



Invited Presenter Guide to Virtual Meeting Platform

Overview

Invited sessions at Annual Meeting include the Basic/Clinical Lecture, Symposia, Minisymposia, and Cross-Sectional Group Sessions. The agenda of each session is determined by the session organizer, but for the purpose of this document all invited presenters should follow the same instructions. The main format of invited sessions includes the playing of a curated video that combines all your presentations, followed by a live Q&A discussion that will take place in a Zoom Webinar.

10 minutes prior to session start time

Set a reminder to ensure you are on time for this pre-session preparation time.

- ✓ Navigate to Schedule>My Agenda and click on the session.
- ✓ Click on Join Meeting - this will launch the Zoom application and enter you into a pre-presentation area. During this time, you will be able to see and hear other presenters, and they will be able to see and hear you.
- ✓ Check how your name is listed on the Participants tab. Click More>Rename if incorrect.
- ✓ An A/V team member will be running the session room. They will check to ensure your sound levels and video positioning is correct.
- ✓ Before the session officially starts, you will be asked to mute your microphone and turn off your video.
- ✓ The moderator will monitor the chat, but if you would like to as well: 1) Pop out the Zoom Chat as a separate window to converse with the speakers/moderators. 2) Keep the Pathable page for the session open as attendees will send questions on the Pathable Chat.
- ✓ 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 during the discussion portion; unplug PlayStation versions 4 or 5 and Xbox from the wall.

Session start time

At the session start time, the A/V team member will share their screen and play the curated video of presentations within the session.

- ✓ While the presentations play, feel free to engage with attendees via the chat within Zoom.

After the video ends

When the video ends, the A/V team member will turn off their screen share and instruct the moderator and all presenters to turn their video back on. During this time, the moderator will facilitate the discussion and Q&A. As a presenter you will be able to unmute yourself and address any questions/engage in the discussion.

After the session

The chat within your session and direct messaging within the platform will be available until it closes on June 30, 2021. We encourage 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.