

Presenter Instructions for Zoom Sessions

1. View the Program to confirm your session time and date. This information will be found on [this page](#).
2. The specific Zoom links will be posted on the virtual platform, as well as emailed out to presenters.
3. Log in to the Zoom at the session start time – please use your full name that matches what is in the program.
4. You will see the screen below when you log in. You can click the ‘Participants’ box to see who else is online, or the ‘Chat’ to message the group or someone privately.

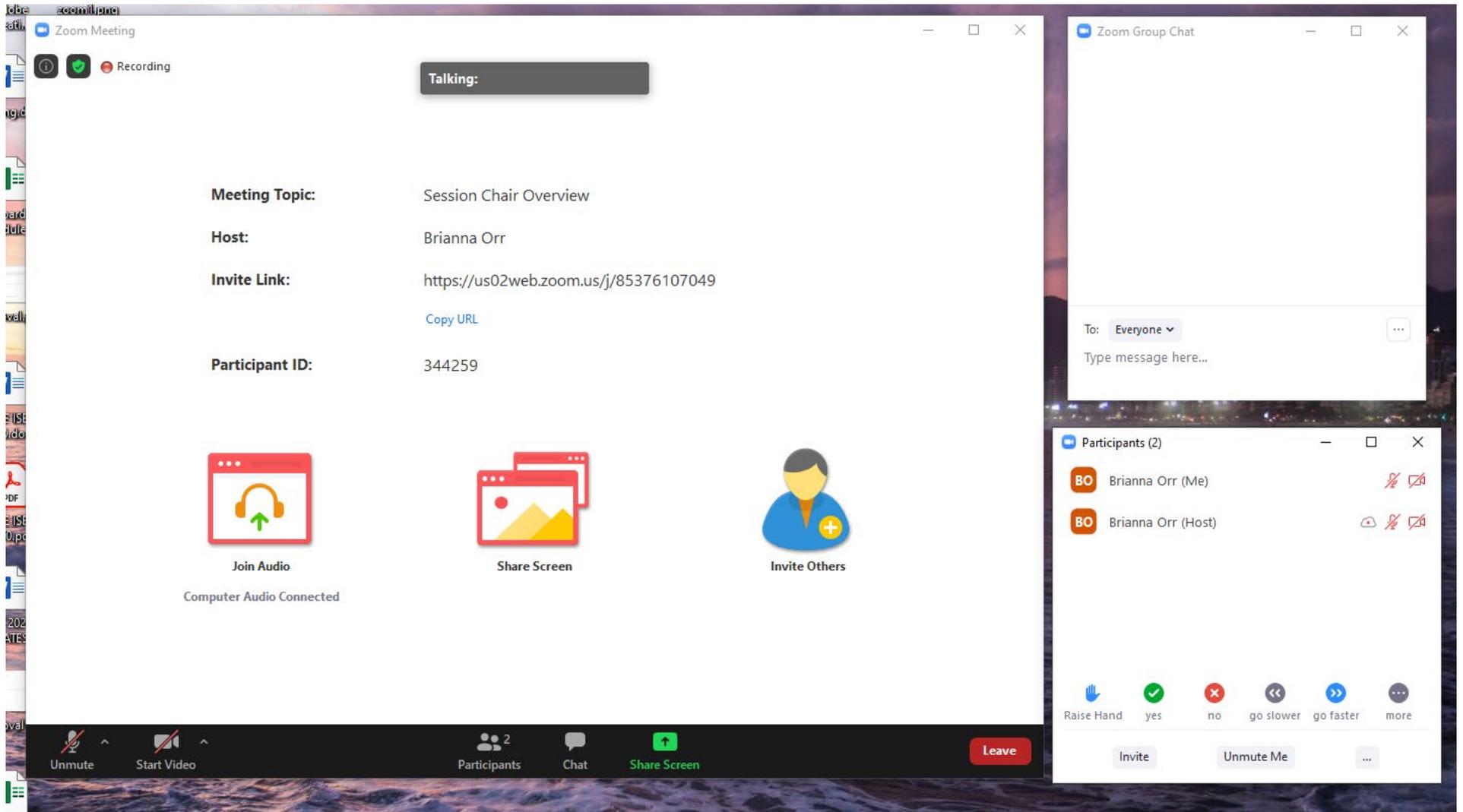
The screenshot shows the Zoom meeting lobby interface. At the top left, there is a 'Zoom Meeting' title bar with a 'Recording' indicator. Below the title bar, there are three icons: a microphone, a video camera, and a recording icon. In the center, there is a 'Talking:' label. Below this, the meeting details are displayed:

