

# OPEN REPOSITORIES 2026

Online conference | 8-11 June 2026

## OR2026 session chairs technical guidelines

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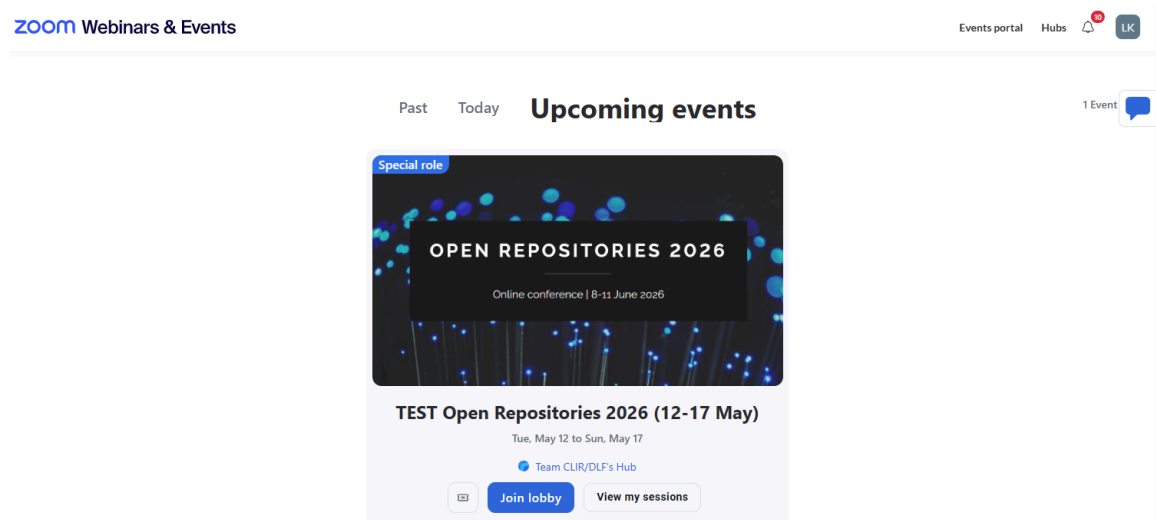
### Accessing the Zoom Events platform

***Please test logging into the Zoom Events platform at least 1 week before the conference begins. If you have trouble logging in, see the [troubleshooting steps below](#). If you need to change the Zoom account you are pre-registered with, contact [or2026-host-committee@googlegroups.com](mailto:or2026-host-committee@googlegroups.com)***

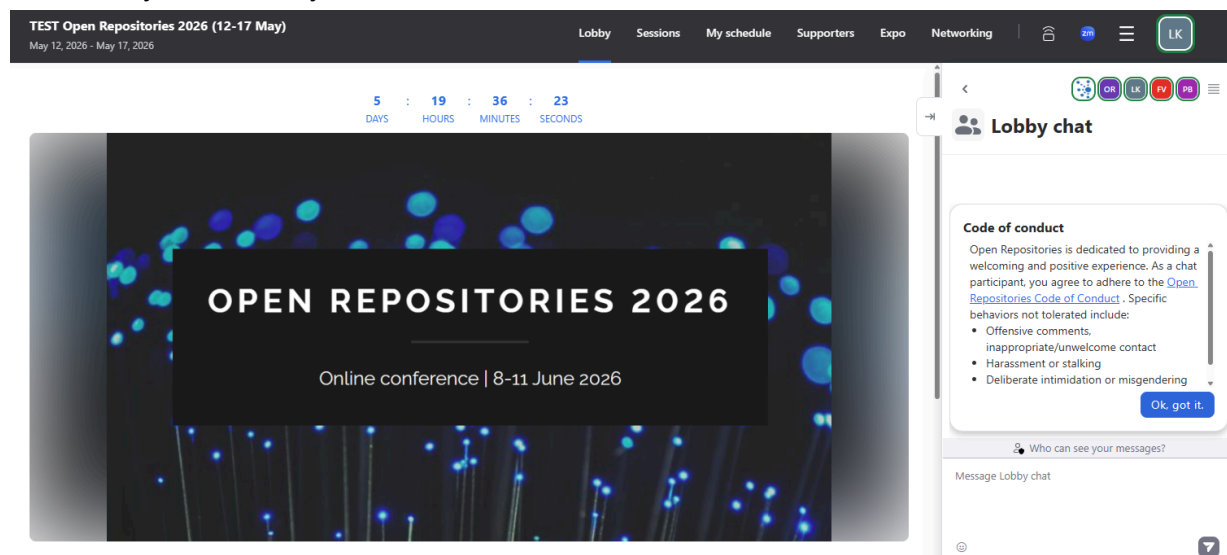
We have pre-registered all session chairs and assigned each session chair the role of “alternate host” for the session(s) they are chairs of. To access Zoom Events:

1. Log in to Zoom Events at <https://events.zoom.us> using the email address you are registered with in ConfTool, or click the Join link in the email you received from Zoom after we registered you.
2. If you logged in from <https://events.zoom.us>, click the Join Lobby button under the Open Repositories event. If you joined from the email link, you should be sent directly to the lobby

after logging in.



