

## Instructions for SIG Organizers and Panelists/Speakers

### Overview

SIG sessions will be presented live via Zoom at the Annual Meeting. All organizers and speakers/panelists will be able to share their screen and present on video. There may be up to 35 minutes of presentations, followed by discussion around the session topic. All registered attendees may join the session. Organizers are responsible for setting the agenda, coordinating the presentation and discussion time with speakers/panelists, and either moderating the session or designating another moderator.

### Before your session

- ✓ Check your 'My Agenda' tab for the SIG session, which was automatically added to your agenda.
- ✓ Organizers should coordinate session needs with the ARVO staff member assigned to your session, including whether you would like the session recorded and posted on the meeting site after the session.
- ✓ Organizers should communicate the session schedule to the speakers/panelists and confirm whether each will present from their own computer or send you slides to share.
- ✓ 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.
- ✓ 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 view.
- ✓ 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.
- ✓ Screen sharing tips: close any unnecessary computer programs; if there will be any audio, then remember to select the check box "Share sound".



### At the session start time

- ✓ The ARVO Staff member will turn their camera off but is still listening for any technical issues. They will also hit the record button, if applicable.
- ✓ Attendees can join 1 minute before the session starts.
- ✓ Moderators should kick off the session by introducing the topic and the speakers/panelists.
- ✓ Automatic closed-captioning will be enabled. Attendees can turn it on or off and adjust the font size. You may want to mention this to attendees.

### During the discussion

- ✓ Encourage participants to turn on their cameras and microphone.
- ✓ 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.
- ✓ 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.