



Surfing the Virtual Waves to World Class Science

Oct 18-21, 2020 | RRS Virtual Meeting

Live Speaker Information

Dear Invited Speaker,

Although it is difficult to forgo the in-person meeting in Hawaii this year, we have boldly embraced the [new learning environment](#) to deliver the best science to our community. We understand this process is new to many of us, and are therefore starting a series of communications to help each speaker successfully manage his/her lecture and the early timelines associated with the virtual format for this year's Annual Meeting.

Live Speaker: Pre-Session Checklist

- **Attend a virtual training session as soon as possible.** They are held Mondays, Wednesdays & Fridays at 1:30pm Eastern Time through date October 7th, 2020. Visit the Webinar Online here <https://hrcom.zoom.us/j/98327841919> to attend.
- **Submit your slides at least a week before** the event to [Katie](#) for a performance quality/guidelines check. Your slides will still be presented from your own screen during the event.
- **Look out for Zoom link email and calendar invite.** This will be sent prior to the session as well as one hour before the session to this email.
- **Check your equipment.** Ideally, you will need a hardwired internet connection (or strong wi-fi), a headset (or earbuds with microphone), two monitors, a hard copy of your presentation notes, 3-5 (canned) questions in case they are needed.

Live Speaker: Day-of-Event Details

- **Find the session Zoom link** (sent earlier in the month and one our before the session as an email and calendar invite).
- **Enter the Zoom session 20 minutes before the start of the session.** This is to test your audio, video and screen-share. Even if you are not the first presenter, you must log in BEFORE the session starts. The session goes live 5 minutes before the start of your lecture. ARRIVE EARLY. We will call you if you do not.
- Timeline:
 - 5 minutes before: Session will go live with "showslides". Your audio and video will be off.
 - 0 minutes before: The moderator (Session Chair) will introduce you (or the first speaker). If you are not the first speaker, stay online and be ready to present when you are introduced.
 - You will need to share your screen/presentation, video and audio (the A/V tech will help here).- Present your lecture.- The moderator will collect questions from the Chat and Q&A throughout and, after the session, will present them to the speaker(s). You and the moderator will both have audio and video on during the Q&A.