3. Once logged in, you will be able to view the event Lobby. Sessions Note that, as a chair, you have access to the Lobby before regular attendees do. Regular attendees do not have access to the lobby until 29 May.



4. Your session chair registration also provides access to sessions you are not a chair of. You can use the same login process and join links throughout the conference.

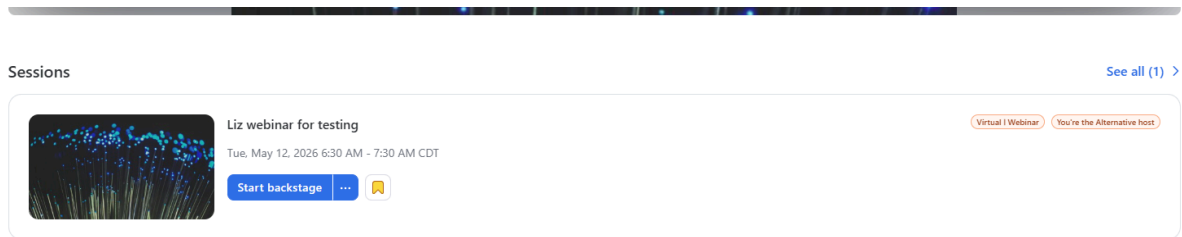
## Starting your session

Sessions use either Zoom Webinar or Zoom Meeting, depending on which track the session is in. There are different steps needed for Webinars vs Meetings. Please refer to the steps for starting the session type you are chairing.

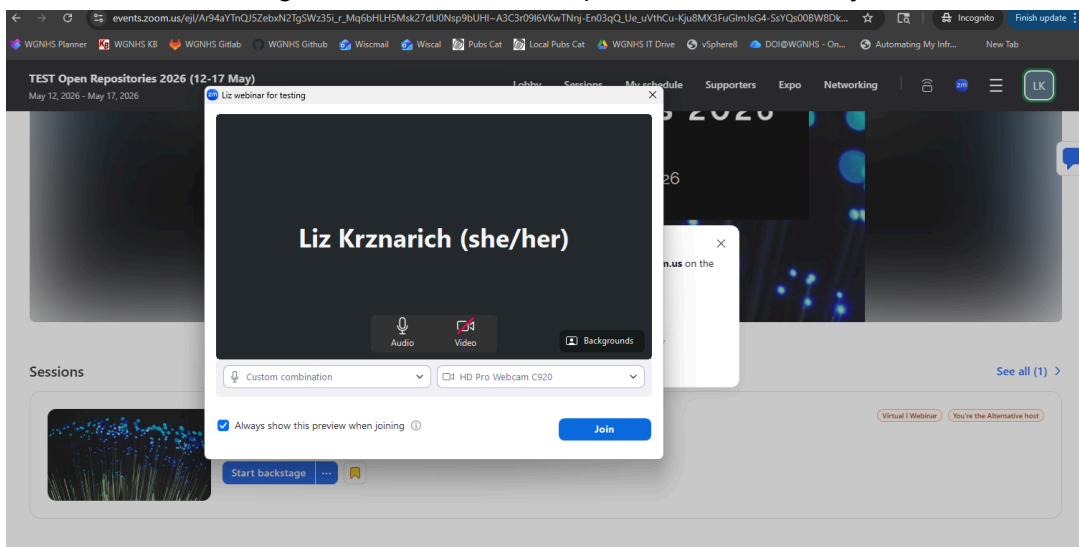
- [Webinar \(Keynotes, Presentations, Panels, Dev Track\)](#)
- [Meeting \(Workshops, Roundtables\)](#)

## Webinar (Keynotes, Presentations, Panels, Dev Track)

1. Find the session you are chairing either in the Sessions menu tab or the My schedule menu tab. Each session you are chairing will display a tag “You’re the Alternative host”.