- Meeting Topic:** Session Chair Overview
- Host:** Brianna Orr
- Invite Link:** <https://us02web.zoom.us/j/85376107049>
[Copy URL](#)
- Participant ID:** 344259

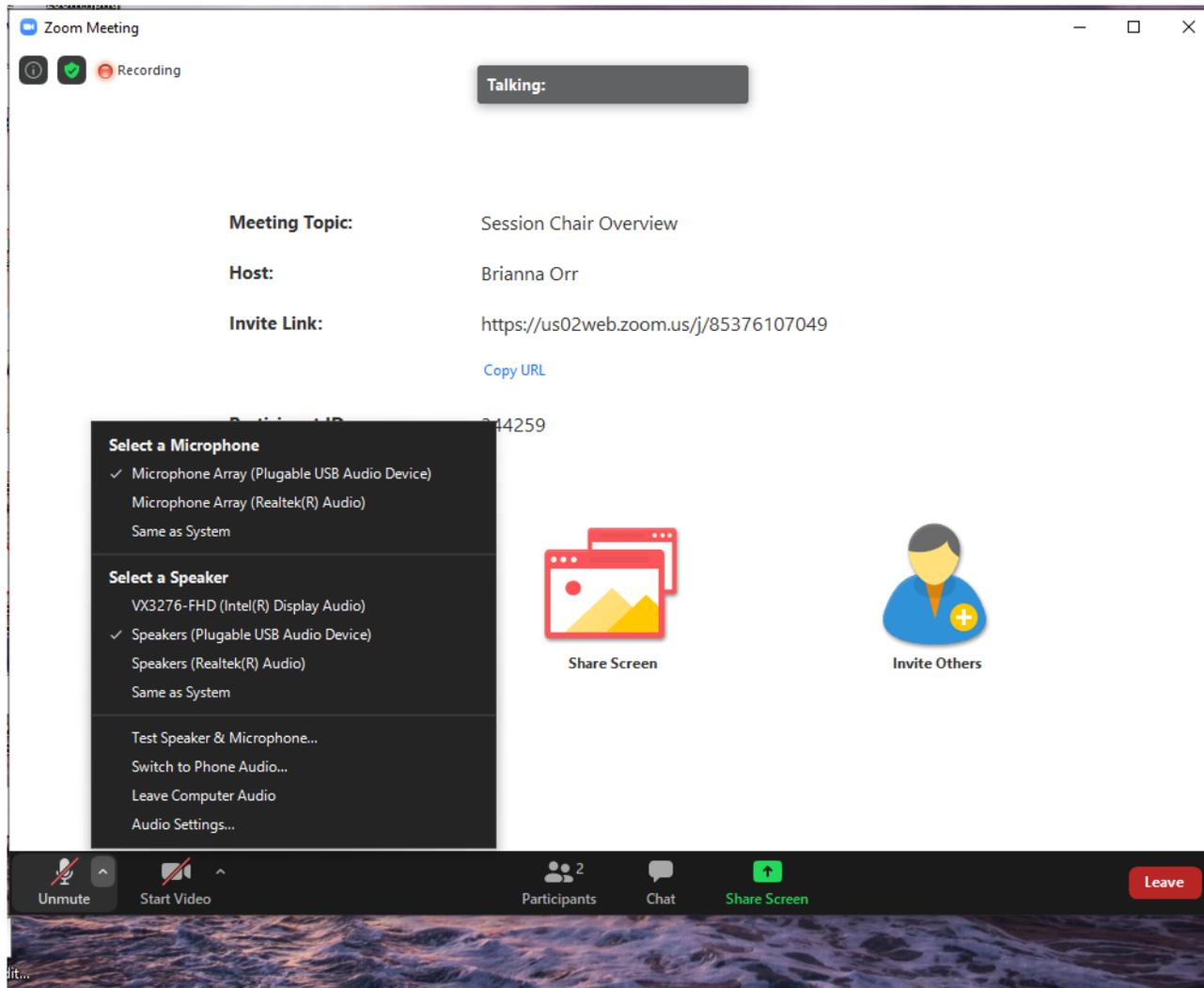
At the bottom, there are three main action buttons:

