Attendee Guide

Register!
The 86th Annual Meeting of the American Musicological Society (AMS) is a paid event. So, be sure to register in advance to ensure that you have full access to conference sessions and events. Also, please be aware: If you want to access sessions organized by the **Society for Music Theory (SMT)**, our organizing partner, you must register separately with them (or purchase an SMT registration add-on from AMS). For complete information on how to register, consult the appropriate registration guide linked below:

Registration Guide: AMS Members
Registration Guide: SMT Members
Registration Guide: Non-members

Know the Program
Familiarize yourself with the program and conference schedule by using the **Searchable Online Program** or *Program Guide*. Use these to identify and earmark sessions or events of interest. If you would like to read the abstract for a given session or paper, you may do so by using the **Searchable Online Program**.

Claim Your Account
Roughly a week before the conference begins, every AMS and SMT registrant will receive an email invitation to create an account on the AMS virtual conference website, hosted on **Pathable**. Follow the instructions in this email to claim your attendee account and set your password.
If you do not receive an account invitation email by 3 November 2020, contact the AMS office to inquire about having your email invitation re-sent. Also, please note that different registrants will have different access levels. Those registered for SMT, but not AMS, will have access to only some content on the AMS virtual meeting site. Those registered to attend the AMS meeting will have full access. If you think you have been given the wrong level of access, please **contact us**.

Create Your Attendee Profile
Once you have an account on the AMS virtual meeting platform, it is very important that you take a few minutes to complete your attendee profile by uploading a photo and adding your bio. The program of the 2020 AMS Annual Meeting includes many social and professional networking events, and completing your profile will make it much easier for new colleagues to learn about you and connect.

Get to Know the Virtual Event Site
The AMS virtual event site has a lot of features to make your conference experience exciting and productive. To get around the site, use the navigation bar in the top right. It should be pretty intuitive, but just in case you want a handy cheat sheet, below is a quick sitemap.

Home
Brings you back to the homepage.

About
Tabs: **About Event**, **Policies** and **Using**

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This Site. *Here is where you can find basic information about the virtual meeting, the AMS, the rules of the conference, and how to use the Pathable virtual event website.*

Exhibits

Tabs: **Exhibit Hall** and **Exhibitor Directory**. *Here you can find information about the Virtual Exhibit Hall, virtual tradeshow booth hours, exhibitor profiles, and how to connect with specific exhibitors.*

People

Tabs: **All Presenters** and **All Attendees**. *Here you can find information on who is present-ing or attending the conference. Click on a person's profile, and you will get the option to send them a message or schedule a meeting.*

Social

Tabs: **Drink Recipes**, **My Inbox**, **Public Forums**, **Request Private Meeting**, **Social & Networking Events**, and **Tour of Minneapolis**. *Here you can find information on receptions, networking events, and other sessions designed to help you connect or relax. You can also participate in meeting-wide chat, receive messages, send or receive private meeting invites, and even find interesting drink recipes to enjoy during our many receptions and coffee breaks and a virtual tour of Minneapolis.*

Schedule

Tabs: **Featured Sessions, My Agenda**, **Meeting Schedule**, **Posters**, and **Program Guide**. *Here you can find everything you need to know about the schedule and featured events, including poster sessions, a link to the downloadable Program Guide, a searchable calendar of all meeting events, and more.*

TIP: *Pre*-**WATCH Videos**

Be sure to watch paper presentation videos in advance. The scheduled session will be used ex-clusively for Q&A.

Watch the Embedded Videos!

Normally, you have to wait until the session happens to hear a paper. Not this year! A LOT of content will be immediately available in the form of *embedded videos*. These videos are on the session pages, along with abstract information, handouts, slide decks, and presentation transcripts (on the Files tab).

Please begin watching as soon as possible! You are expected to pre-watch the paper presentation videos for any paper panel that you attend. The live Zoom session on the program schedule is considered a discussion and Q&A. The authors or discussants will be there, but they won't be presenting their papers. They'll be there to talk, reflect, and answer your questions. So, come prepared to ask something insightful!

Reserving Your Place in Sessions

Is there a session that you REALLY want to attend? Well, unlike in a face-to-face conference, you can reserve your seat in the room well in advance. To do this, just log into the Pathable event site and click the orange **"Reserve Spot"** button on the session page of the session you want to attend. Presto! Your seat is reserved.

Please use this option judiciously, however. If you click "Reserve Spot", but don't really plan to attend that session, you may make it harder for someone else who wants to go to that session. So, don't reserve a spot if you are not sure you will attend. As in real life, if you decide at the last minute that you want to attend the session, you will probably be able to find space in the room without a reservation.

