



Dear oral presenters and session chairs

This working document gives details regarding the SAIP2022 virtual oral sessions.

- The oral sessions of SAIP2022 will be run via Zoom.
- The link (and password) to access Zoom will be emailed to all registered participants.
- Please update to the latest version of Zoom. Older versions may not be compatible with all the required functionality.
- Different parallel sessions, including the plenary sessions, will be managed via Zoom’s break-out room function.
- Each break-out room will have a student assistant in charge. These assistants can be identified by their Zoom name, which includes “SA_” in front of their “real” names.
- Some participants have chosen to present their orals live, while others have submitted pre-recordings. Both live and pre-recorded presentations will be done by screen sharing, either by the live presenter or by the student assistant in the case of a pre-recorded video.
- Speakers and session chairs are requested to enter the relevant breakout room 15 minutes before their session starts. Speakers and the session chair should identify themselves to the student assistant. Speakers should inform the chair and assistant whether they will present live or make use of the pre-recorded video.
- Three (3) minutes are allocated **after** each presentation for **live Q&As**. Delegates should “raise their hand” in Zoom and the session chair will handle the process.
- **SPEAKERS WHO SUBMITTED PRE-RECORDINGS SHOULD PLEASE BE PRESENT WHILE THEIR RECORDING IS PLAYED AND BE READY FOR THE LIVE QUESTION AND ANSWER (Q&A) SESSION FOLLOWING THEIR VIDEO.**
- Chairs are requested to adhere strictly to the time allocation per presentation, and allow at least 3 minutes for the live Q&As. In case of one or more “no shows” during a session, please stick to the timetable rather than moving presentations forward. Chairs may want to use the Timer App in Zoom.
- **General Zoom etiquette:**
 - We request that all participants mute their microphones during oral sessions **except** when speaking.
 - We suggest that participants keep their cameras off when speaking, in order to save bandwidth.
 - Please use your real name (First name and Surname) on Zoom and not any other alias. That is, before joining the conference, open the Zoom app, left click on the icon on the top right-hand side and select “Change my picture”. In the next window, “Edit” your profile by changing the “Display Name” to your first name and surname.

To get any **technical assistance** during a session, contact **Nyasha Suliali by WhatsApp, at 062 9370521**.

If you have any problems **connecting to the Zoom platform**, please contact Tebogo Mokhine
<tebogo.mokhine@saip.org.za>

Thank you and kind regards, SAIP2022 LOC