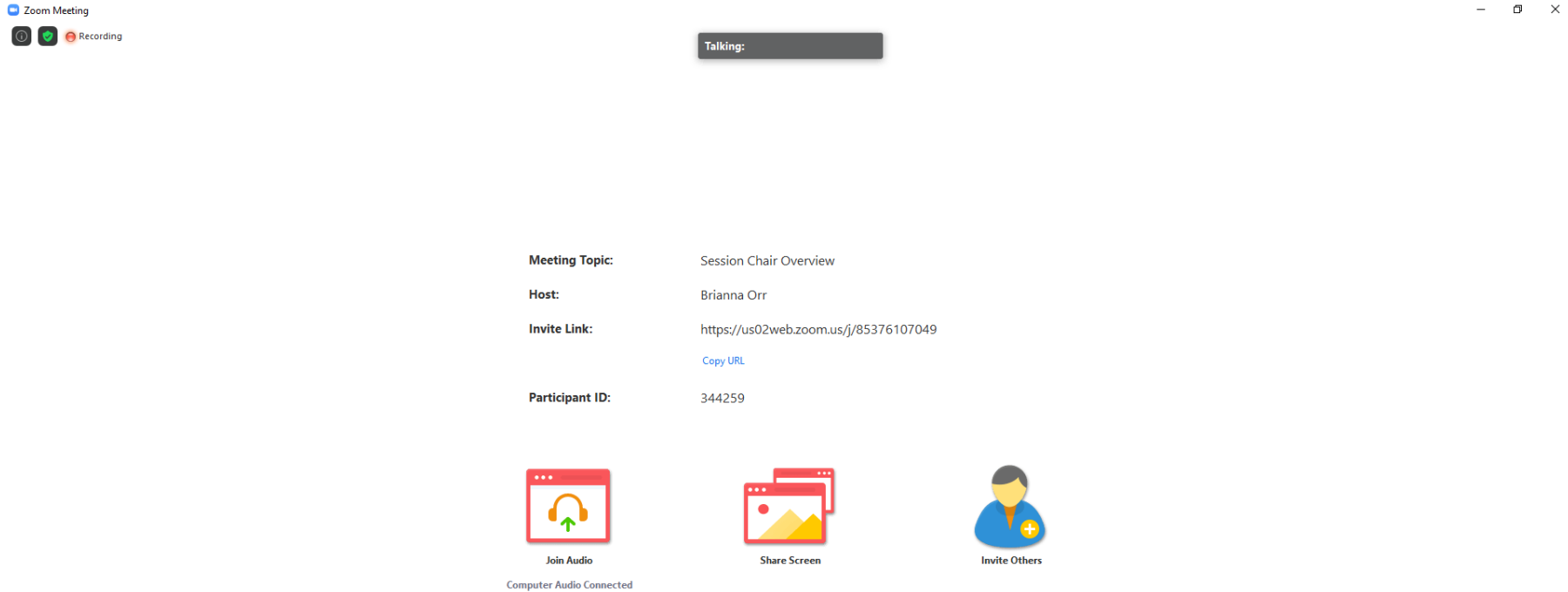
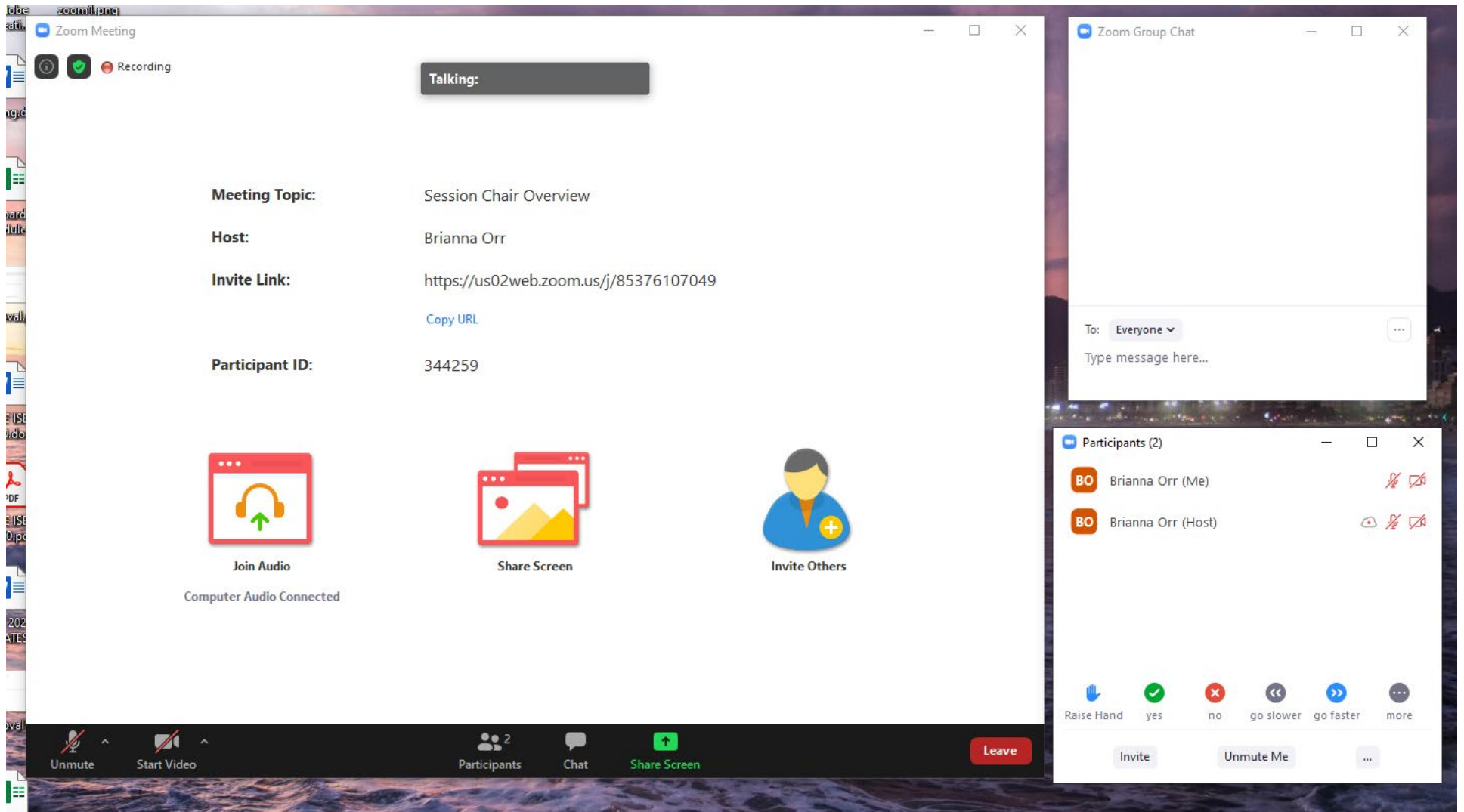


