session will be able to join the room.

Press save to create your room.



Creating a poll

As the Chair, you can create polls.

Live Discussion
View as Attendee
Go Backstage
End Session

Time Left: about 1 hour

Chair Control Info Polls Audience Q & A Chat



Session content Auto Custom

Banner Discussion Presentation

Apply layout

Participants List Broadcasting

- Jessica Parker
- Ms Kate Alexander

Live Polls

survey (5P1DRR-XW)

+ Add new



Support



Participation Emotion Totals



You can create a poll before or during your session. Ask your presenters/speaker if they would like you to create a poll for them.

Creating a poll

Add new feedback

Feedback Details

Title

Questions

Chart type Question

Option 1

+ Add Option

+ Add Question

Cancel Save Changes

Drag questions to re-order them.

Select how the results are displayed (bar chart or pie chart).

Fill in the questions and answers here. Add multiple choices per question, and add multiple questions. You can only create "multiple choice" type questions.

- Jessica Parker
- Ms Kate Alexander

survey (5P1DRR-XW)



Creating a poll



Session 1
01:30 PM - 03:15 PM

Breakout rooms Leave Session

K A

Live Discussion View as Attendee Go Backstage End Session

Time Left: about 1 hour



Support



Chair Control Info Polls Audience Q & A Chat

Session content Auto Custom Banner Discussion Presentation

Apply layout

Toggle both of these "on" so that your audience can see the poll.
Toggle them off and the poll will be hidden.

survey (5P1DRR-XW)
Enable live polling
Set Live Polling Public
Enable Results

View results Edit poll Pop dialog

You and your audience will be able to see the results when this is toggled "on."

If you press "Pop dialog," your poll will appear as a pop up to your audience, so that they can see and answer it.

Attendee View – Poll as “pop up”



Session 1
01:30 PM - 03:15 PM

Breakout rooms

Leave Session

K A

Live Discussion

View as Attendee

Go Backstage

End Session

Time Left: -

Info Polls Audience Q & A Chat

Speakers List



survey

1/1

1. Question

answer 1

answer 2

Submit answer



Support



Participation



Emotion



Totals





7. End your session [15b0203f](#)



Ending your session



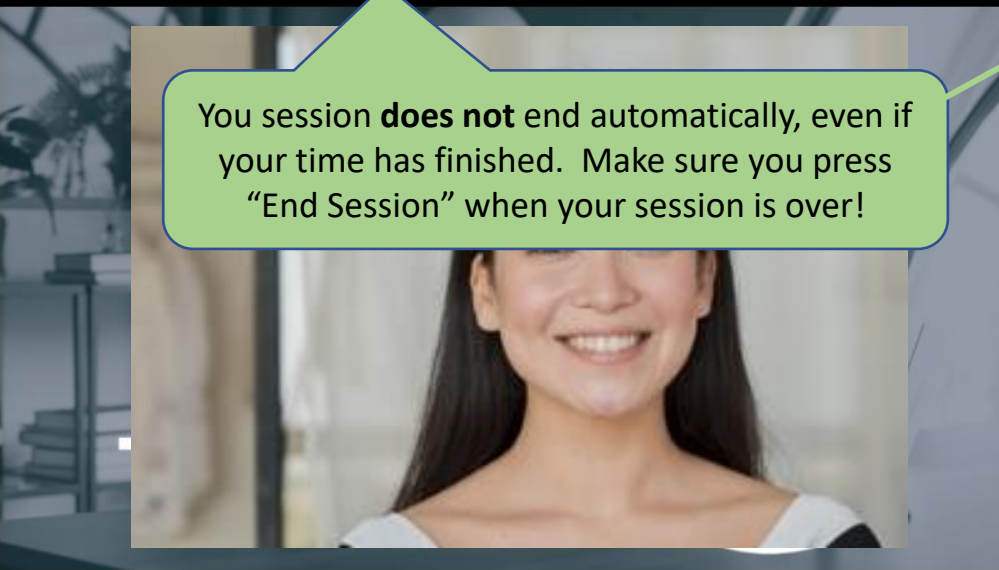
Session 1
01:30 PM - 03:15 PM

Breakout rooms

Leave Session

K A

Live Discussion
View as Attendee
Go Backstage
End Session



You session **does not** end automatically, even if your time has finished. Make sure you press "End Session" when your session is over!

Time Left: -

Chair Control Info Polls Audience Q & A Chat

Speakers List

- Jessica Parker
- Ms Kate Alexander

Files

Descriptive Stats - Distributions(1)_Part[...].pdf

Support



Participation



Emotion



Totals

