



Instructions for chairs of inspiration sessions

Essential requirements

The following information is provided to help chairs to prepare for their sessions.

1. Inspiration sessions (IN) will be streamed live during the congress days of 9 – 11 April.
2. There will be no PowerPoint presentations in this session format.
3. IN are 25-minute, informal, relaxed conversations exploring a topic using a storytelling approach.
4. All IN will be recorded and made available on demand for all registered participants to access until 8 July 2021.
5. The World Physiotherapy team provide a facilitated meeting to prepare for the individual IN.

A series of speaker preparation webinars was offered to speakers and chairs in February/March 2021. If you missed the webinars, you can still watch the recordings:

<https://congress.physio/2021/programme/training>

The chair's role

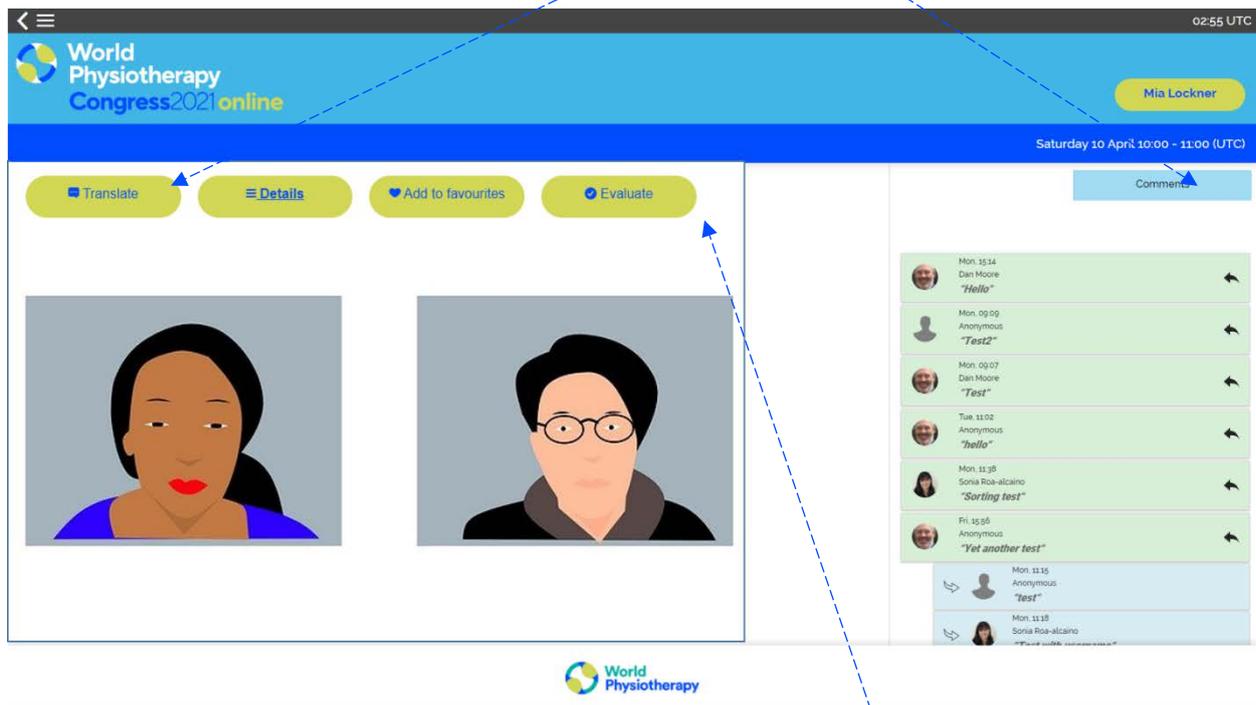
In these two- or three-way conversations the main tasks for the chair are to:

- briefly introduce the session topic, speaker(s) and facilitate an informal conversation with the one or two speakers contributing to the session
- in advance of the session agree a set of questions with the speakers to explore the topic
- identify aspects of the session topic the audience might be particularly interested in
- advise participants on the use of the comments option; the question function is not available for this session format
- advise participants on the use of Wordly to support translation (available via the translate button)
- keep the session to time
- remind the audience to rate the session using the evaluation button
- provide concluding remarks and take away messages
- thank the contributor(s) to the session

The audience

Only you as the chair and the one or two speakers will be on screen for the live session. We therefore recommend the following:

- encourage the audience to use the comments function for short introductions, where they are from, time zones, and to add observations as the session progresses
- advise that the Wordly option can support translation into 19 languages with transcription and optional audio translation (available via the translate button)



- remember your audience (and speakers) will be in different time zones with some people joining very early in the morning or late at night
- remember at the end of the session to encourage the audience to evaluate the session

Technical support

Each session will have a dedicated technical director facilitating the session. They will flag up any issues through a chat box only available to the panel participants. Ensure you attend the technical rehearsal session to get a hands-on experience on the live congress platform.

Chairing an online session.

Without the option for session teams to meet prior to the actual live session, we strongly recommend a video call in advance to prepare for the session.

Participants in an online setting are more likely to switch channels or do other tasks when they feel the content is not engaging.

You might find the following tips helpful:

- your performance in the first few moments will set the tone
- consider the tone of your voice and verbal expressions
- consider non-verbal communication (body language, facial expression and gestures)
- consider the setting and background where you want to present from
- standing up or sitting at the front half of your chair might help you to maintain an active posture
- check your audio is clear and there is no background noise
- think about lighting so you are not in shadow and your background is not distracting
- keep your energy levels up
- focus on the camera lens – it may help to put a soft toy or marker next to it
- it is helpful to have agreed signals with your presenters to be used if
 - someone wants to speak to a point
 - someone needs to wrap up as they are at, or over, time

Back up plans

All chairs and speakers will receive a unique code via email to access the session 30 minutes before the session starts. Please join as quickly as you can to ensure everything is working correctly. If there are two speakers in your session and one of them has connection problems you go ahead as planned with one speaker. If you are scheduled for a session with only one speaker and the speaker cannot connect, then the session will be cancelled. There may be the opportunity to record it at another time to add to the on-demand content.

In case a speaker is not available, the technical team will try to call the speaker and get them online.

If you as chair are unavailable, World Physiotherapy will have a back-up chair on stand-by.

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