- Join Audio:** A red button with a headset icon and an upward arrow. Below it, the text 'Computer Audio Connected' is visible.
- Share Screen:** A red button with a screen and a yellow arrow icon.
- Invite Others:** A blue button with a person icon and a plus sign.

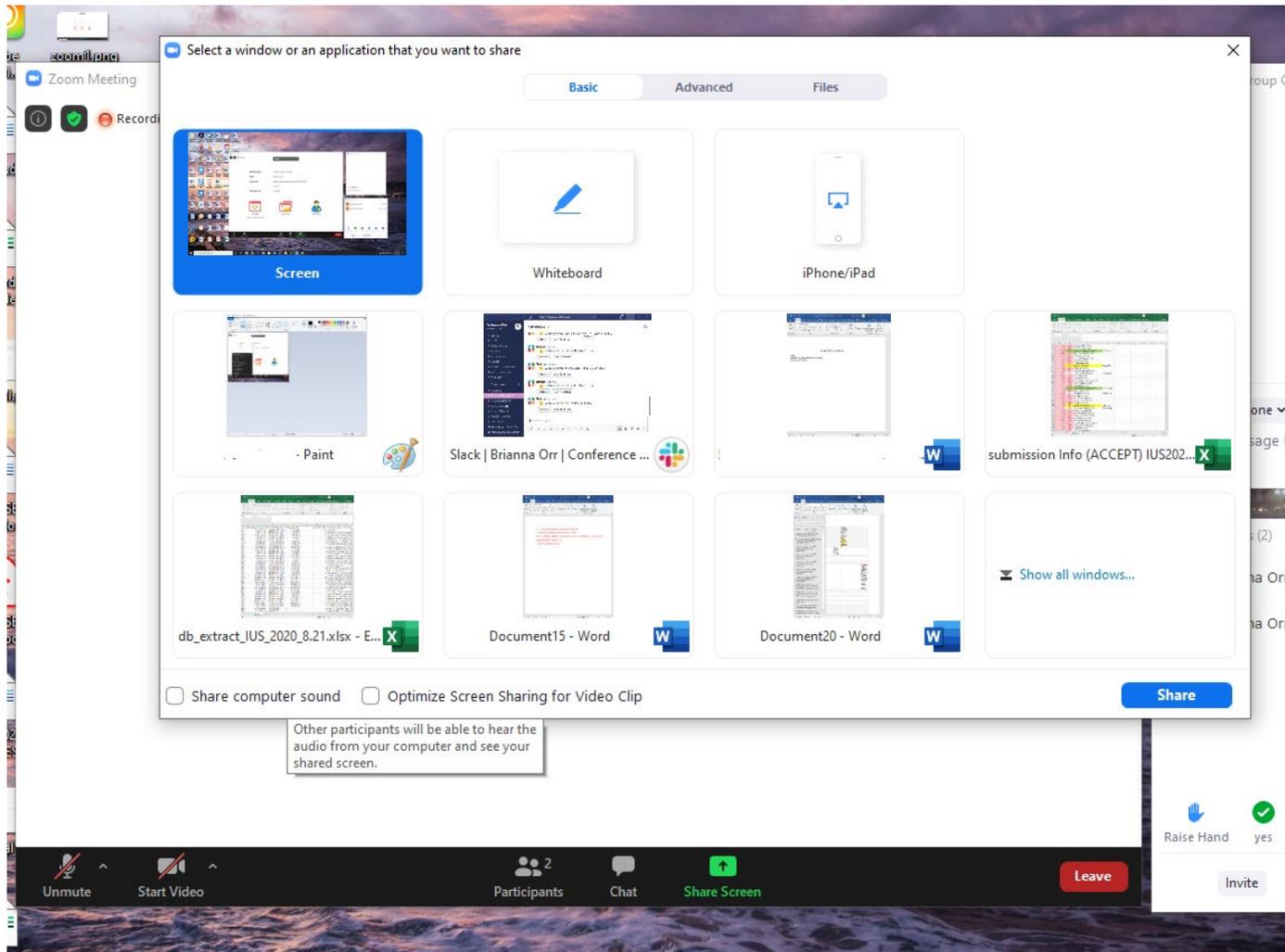
At the bottom of the screen, there is a Windows taskbar with various application icons and a system tray showing the time as 12:22 PM on 8/21/2020. The Zoom interface also includes a 'Leave' button in the bottom right corner.