Zoom Rooms

All paper, roundtable, and workshop sessions will take place in either a Zoom webinar or Zoom meeting room. You can see whether a session is scheduled to take place in a meeting or webinar room by consulting the session card in the **Meeting Schedule** on Pathable. Below is a quick primer on the difference between Zoom webinar and Zoom meeting rooms.

Zoom Webinar

Most AMS virtual rooms are webinar rooms. Zoom webinar rooms are designed for larger numbers of attendees and don't allow everyone to be seen and heard. So, plan to

submit your questions using the Chat feature.

Zoom Meeting

Zoom meeting rooms are designed to encourage conversation and interaction among a smaller number of attendees. Thus, although the host may mute people, everyone will be visible (if their camera is on) and may speak. So, follow directions when submitting questions. If the chair or host asks you to submit questions through Chat, use Chat. If the chair or host asks you to use the Raise Hands feature and speak, do that.

Also, in preparation for the conference, we recommend that you download the **Zoom Client for Meetings** to ensure smoother launch of the meeting window. (If you forget, don't worry. Zoom will prompt you to download the client if needed when you launch a Zoom meeting.)

Attending Sessions

To attend a session, simply find it on your agenda or the Meeting Schedule and click "Join Meeting." For best performance, Pathable strongly recommends using Google Chrome or Microsoft Edge browsers.

Video: How to Attend Virtual Meeting (30 sec.)

Conversations & Private Meetings

Pathable provides a number of additional opportunities for interacting with presenters and fellow attendees. Below is a quick summary of ways to reach out or share your thoughts.

Conversations

You can start or join a public conversation by clicking the **Public Forums** link on the **Social** tab. Once there you can see and search existing conversations. Hit the reply button on a comment to add your two cents. to initiate a new conversation, click "New Conversation."

Send Message

Really liked someone's presentation? Curious about a citation or reference? Just want to connect with an old friend? Go to the **My Inbox** link on the **Social** tab and start a "New Conversation." You can choose to direct

message one or more attendees.

Request Private Meeting

Want to meet one-on-one with someone who is attending the conference? Use the **Request Private Meeting** link on the **Social** tab and send them a meeting request with a suggested date and time. It is up to them to accept or reject the request, but if they accept, the meeting will be added to your agenda.

Can you set up a private meeting for 3 or more people? Yes, but… private meetings are set up using basic (free) Zoom accounts and are subject to a 40-minute limit on meetings of 3 or more.

For more information on the attendee experience in Pathable, check out Pathable's **Attendee User Guides**.

Virtual Exhibit Hall

The 2020 AMS Annual Meeting features a Virtual Exhibit Hall where you can learn about new products and services, connect with representatives of publishers, and get discounts and giveaways.
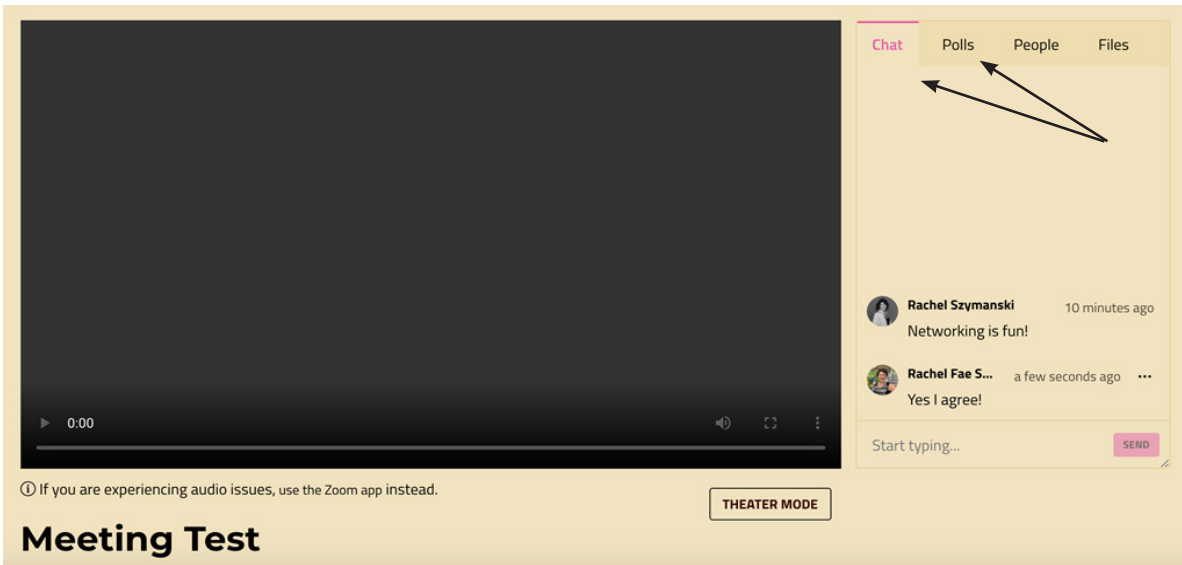
To get the most out of the Virtual Exhibit Hall, begin by browsing the exhibitor pages. You can get to these by clicking on the exhibitor card in the **Exhibitor Directory**.