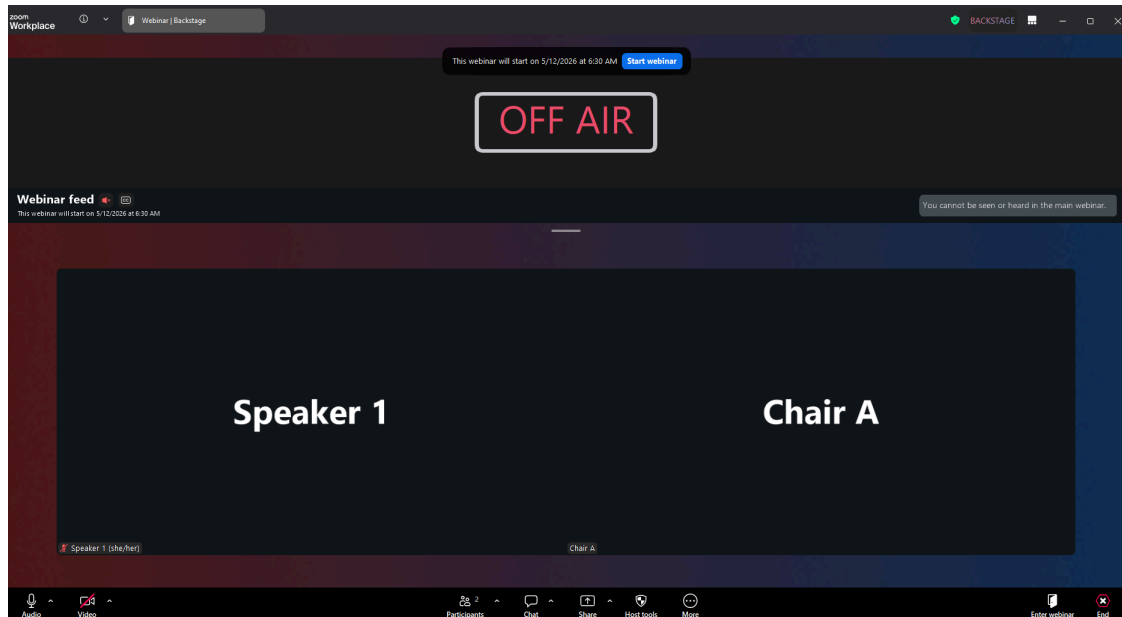


2. **Chair A** should start the session 10min before the scheduled start time by clicking the Start backstage button under the session name. This will start a typical Zoom Webinar session, and will use either your local Zoom app or the browser-based Zoom app depending on your individual Zoom configuration. **Chair B** and speakers should also join at this time.

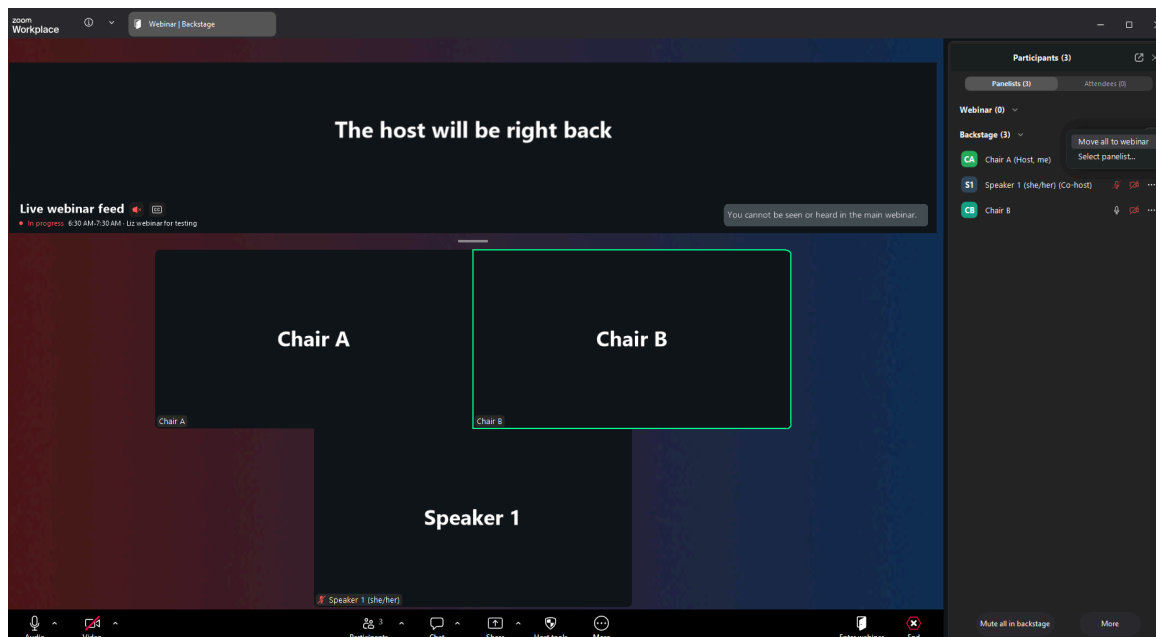


3. When Zoom is started, chairs and speakers are automatically placed in the “backstage” area. Attendees cannot join until you click the Start webinar button.
4. Click the Start webinar button to allow attendees to join. Attendees will not be able to see or hear anything until hosts and speakers leave the backstage area and join the webinar. They will

see a place holder screen and hear nothing.