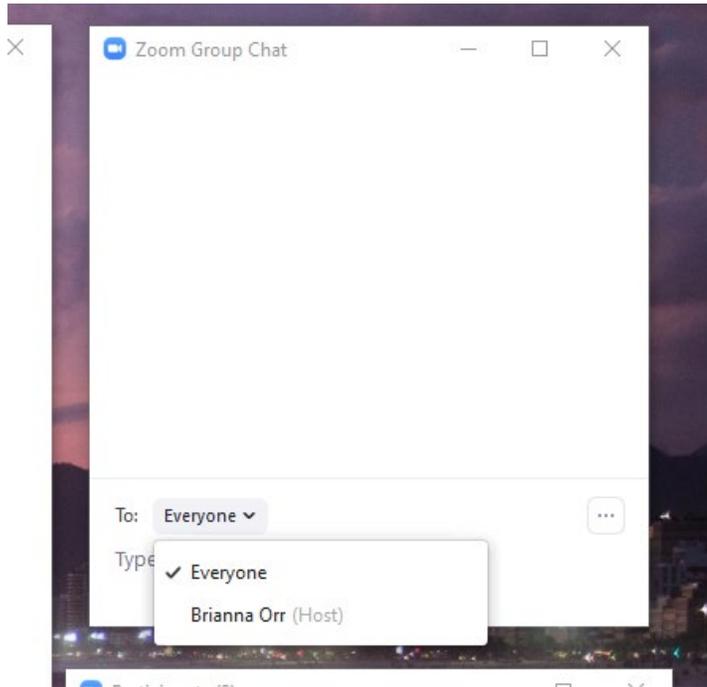
This is how the Chat and Participant features will look – you can see options for Raise Hand, Unmute, etc.



5. We recommend testing your mic and speakers beforehand by clicking the arrow next to the Unmute button. Participants will remain muted when they are not answering questions.



6. Lecture Presenters: When you have your 3-minute Q&A period, you will have the option to share your screen if needed. Please have your slides readily accessible. Use the Share Screen button at the bottom and you can select a specific application to share.
7. Poster Presenters: You will be able to share your ePoster while answering questions. Please have this readily available. Use the Share Screen button at the bottom and you can select a specific application to share. The ePosters can be pulled up on your internet browser.



8. If there are any issues, you can chat directly to the moderator or Session Chair.

Lecture Sessions:

- Session Chair Introduction
- Video presentations will be played by the moderator in the order listed in the program. After each video, the presenter will have 3 minutes to answer questions about the presentation.
- Session Chair will announce the papers before each video is played.
- Session Chairs will assist in selecting questions and asking them to the presenter. The time limit will be enforced.
- The presenter can share their webcam and slides as needed during the Q&A portion.
- The presenter will be able to direct message people if there are questions that you did not have time to answer.

Poster Sessions

- Session Chair Introduction
- Each poster will have 10 minutes to respond to questions that are asked by attendees via Chat.
- Presenters can use their webcam and share their screen during their Q&A period.
- The Session Chair will introduce each poster and select questions for the presenter to respond to.
- A final schedule will be available on the Program page.
- Once all poster presenters have their 10 minute Q&A, if there is still time left – attendees can feel free to ask more questions or discuss topics further.