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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