Virtual Workshop Session Formats

Standard Lecture Talk

A standard lecture talk by a presenter delivered via Zoom. Usually scheduled for 45 minutes plus 15 minutes Q&A.

Technical Needs/Constraints

- Software: Zoom Meeting.
- Sessions can be recorded and posted afterwards to our video archive via Panopto.
- One IT staff will be the Zoom host and provide technical support.
- A session chair should be named to introduce the speaker and moderate questions. The session chair will also be made co-host of the Zoom meeting.
- All sessions should have at least one Zoom host and two co-hosts in case of connectivity issues. An organizer normally will serve as this backup co-host and session chair.

Lightning Talks

A series of short 5 to 10 minute “lightning” talks hosted back-to-back, usually presented by early-career researchers and graduate students. Each presenter is typically limited to two slides.

Technical Needs/Constraints

- Software: Zoom Meeting.
- Sessions are not normally recorded or archived.
- Slides must be sent to ICERM program staff no later than 24 hours before the lightning session.
- ICERM staff stacks all slides together into a single file to ease transitions between the lightning speakers. The ICERM staff member functioning as Zoom host will screen share the slides and advance them on cue from each presenter.
- One IT staff will be the Zoom host and provide technical support.
- A session chair should be named to introduce each lightning presenter, moderate questions, and keep the session on time. The session chair will also be made co-host of the Zoom meeting.
- All sessions should have at least one Zoom host and two co-hosts in case of connectivity issues. An organizer normally will serve as this backup co-host and session chair.

Panel Discussion

A discussion and question/answer session led by several panelists. Panel discussions sometimes have one or two moderators as well.

Technical Needs/Constraints

- Software: Zoom Meeting.
- Sessions can be recorded and posted afterwards to our video archive via Panopto.
- One IT staff will be the Zoom host and provide technical support.
A session chair should be named to introduce the speaker and moderate questions. The session chair will also be made co-host of the Zoom meeting. In a panel discussion, this role is usually filled by the moderator(s).

All sessions should have at least one Zoom host and two co-hosts in case of connectivity issues. In a panel discussion session, this could be the second moderator or one of the panelists.

**Poster Gallery**

A virtual poster gallery on the event web page.

*Technical Needs/Constraints*

- ICERM staff needs all posters by 9am three business days before the workshop.
- Posters should be submitted as a PDF.

**“Make Your Own Coffee” Hour**

An informal social discussion session for workshop attendees to meet and mingle with each other virtually.

*Technical Needs/Constraints*

- Zoom Meeting or spatial.chat
- When using Zoom meetings, breakout rooms can be used to facilitate smaller social groups.
- When using Zoom, one ICERM staff member will be the Zoom host to provide technical support and facilitate breakout rooms.
- These can be scheduled as a stand-alone session or between other sessions, but we find stand-alone sessions have better attendance.

**Problem Sessions and Discussion Sessions**

Session for attendees to gather either in the full group or smaller breakout groups and discuss topics or problems related to the research area of the workshop.

*Technical Needs/Constraints*

- Software: Zoom Meeting.
- Zoom breakout rooms can be used to split the large group into smaller groups to better accommodate participation from all attendees.
- Sessions are not normally recorded or archived.
- One IT staff will be the Zoom host and provide technical support.
- A session chair or discussion leader should be named moderate the session. The session chair will also be made co-host of the Zoom meeting.
- All sessions should have at least one Zoom host and two co-hosts in case of connectivity issues. An organizer normally will serve as this backup co-host and session chair.
Project/Group Work Sessions

Small working group sessions during project-based or group-based workshops. These sessions are usually ongoing throughout the week of the workshop.

Technical Needs/Constraints

- These sessions are typically organized and hosted by group leaders.
- Due to constraints with ICERM’s Zoom licensing, group leaders are normally asked to host the video conferencing rooms for their individual groups if possible.
- ICERM can support Zoom rooms for a small number of groups if nobody in a group has access to video conferencing software.

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