



## Virtual Poster Presentation Instructions

### Overview

Poster presentations will be available on the meeting platform starting Sunday, May 1 at 7am MDT. All registered attendees can view your presentation from May 1-June 30, even outside your session time. Virtual poster presenters are encouraged, but not required, to join a Zoom room in the virtual platform during the session time.

### Starting on May 1

Monitor your messages and the chat box. Attendees may be viewing 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 poster session time

120-minute blocks have been set on the schedule for attendees to view poster presentations. Each poster session has an assigned date and time. During this time, virtual and in-person attendees may view your poster and contact you with questions/comments via several different channels:

- Chat box (available May 1)
- Direct messages
- **New for 2022:** Virtual poster presenters have a dedicated Zoom room available to use during the session time. If available, we encourage you to log in to the meeting platform during this time and join the Zoom room. Attendees will be able to join the room and ask questions/discuss your poster. **20 minutes before your session starts:**
  - Navigate to Schedule>My Agenda and click on your abstract.
  - Click Join Live Meeting - this will open a Zoom Meeting Room. This button will only appear 20 minutes before your session.
  - If you are experiencing any login issues, use the blue chat icon in the lower right corner and indicate you are a poster presenter trying to access your session.

### After your session

Private, 1:1 meetings can be scheduled any time during the meeting (May 1-4, May 11-12). Chat and direct messaging will be available within the platform until it closes on June 30. 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.