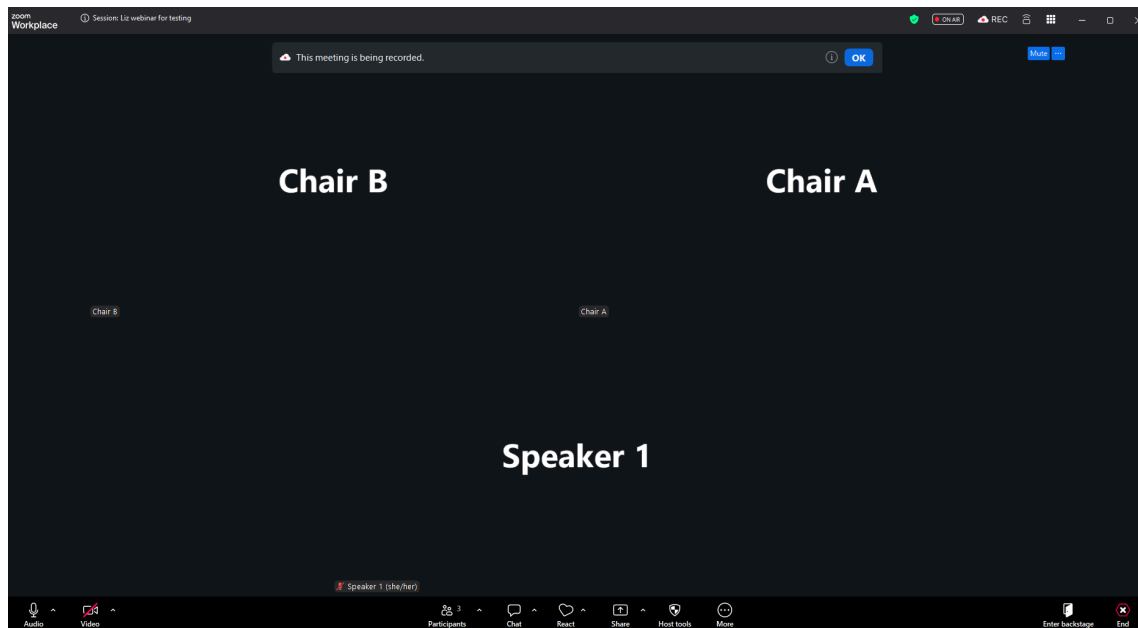


5. While in the backstage area, speakers can test their audio, video and screen sharing. **Chair A** should confirm that each speaker's audio, video and screen sharing are working.
6. When chairs and speakers are ready, **Chair A** should click Participants and then click the 3 dots next to the Backstage in the Participants pane, then Move all to webinar. Once hosts and speakers enter the webinar they can be seen and heard.



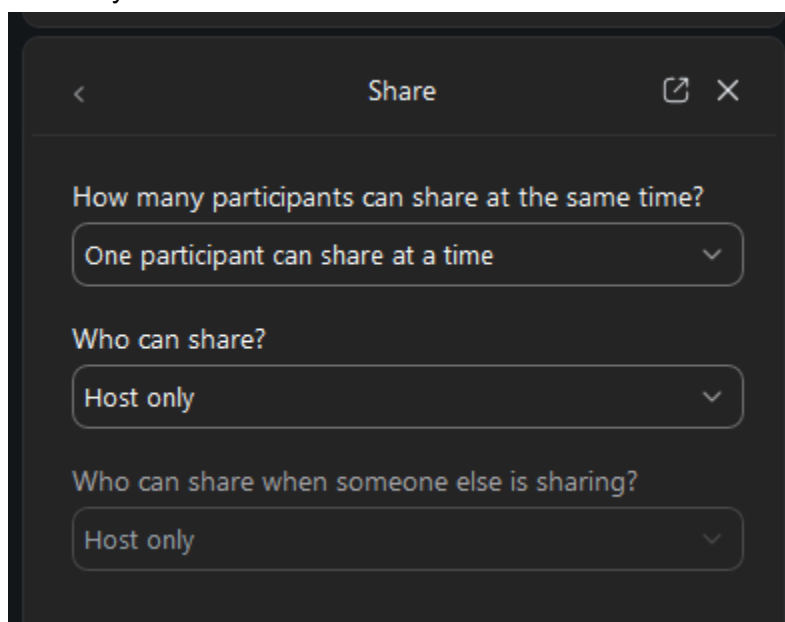
7. Recording will start automatically and is configured to upload to the correct cloud location. **Chair B** should confirm recording has started. Chairs should not need to control recording, however, recording can be paused or stopped by **Chair B** if needed (in case of an extreme circumstance,

like a major Code of Conduct violation such as a speaker sharing offensive content).

