



Instructions for Live Paper Discussion Moderators

Overview

Paper presentations will be available on the meeting platform starting Saturday, May 1 at 7am EDT. All registered attendees can view presentations from May 1-June 30, even outside the session time. The session time is a dedicated time on the agenda for attendees to view the paper presentations prior to the Live Paper Discussion time. You are only responsible for moderating the 15-minute Live Paper Discussion, a session where presenters can join a Zoom Meeting Room to interact with attendees in a live, face-to-face virtual setting.

Before your session

- ✓ Check your 'My Agenda' tab for the Live Paper Discussion, which was automatically added to your agenda and is listed as "Live Paper Discussion: [The session title]."
- ✓ Search the Schedule for "[The session title]". Review the presentation abstracts and add the session to your agenda so you can view the prerecorded presentations when they are released on May 1.
- ✓ View the prerecorded paper presentations once they are available and make note of a couple questions to ask during the Live Paper Discussion.
- ✓ Choose a quiet place to sit during the discussion, with minimal background noise and proper lighting.

10 minutes prior to session start time

- ✓ Navigate to Schedule>My Agenda and click on the session.
- ✓ Click Join Live Meeting - this will open a Zoom Meeting Room. Presenters have also been instructed to join at this time.
- ✓ Check in with the ARVO Staff member for a video and sound check.
- ✓ Check how your name is listed in the Participants tab. Click on More>Rename if incorrect.
- ✓ Pop out the Chat box to make it easier to moderate the Q&A.
- ✓ Silence any computer notifications.
- ✓ Tips to ensure the best connectivity: close other browser windows (especially Facebook); try to avoid having anyone else in your household streaming; unplug PlayStation versions 4 or 5 and Xbox from the wall.

At the session start time

Please note that we encourage presenters to attend live but do not require it due to time zone constraints. You do not need to track attendance.

- ✓ The ARVO Staff member will turn their camera off but is still listening for any technical issues.
- ✓ Attendees can join 1 minute before the session starts.
- ✓ Open the session with the announcements below. Note that these are simplified compared to in-person Annual Meetings.
- ✓ Invite the presenters to identify and briefly introduce themselves.

After the announcements

- ✓ Facilitate the discussion and Q&A. Monitor and communicate the questions that come in via the Zoom chat box, as well as the 'Raise Your Hand' feature.

- ✓ Keep yourself muted when you are not involved in a discussion.
- ✓ Be prepared to redirect the questions or conversations to another presenter if someone is having connectivity issues.
- ✓ If there are no questions from the audience, ask any questions you have for the presenters. The room should stay open for the full 15 minutes for attendees that are transitioning between discussions.
- ✓ Do your best to divide the time evenly between presenters.
- ✓ If needed, presenters can share their screen to answer a question.
- ✓ If an in-depth discussion starts and others are waiting to ask questions, suggest that they continue the conversation in a one-on-one meeting. These can be scheduled through the virtual meeting platform.
- ✓ If a presenter is not there, encourage the attendee with questions to post it in the Chat on that presenter's abstract page, not the Zoom chat. The presenters have been instructed to monitor that Chat box throughout the meeting and through June 30.
- ✓ Monitor the time. While the meeting will not cut off mid-sentence at the closing time, we encourage you to keep to the time so attendees can get to other sessions.
- ✓ You are not required to complete a session evaluation form this year.

Announcements – read at discussion start time

- Welcome to the Live Paper Discussion for [The session title]. This discussion is an opportunity to ask questions to any of the presenters in this session.
- You are encouraged to have your camera on. Your microphone should be muted when you are not talking.
- When you have a question, use the Raise Your Hand feature and wait to be called on or enter it in the chat box.
- Please keep questions brief to accommodate as many questions as possible. You can request one-on-one meetings in the virtual meeting platform if you would like to have a more in-depth discussion than our time allows.
- Presenters are not required to attend this discussion due to time zone constraints. Post questions for absent presenters in the Chat on that presenter's abstract page.
- Presenters, please introduce yourselves now.