Tips for Virtual Sessions

Key to effective virtual sessions are PREPARATION and ENGAGEMENT. Thank you to all of our chairs, moderators, panelists and presenters – you are why we have an Annual Meeting. And each you plays an important part in making our virtual meeting great. Here are some tips for good virtual sessions.

- Discuss your session plan in advance by email. Be sure you all know what to expect before the session starts.

- Enter your session at least 15 minutes before it begins.

- Session Chairs/Moderators and Presenters/Panelists will be joining a zoom meeting (link and password sent by email).

- The audience will be on a website platform. The zoom video will be live streamed into the web platform. The Chat will be on the web platform.

- Chairs/Moderators should enter the session in the web platform also and monitor the Q&A.

- The A/V tech will alert the Chairs/Moderators about when the meeting goes 'live'. Then your videos will be seen by the audience.

- Begin with a welcome, ask the audience a warm-up question relevant to your session theme if you wish, and tell them to answer in chat (e.g. 'how many of you are NDA measurement experts? Put a 1 in the Q&A if work in the field of NDA'.) and then introduce the first paper or panelist. Bios are in the session so only introduce by name and affiliation.

- Encourage the audience to ask questions and post comments in the Q&A while the presentation is playing or while the panelist is speaking. The person is there in the session and can address questions in real time.

- Note that there is about a 30 second lag between the video in zoom and the projection in the web platform, so don't be surprised if Chat/Q&A doesn't begin immediately after you start talking.

- The A/V tech will play the first pre-recorded presentation; and alert the Chairs when the presentation is about to end. For live presentations (panelists, some oral presentations or posters that missed the deadline), the A/V tech will invite the person to share their screen and start their presentation/remarks.

- When the presentation ends, the Chair/Moderator can invite the author to respond to a question live (with video and audio). **Try to engage the audience throughout the session!**

- The chair must keep track of time and ensure the next presentation begins on time. There may be time at the end of the session for more dialog. (Or encourage further discussion in the Virtual Hotel Café'). At the end of the session, **thank the speakers and audience and close the session**.