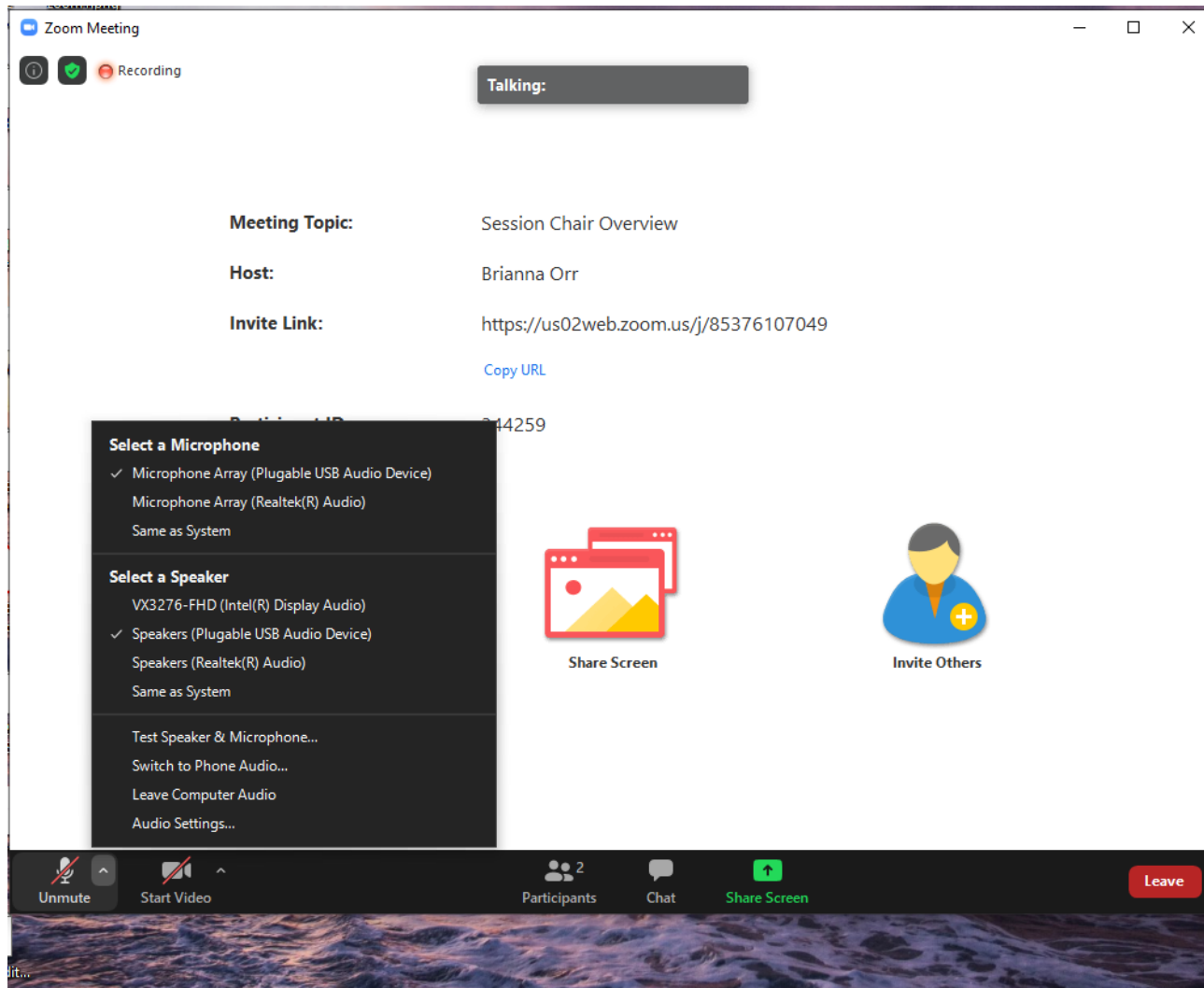
Presenter Instructions for Zoom Sessions

