



Virtual Paper Presentation Instructions

Overview

Virtual paper presenters will record and upload a presentation video to be played during the in-person meeting. During the session, attendees will hear live talks from the in-person presenters and view recorded presentations from the virtual presenters. Virtual presenters are then encouraged, but not required, to participate via Zoom in a live Q&A immediately after the presentation. Refer to your session listing on the virtual site to see the schedule.

20 minutes prior to session start time

Set a reminder to ensure you are on time for this pre-session preparation time. Since the session is live at the in-person meeting, we will not be able to accommodate presenters that arrive after the session start time to avoid disrupting the session.

- Use the personalized Zoom link that will be emailed to you by 8 pm MDT the night before your session. This will bring you directly to the correct session room.
- **If you are experiencing any login issues, use the blue chat icon in the lower right corner of any ARVO webpage and indicate you are a virtual paper presenter trying to access your session.**
- Once you are in the session, communicate using the Chat until you are called on. The audio may be live in the Denver session room during this pre-session check.
- Check how your name is listed on the Participants tab. Click More>Rename if incorrect.
- If you arrive on time, the AV tech will call on you to test your microphone and camera before the session starts. You are not required to be on camera if you do not have access to one.
- Before the session officially starts, mute your microphone, and turn off your video.
- 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.

During the session

- An A/V team member will play your recorded talk at your scheduled presentation time.
- When the recording finishes, turn on your camera and microphone. The moderator will solicit questions from the in-person audience. You will only be able to hear the audience, not see them, as the session room camera is pointed at the podium.
- If you need a question repeated, inform the moderator.
- You will not be able to share slides.
- At the end of your Q&A, you can exit the Zoom meeting at any time. The Zoom room will close at the end of the session.

After the session

The complete session recording will be posted on the virtual platform on May 11. In-person and virtual attendees may contact you using direct messaging in the platform or post questions for you in the session chat until the platform closes on June 30, 2022. 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 in the chat box.