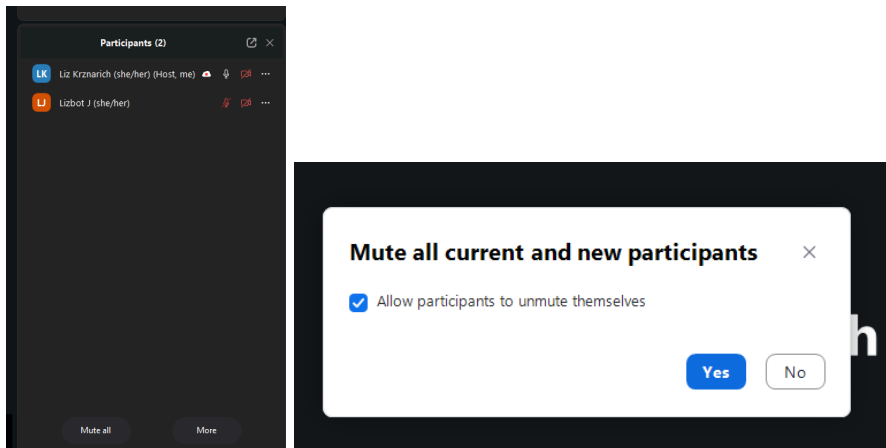


## Meeting (Workshops, Roundtables)

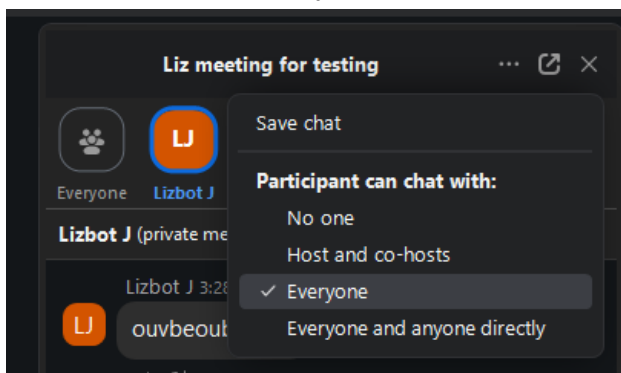
1. **Chair A** should start the session 10min before the scheduled start time by clicking the Start button beside the session name. **Chair B** and speakers should also join at this time.
2. Once the session is started, chairs and speakers can join directly, but attendees are placed in a waiting room.
3. **IMPORTANT!** Before admitting attendees, **Chair B** must adjust settings to 1) disable screen sharing for attendees, 2) mute attendees on entry and 3) disallow private chats to other attendees.
4. To disable attendee screensharing, click the up arrow beside the Share Screen in the bottom toolbar and choose Host tools for share. In the Share pane that opens, set Who can share? To Host only.



- To mute attendees on entry, click Participants in the bottom toolbar. In the Participants pane that opens, click Mute All, then click Yes in the Mute all current and new participants popup.

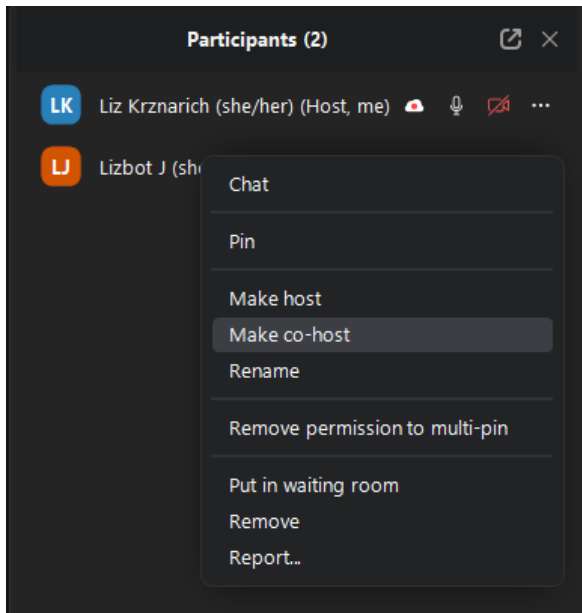


- To disable private chats with other attendees, click Chat in the bottom toolbar, then click the 3 dots menu in the Chat pane that opens. Under "Participants can chat with", chose Everyone. Attendees will be able to send public messages to Everyone and private messages only to hosts and co-hosts. They will not be able to send private messages to other regular attendees.



- Chairs and speakers should test audio, video and screensharing. **Chair A** should confirm that each speaker's audio, video and screen sharing are working.

8. Speakers should already have co-host permissions, but if not, **Chair B** should elevate individual speakers' permissions to co-host to allow screensharing.



9. When speakers and chairs are ready, **Chair A** should admit attendees from waiting room. Their microphones will be muted, but they have the ability to unmute themselves.
10. No Roundtable will be recorded. Do not record any part of a Roundtable.
11. Workshops each have different Recording requirements based on the level of attendee interaction. Attendee interaction is not recorded, while presentation content can be. For portions that will be recorded, **Chair B** will start, pause, and stop recordings as needed. The PC Chairs will share the Workshop recording plans with the respective session chairs. **Chair B** should confirm recording has started. Recording can be paused or stopped by **Chair B** as needed (or in case of an extreme circumstance, like a major Code of Conduct violation such as a speaker sharing offensive content).

## Keeping time and session logistics

**Chair A:** Introduce the session very briefly

**Chair A:** Introduce yourself and the Zoom moderator for technical issues (**Chair B**)

**Chair A** should maintain the program schedule. Keep time and let the speaker know when they are out of time. All sessions must end on time. Please use a timer or other device to keep track.

For sessions with multiple submissions (presentations, developer track, and repository showdown) use the order listed in the program. Q&A is held at the end of the session after all speakers have finished.

**Chair A:** If there is a no-show rearrange speaker order if needed and let speakers know (also see details under Troubleshooting: Speaker does not show up). Please note: presentation times will not be adjusted to account for a no-show. For example, presentation times are not lengthened if a presentation is dropped from the session out of fairness for all conference presenters.

# Handling Q&A, Chat and other attendee interaction

Sessions use either Zoom Webinar or Zoom Meeting, depending on which track the session is in. There are different attendee interaction steps needed for Webinars vs Meetings. Please refer to the steps for starting the session type you are chairing.