You should also visit exhibitors' virtual tradeshow booths during Virtual Exhibit Hall open hours, which are indicated on the Meeting Schedule. Virtual tradeshow booths are Zoom meeting rooms tied to exhibitor pages which allow you to talk directly with an exhibitor.

Busy during the Virtual Exhibit Hall hours?

No problem. If you can't visit a booth during open hours, use the "Request Info" button on the exhibitor page to connect directly with exhibitors
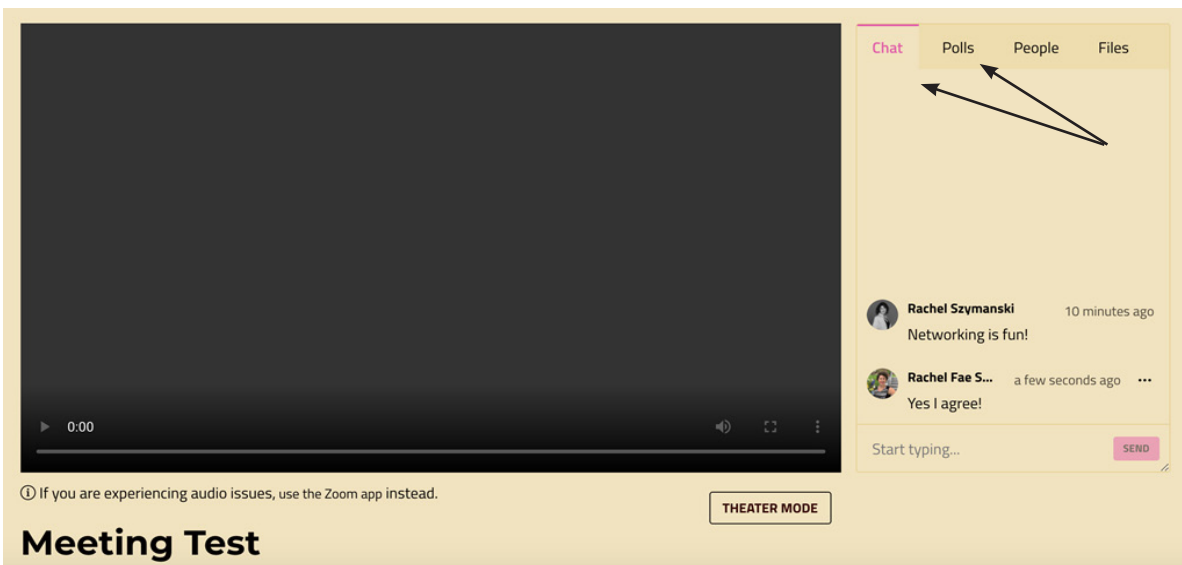
Posing Questions for <u>Webinars</u>

Pathable Chat

Prior to webinar: Questions should be entered on "Polls" tab.
During meeting: Questions should be entered using Pathable chat. (Use Zoom chat only for communicating with other presenters.)

Posing Questions for <u>Meetings</u>

Pathable Chat and/or Zoom Chat

Prior to meeting: Questions should be entered on "Polls" tab.
During meeting: Questions may be entered using **Pathable chat** or **Zoom chat**. Chair will instruct attendees on what is preferred.

and ask them questions.

Remo
A number of the social and networking events on the **Meeting Schedule** will take place on a special virtual networking platform called **Remo**. Remo allows virtual attendees to come together in a 2-D reception hall, where people can move from table to table to mix and mingle. We think it is better at simulating the real feel of a live coffee break or reception than the typical Zoom room.

To join a social or networking event held in Remo, just go to the session page in Pathable and click on the Remo event link. This link will become available 1-2 hours before the event and will take you to the Remo platform, where you will be prompted to create an account and profile. Once you have done this, Remo will put you in the Remo reception hall where your event is taking place.

To move around the hall, look for a table you would like to join and double-click on an open seat at that table. Voilà! You will be in a virtual space with the occupants of that table.

To help ensure that your entrance into Remo goes smoothly, we strongly recommend that you do a systems and technology check using the **Remo Systems Check** page, prior to the start of the session.

For more information about the Remo platform, check out this quick intro to the site, **Remo 101**.