Hello ASA 2021 Moderators,

We are looking with great anticipation to ASA 2021 taking place this week!

As an attendee you should have received a communication with instruction on how to navigate Pathable, our online conference platform. We encourage you to login and complete your profile, build your agenda, and engage with fellow attendees as soon as you are able.

Thank you for your willingness to be a plenary session moderator. This is an important role so we want to provide a few key tips to ensure a successful experience in the Zoom meeting:

1. Spend no more than 1-minute on following:
   - Welcome attendees, announce the title of the parallel session, and give names of the three (3) speakers. (Do NOT give bios as speaker can do that if he/she so chooses.)
   - Please tell folks they are free to bounce in between sessions just like at in-person meeting.
   - Remind people to stay muted unless speaking.

2. Remember each speaker has a total of up to 20 minutes only (15 minutes speaking and 5-minute Q&A)

3. After the 15-talk, questions (encourage 15-second questions) can be submitted using raise hand feature only. We will likely not get to all questions but we'll take them in order of raised hands. It is your job to moderate and ask the questions of the speaker.

4. It is imperative that you give a 2-minute warning and strictly adhere to the 20-minute limit.

Please note that the meeting will automatically close 10 minutes after the scheduled end time for the session.
Please plan to join the green room 15 minutes in advance of the start of your session for a technical run through with the ASA tech team. Your session will include an ASA team member to assist with any technical issues during the Zoom meeting.

Should you have any questions, please don’t hesitate to contact an ASA Team member at asa@asa3.org.

Sincerely in Christ,

The ASA 2021 Planning Team