1. View the Program or virtual platform to confirm your session time and date.
2. The specific Zoom links will be posted on the virtual platform, as well as emailed out to presenters & Session Chairs.
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.

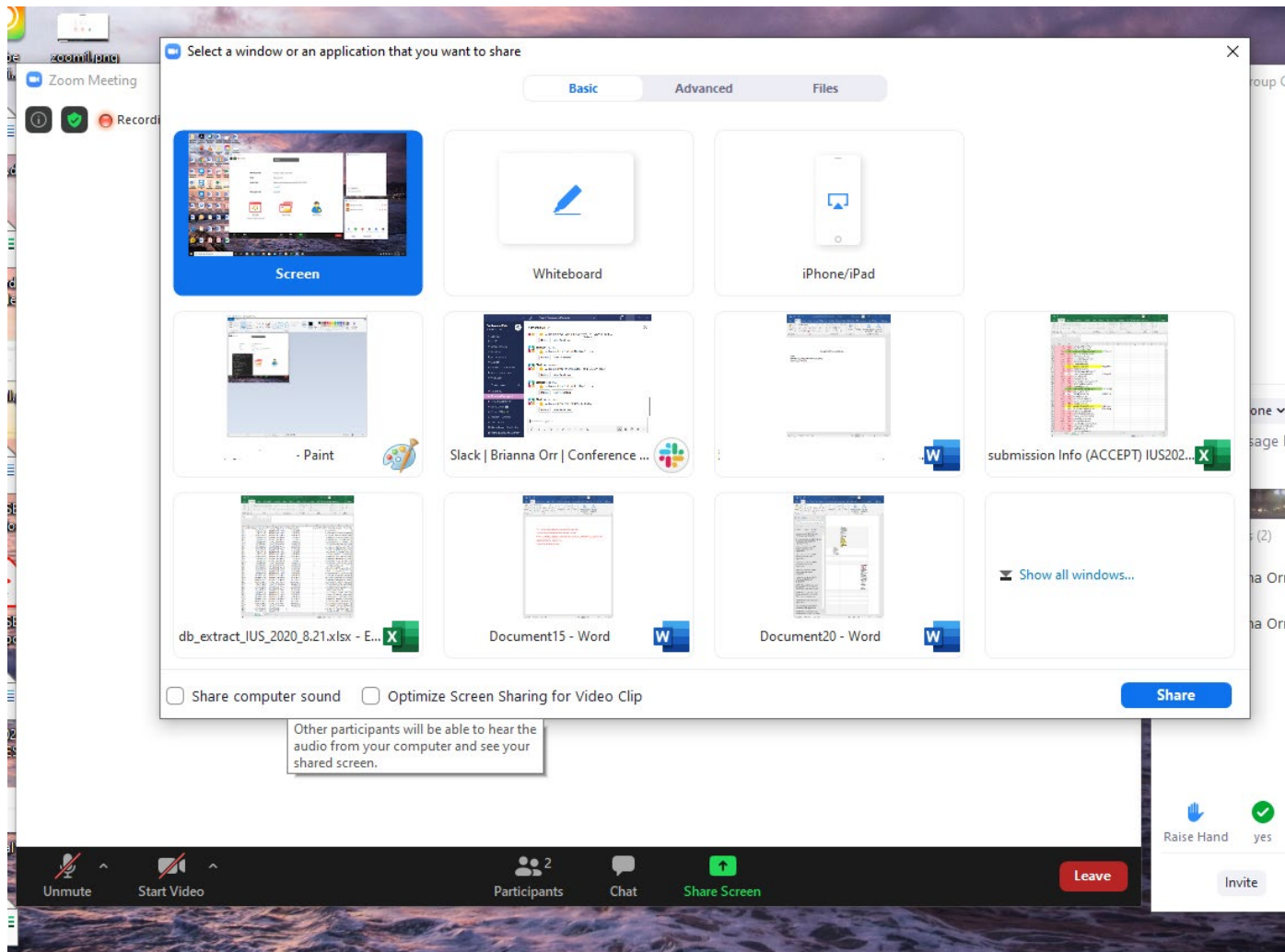




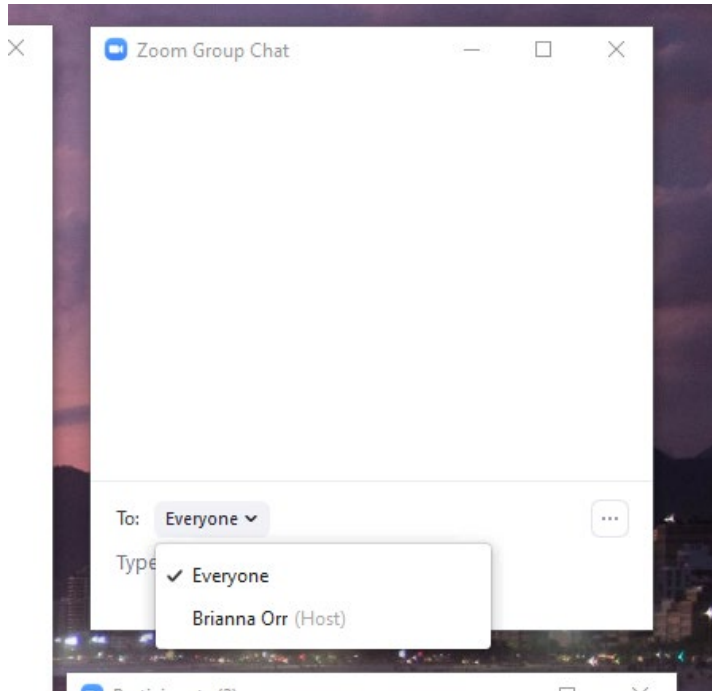
This is how the Chat and Participant features will look – you can see options for Raise Hand, Unmute, etc.



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. Presenters: When it is your time to present, you will have the option to share your screen and your webcam. Use 'Start Video' on the bottom left to use your webcam.
7. Please have your slides readily accessible prior to the session starting. Use the Share Screen button at the bottom and you can select a specific application to share. Make sure you check the 'Share Computer Sound' option if there are any videos in your presentation.
8. Alternatively, if you opted to share your pre-recorded video – the moderator from Conference Catalysts will playback the video for attendees. After this, the presenter can share their webcam for the live Q&A portion.



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

Session Overview:

- Track Chair will introduce Session Chair. Some sessions will have a lead and secondary Track Chair - the lead can plan to be the one to introduce the Session Chair unless there are any technical issues.
- Session Chair will begin the session, and start by introducing the first speaker.
- Each presentation will be presented live by the speaker OR the pre-recorded video will be played by the moderator. There will be up to 5 minutes available for Q&A after the presentation, depending on the video length.
- Attendees can ask questions via the 'Chat' feature.
- Session Chairs will assist in selecting questions and asking them to the presenter. If the presentation runs long, questions can be answered at the end of the session.
- After all presentations conclude, there is a 50-minute Q&A/discussion period for the session itself, in case there are further questions.
- The presenter can share their webcam 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.
- Please do not share your video/webcam while you are not presenting or answering questions.

Session Chairs/Track Chairs:

- Will be promoted to Co-Host.
- You will have the option to unmute attendees. There will also be a moderator available to assist with muting/unmuting as needed.
- Please plan to join the sessions 10-15 minutes early.
- We recommend preparing 1-2 questions in case none are asked.
- Please reference the program for presentation start times, and ensure that presenters are not going too long over their time slots. If the presentation runs long, they can answer questions at the end of the session.

Meeting Topic: Short Course Tutorial
Host: Brianna Orr
Meeting Link: <https://us02web.zoom.us/j/84170983403>
[Copy URL](#)
Participant ID: 125186



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