



Surfing the Virtual Waves to World Class Science

Oct 18-21, 2020 | RRS Virtual Meeting

Pre-Recorded Speaker Information

Dear Invited Speakers,

Thank you for agreeing to speak at the 2020 RRS Virtual Annual Meeting! We understand this process is new to many of us and are sending this communication to help each speaker successfully manage his/her lecture and the early timelines associated with the virtual format for this year's Annual Meeting.

Please note: Your lecture is to be pre-recorded. You will still need to attend the live session during the allotted time to participate in the Q&A.

If you have any questions on the below, please reach out to the meeting planner, Katie VanNatta at katie@ameetingbydesign.com.

Pre-Recorded Speaker: Pre-Session Requirements

Schedule your recording time or submit a previously recorded version of your lecture as soon as possible. All lectures must be recorded or submitted by September 28th!

If you have not already established a recording time or set up sending your recording with Katie VanNatta, please use this form to set up a recording time or let us know if you have a previously recorded version of your lecture available:

[RRS Speaker Response Form](#)

As we will need to schedule recordings for more than 175 presenters, we appreciate your timely response and cooperation in this matter. Please use the link to respond no later than **Friday September 11, 2020**.

RRS's meeting planner, Katie VanNatta (katie@ameetingbydesign.com) will be following up with you to schedule your session or to answer any questions.

Not comfortable using Zoom? [Here are some slides to show you the ropes!](#)

Pre-Recorded 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 also as a calendar invite).

Enter the Zoom session 20 minutes before the start of the session. An A/V tech will help you test your audio and video. Even if you are not going live until the Q&A, you must log in BEFORE the session starts as there is no other testing time available. 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 "show slides". All audio and video is off.
- 0 minutes before: The moderator (Session Chair) will do a brief introduction of the session and speakers. The pre-recorded session videos will be played. Your audio and video will remain off.
- The moderator will collect questions from the Chat and Q&A boxes throughout the video(s) and, after the pre-recorded videos are done, will present them to the speakers in the session. They will pose each question to one speaker specifically or ask all speakers to voice their opinion. Everyone will have both audio and video on during the Q&A.