- [Webinar \(Keynotes, Presentations, Panels, Dev Track\)](#)
- [Meeting \(Workshops, Roundtables\)](#)

## Webinar (Keynotes, Presentations, Panels, Dev Track)

In Webinar sessions, attendees cannot turn on audio or video themselves, and they cannot chat with other attendees. Attendees have the following interaction options:

- Chat with hosts/panelists only
- Submit questions to Q&A
- Send emoji reactions
- Raise hand

## Chat

**Chair B** should monitor and respond to chat messages sent to hosts/panelists in the Chat panel and take the following actions:

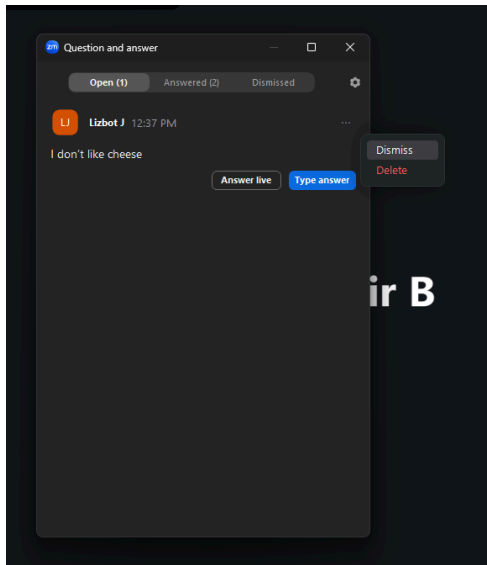
- If questions to panelists are asked in chat, direct the attendee to submit questions via Q&A.
- For technical or administrative issues unrelated to the session content, escalate questions to superadmins via lobby chat or email if needed.
- Remove and report any participants who send chat content that violates the Code of Conduct (even if it's just to hosts and panelists). See Moderation guidelines below.

## Q&A

All questions should be submitted via Q&A. **Chair B** should monitor Q&A throughout the session and take the following actions:

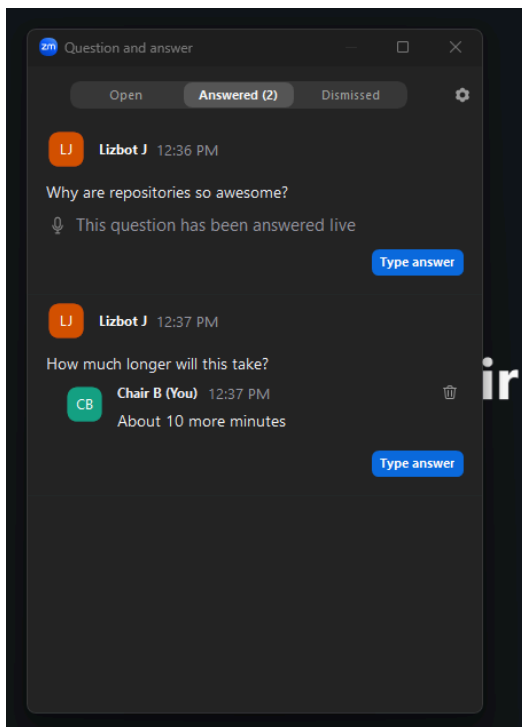
- Dismiss or delete any non-relevant questions. Chat privately with the attendee if there's a question about technical or administrative issues unrelated to the session content. Escalate

questions to superadmins via lobby chat or email if needed.



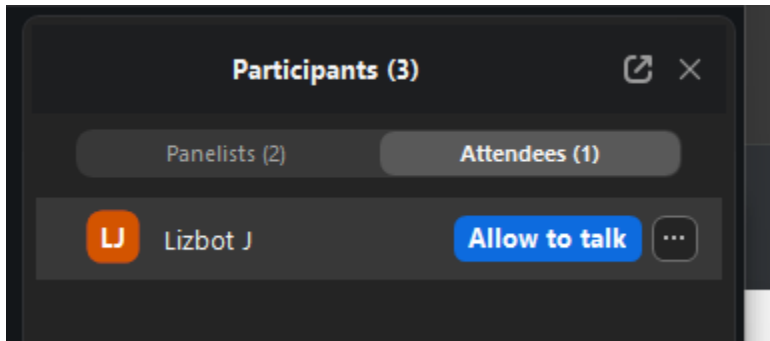
- Remove and report any participants that submit content via Q&A that violates the Code of Conduct. See Moderation guidelines below.

At the end of the session, **Chair A** should read questions to panelists. For privacy reasons, do not read the name of the question author. If possible, **Chair B** should document the response in the answer section. If not, mark the question as “Answered Live”. If there are many questions, choose the most interesting/relevant questions and, if there are multiple speakers, try to choose at least 1 question for each speaker.



## Raised hands/speaking

Attendees are allowed to raise their hands during the session, however, chairs are not obligated to allow them to speak during the session. At the discretion of the chairs, attendees with raised hands may be allowed to speak during the Q&A period, particularly if needed to clarify a question. Webinar attendees cannot unmute themselves - to allow an attendee to speak, open the Participants panel, hover over the attendee's name and click Allow to talk. The participant needs to unmute themselves in order to speak.



## Meeting (Workshops, Roundtables)

In Meeting sessions, attendees have the following interaction options:

- Turn on audio/video at any time
- Chat with all attendees publicly and send private messages to speakers and chairs
- Send emoji reactions
- Raise hand

Attendees cannot perform the following actions:

- Send private messages other attendees
- Share screens
- Submit question to Q&A (Q&A function is not enabled for meetings)

## Chat

**Chair B** and speakers should monitor for and respond to chat messages in the Chat panel and take the following actions:

- Alert speakers to any questions that need their attention
- Remove and report any participants who send chat content that violates the Code of Conduct (even if it's just to hosts and penlists). See Moderation guidelines below.

