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](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.