



## **Paper Presenter Guide to Virtual Meeting Platform**

### **Overview**

Paper presentations will be available on the meeting platform starting Saturday, May 1 at 7am EDT. All registered attendees can view your presentation from May 1-June 30, even outside your session time. Your session time is a dedicated time on the agenda for attendees to view your presentation prior to the Live Paper Discussion time. The Live Paper Discussion is an optional session where you can join a Zoom Meeting Room to interact with attendees and other presenters within your session in a live, face-to-face virtual setting.

### **Before your session**

- ✓ Mark your calendar with the Live Paper Discussion time, if you are able to attend. It has been added to your 'My Agenda' and is entitled "Live Paper Discussion: [Your session title]."
  - Note: this is updated from earlier instructions where the discussion was not automatically added to presenter agendas.
- ✓ Monitor your direct messages and the chat box. Attendees may view your presentation prior to your session time and may have questions. Your chat box is on the same page as your presentation/abstract and can be found by navigating to Schedule>My Agenda.

### **During your paper session time**

90-minute blocks have been set on the schedule for attendees to view paper presentations. Each paper session has an assigned date and time.

- ✓ If available, log into the meeting platform during this time to answer questions via chat or direct messaging.

### **For Live Paper Discussions**

Please note that we do not require attendance for this but encourage all presenters to join to answer questions and engage in discussion on their session topic.

- ✓ Ten minutes before the specified start time, navigate to Schedule>My Agenda and click on the session.
- ✓ Click Join Live Meeting - this will open a Zoom Meeting Room.
- ✓ When the room opens, check how your name is listed in the Participants tab. Click on More>Rename if incorrect.
- ✓ We encourage you to have your video turned on. If needed, you will be able to share your screen while answering questions.
- ✓ Silence any notifications.
- ✓ There will be a moderator there to facilitate the discussion and Q&A. They will oversee monitoring the questions that come in via the Zoom chat box, as well as the 'Raise Your Hand' feature.
- ✓ 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.

### **After your session**

Chat and direct messaging will be available within the platform until it closes on June 30, 2021. We encourage you to monitor your chat as well as your messages as you are able. Please note you will be notified of direct messages, but not of anything entered into the chat box.