## Raised hands

**Chair A** and speakers should monitor for and respond to raised hands. Participants may unmute and speak.

## Screensharing

If an attendee needs to share their screen, **Chair B** should be made co-host temporarily. When done sharing, remove the attendee's co-host permission. If an attendee sends a request to enable screensharing, decline it. Choosing allow will allow all attendees to share screens.

## Audio/video annoyances

**Chair B** should mute audio/turn off video for any attendees generating distracting noise or video. If the distractions continue or escalate to inappropriate content, remove the attendee per Moderation guidelines below.

## Ending your session

To end the session, **Chair B** should simply click End > End meeting for all. No further action by chairs is needed; recording will be uploaded and published to the Zoom Event automatically.

## Moderation guidelines

### Code of Conduct Violations

OR does not tolerate code of conduct violations. Attendees or speakers who violate the Open Repositories code of conduct should be removed from the session and reported to the Code of Conduct committee. Behaviors we are particularly concerned about are:

- Screen sharing offensive content or exhibiting offensive behavior/language on camera or audio
- Posting offensive and/or malicious content, links etc in chat or Q&A

In the case of grossly offensive/explicit audio or video, the participant should be removed immediately by one of the Chairs, without any advance warning. If an attendee is being purposefully disruptive via audio or video, **Chair B** should send a private chat message to the attendee notifying them that they are in violation of the code of conduct and will be removed from the session before removing them.

In the case of offensive/malicious chat messages or Q&A content, **Chair B** should send a private chat message to the attendee notifying them that they are in violation of the code of conduct and will be removed from the session before removing them.

### AI assistants

**Chair B:** AI assistants such as otter.ai are not allowed in sessions, per the code of conduct. If a pop-up asking to allow an AI assistant appears during a session, do not allow it. If you notice an AI assistant in the attendee list, remove it from the session.

### Annoying/distracting behavior

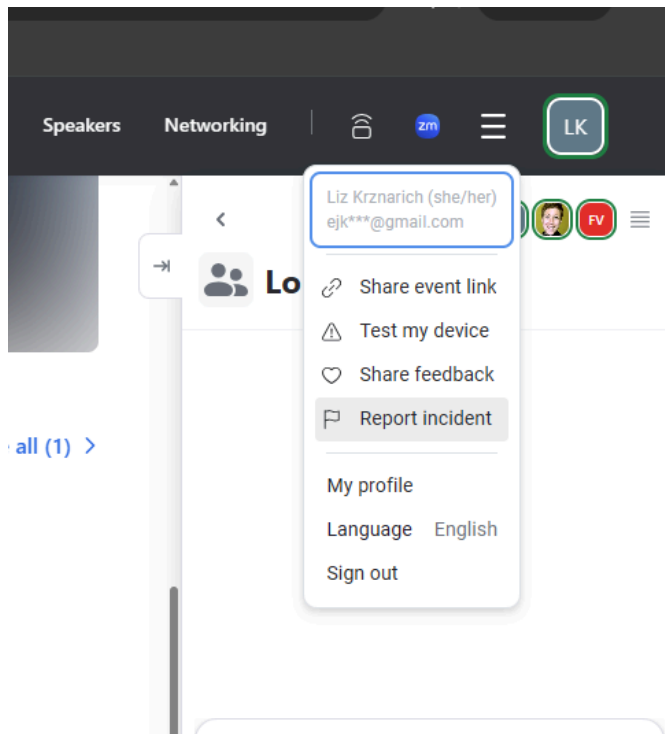
More common than actual code of conduct violations are accidental annoying/distracting behaviors such as unmuted background noise and unintended chat messages.

In Webinar sessions, attendees cannot turn on their own audio or video and they cannot post publicly in chat, which will mitigate these common issues. In Meeting sessions, **Chair B** should mute microphones of attendees generating excessive background noise. In the case of unintentional chat messages, **Chair B** can opt to remove the message(s), leave them as is and/or message the attendee privately, depending on the message content.

If an attendee's distracting behavior escalates to the point of disrupting the session, **Chair B** may opt to remove and report the attendee at their discretion.

## How to remove and report an attendee

1. If possible, take a screenshot of the offensive content before removing the attendee.
2. In the Participants pane, click the attendee's name, then click the 3 dots menu beside their name and choose Remove. The attendee will be removed from the session immediately and will not be able to re-join.
3. If you remove an attendee, it is not automatically reported to the CoC committee. Please report it to the OR CoC committee by sending a report from the Zoom Events Lobby. Note: You do not need to submit a report after removing an AI assistant. Just remove the AI assistant from the session.
4. In the upper right corner of the Lobby, click the 3 lines menu icon in the upper right and choose Report Incident.



5. Complete the incident form to the best of your ability. Include this information if possible:
  - a. In the "Who do you want to report?" field, enter the user's screen name as it appeared in the Participants panel.
  - b. In the "Please add detail..." field, include the name of the session and a description of why the attendee was removed.

