



## Instructions for Workshop Speakers/Panelists

The Workshop consists of two parts: (1) presentations by speakers and panelists in Zoom Webinar, and (2) breakout sessions in Zoom Meeting. Note that Zoom Webinar does not allow for breakout rooms. We will therefore use Zoom Meeting for the breakout sessions.

As a speaker/panelist, please refer to the following instructions:

- You have received a unique link to the Zoom Webinar which is different from other participants. You will use this link only to participate in the Webinar.
- You have also received another link after you registered for the Workshop. You can simply discard that link.
- Once all the presentations and Q&A sessions are complete, you will use the Zoom Meeting link (provided in the Webinar chat and also emailed to you before the Workshop as a backup) to leave the Webinar and join the breakout sessions after the panel discussions / Q&A sessions.
- During the Webinar, you can turn on your video and mute/unmute your microphone. Only speakers/panelists/hosts can be seen in the Zoom Webinar. All other participants cannot be seen in the Zoom Webinar.
- After your presentation, please mute your microphone.
- We will control your presentation slides for you in the Zoom Webinar.
- Please keep your presentation **strictly** within the given time limit.
- All the questions raised by participants to your presentation will be read to you by the Workshop facilitator.

As for the breakout sessions in Zoom Meeting,

- The link for the breakout sessions will be provided before the breakout sessions in the Chat of Zoom Webinar. It will also be emailed to you before the Workshop as a backup. You can leave the Zoom Webinar and join the Zoom Meeting (breakout sessions) by simply clicking the link.

- Please review the instructions for the breakout sessions before the Workshop.
- Each participant will then be randomly assigned to one of 5 groups. Participants will be asked by Zoom to join a breakout room.
- Pre-assigned group leaders for breakout sessions will lead the discussions, take notes and report back to all the participants in the following plenary session (Zoom Meeting).
- Please note that the group leaders will record the breakout discussions. The recordings won't be distributed to participants and they are only used by CISMaRT for preparation of the Workshop report.
- At the end of the breakout sessions, a notice will be sent inviting each participant to return to the plenary session (Zoom Meeting).

Please contact Wei Qiu at [info@cismart.ca](mailto:info@cismart.ca) if you have any problems during the Workshop.