- c. Attach screenshot(s) of the offensive content, if available

**Report incident** X

What type of incident do you want to report? \*

User  Content

Who do you want to report? \*

Lizbot.J

What happened? \*

Offensive, illegal, or abusive

Please add detail text or upload screenshot \*

During session ABC session chair removed attendee due to behavior XYZ

Upload screenshot

JPG/JPEG/PNG files only, maximum image size: 10MB

Who do you want to report this incident to? \*

Event organizer  Zoom

By sending this report, you authorize Zoom to access all data in this report, subject to Zoom's [Privacy Policy](#). This data includes all attached files and screenshots, your user information, the user information of those you report, and all relevant meeting information.

Cancel Report

6. Incident reports will be reviewed by the OR code of conduct committee and the chair/vice-chair. The attendee will be removed from the event if needed.
7. If you are not able to use the Report Incident form, email the code of conduct committee at

## Test sessions

There are 2 test sessions configured in the Zoom event:

- TEST Meeting Session for Chair Testing
- TEST Webinar Session for Chair Testing

Session chairs have been added as alternative hosts to 1 or both depending on which type(s) of sessions they are chairing. One or both of these will appear on your “My schedule” tab when logged into Zoom Events.

Both test sessions are configured for 11 June 4:45-5 PM UTC, however, as an alternative host, you can start these any time before the scheduled end time, and it can be started and stopped multiple times before the scheduled end time without any (obviously) weird consequences.

Please use these sessions to test your Zoom configuration and familiarize yourself with the host controls.

**Note: Webinars will be configured with auto-recording during the actual conference, however, auto-recording will not be enabled until 9 June as this is an event-wide setting and we don't want it enabled during workshops/roundtables.**

# Troubleshooting & getting help

## If you cannot log into the Zoom Event

- First, make sure you are logging in with the Zoom account that corresponds to the email address you received your speaker registration confirmation email at. This is the same email address you provided in ConfTool when submitting your proposal.
- If you are unable to join using the link in your registration confirmation email or you can't control which Zoom account your desktop Zoom app uses when you click that link, visit <https://events.zoom.us> and sign in there with the Zoom account that corresponds to the email address you received your chair pre-registration confirmation email at.
- If you are still unable to log in, email [or2026-host-committee@googlegroups.com](mailto:or2026-host-committee@googlegroups.com) and provide us with the email associated with your preferred Zoom account. Event "superadmins" are on call to monitor this email throughout the conference. They can also generate a "direct join" link if needed that allows speakers to log in from any Zoom account.

## Speaker does not show up

**Chair B:** Email the speaker to check if they are able to join. If they are having issues logging in, contact the on-call superadmin via Event staff chat lobby chat channel. Superadmins can generate a "direct join" link if needed that allows speakers to log in from any Zoom account. **Chair A:** If the speaker does not respond, move their presentation to the end of the session. If they do not join before the end of the session, end the session early. Please email the PC chairs if this happens.

## Speaker cancels at the last minute (ex, via an email to session chairs)

Forward the message to PC chairs. End the session early if there is still time left when presenters and Q&A are complete.

Speaker is in the session as a regular attendee, instead of speaker (or speaker has changed at the last minute and new speaker was not added with speaker role).

Any attendee in a session can be elevated to panelist/co-host. For webinars, in the Participants pane, click the attendee's name, then click the 3 dots menu beside their name and choose Promote to panelist. For meetings, in the Participants pane, right-click the attendee's name and choose "Make co-host".

## Speaker's audio, video or screen sharing is not working

For webinars, ask speaker to move to the backstage area to test audio/video/screensharing. For meetings, if the issues are significant, ask the speaker to leave the meeting and check their Zoom settings.

Speaker may need to check audio settings on their computer, restart Zoom, and/or restart computer.

Chairs should adjust speaker order if needed. If issues cannot be resolved, end session early.

For meetings, ask speaker to leave the meeting and check audio/video/screensharing and adjust speaker order if needed. Speaker may need to check audio settings on their computer, restart Zoom, or restart computer. If issues cannot be resolved, end session early.

#### Chair does not show up

Email the chair to check if they are able to join. If they are having issues logging in, contact the on-call superadmin via Event staff chat lobby chat channel. Superadmins can generate a “direct join” link if needed that allows logging in from any Zoom account. If the chair does not respond, start the session and notify the on-call superadmin. If they are not busy handling another issue, they will join the session as a backup chair. If no superadmin is available, the remaining chair should handle both chair A and chair B duties as best they can.

#### Major issue with Zoom Events functionality

In case of a major issue with Zoom Events, ex a service outage, contact the on-call superadmin. Use email, phone or Whatsapp if Lobby chat is unavailable. Phone/Whatsapp contacts will be provided to chairs via email.

#### Who to contact for help

The ORSC chair (Liz) and vice-chair (Ilkay) are on-call as “superadmins” of Zoom Events throughout the conference to assist with technical and administrative issues.

- Lobby chat: Use the “Event staff chat” channel, which can’t be seen by attendees
- Email: [or2026-host-committee@googlegroups.com](mailto:or2026-host-committee@googlegroups.com)
- Phone/Whatsapp (please only use if absolutely necessary): Will be emailed to session chairs.

For any program specific questions or needs, contact the program chairs

[or2026-program-chairs@googlegroups.com](mailto:or2026-program-chairs@googlegroups.com)