On-Demand Live Q&A Presenter Preparedness

DOWNLOAD ZOOM
Before your session, make sure you have Zoom downloaded on the device you will be using for your presentation. Zoom is the technology we use in the background to move you from the green room to the actual stage, and back.

Since you’ll be doing live Q&A, you can pick one of the optional backgrounds to make your time with attendees more professional. They are:

- Background A (Circuits)
- Background B (Blue)
- Background C (World Technology)
- How to add a virtual background to your Zoom recording

LOG IN AND GET COMFORTABLE WITH THE PLATFORM
Prior to your session, log in to the meeting.
Log In: srntonline.org
User Name: Username: [your email address that you registered for the meeting using]
Password: The password was sent to you in a previous email on February 16.

VIDEO ON DEMAND
1. Once in the platform, to Access ePoster and On-Demand Symposium and Podium Session, navigate to the ePoster/On-Demand tab in the virtual platform.
2. Click on the On-Demand Gallery tab to find your uploaded VOD presentation. (Or use the Author Search button)
3. Tip: The search is a “Google-style” search. Search terms may be enclosed in double quotes to ensure it is matched "exactly as entered" (i.e “This is the Title of the Presentation”). Up to five search terms may be used with either a "+" (AND) or "-" (AND NOT) before the terms to create better search specifics (i.e. This+is+the+Title+Presentation).
4. Attendees have the option to leave a public chat question/comment that will be located on the “SESSION LEVEL”
5. Presenters are encouraged to go to their presentation and sign-in to chat function located at the session level. (Click on “View Session” for the chat feature.) Say hello in the session chat area to your fellow attendees, which will encourage more participation and engagement on your topic.
6. For more Gallery Tips and Tricks, check out this informative PDF tutorial.
7. In preparation for your upcoming Live Q&A, please refer to the Schedule-at-Glance for POD/SYM number to locate your stage assignment for the Saturday Live Q&A session.

ENTER BACK STAGE PRIOR TO SESSION

Prior to your session, click on the Breakouts tab at the top of the page. There you will see at the top of the page a green button with the name of your stage. Please enter your Green Room no less than 20 minutes before the session begins. You will be met there by your stage manager, along with a tech specialist who will manage the functionality of the stage. They’ll cover important information about the technology, how/when things will happen, and what to do to make this a successful session.

If you have any difficulties logging in, or don’t see the stage green room button, click the orange “Need Tech Help” button on the bottom of the page.

SESSION STRUCTURE

The session total time is 90 minutes. There is one moderator per 30-minute session. A specific Live Q&A session will technically run this way:

Session 1 - 30 minutes
1. Moderator Speaker Introductions
2. Moderated Live Q&A with all presenters
3. Note: If limited questions come in, per the moderator discretion presenters may give a brief recap 2-3 minutes of their on-demand presentation as this might drum up additional questions from the audience.
4. The remaining time the moderator can continue with any additional Live Q&A with all the presenters. It’s the moderator’s job to keep you all on time.

Session 2 - 30 minutes
1. Moderator Speaker Introductions
2. Moderated Live Q&A with all presenters
3. Note: If limited questions come in, per the moderator discretion presenters may give a brief recap 2-3 minutes of their on-demand presentation as this might drum up additional questions from the audience.
4. The remaining time the moderator can continue with any additional Live Q&A with all the presenters. It’s the moderator’s job to keep you all on time.

Session 3 - 30 minutes
1. Moderator Speaker Introductions
2. Moderated Live Q&A with all presenters
3. Note: If limited questions come in, per the moderator discretion presenters may give a brief recap 2-3 minutes of their on-demand presentation as this might drum up additional questions from the audience.
4. The remaining time the moderator can continue with any additional Live Q&A with all the presenters. It’s the moderator’s job to keep you all on time.

The 90-minute Podium session ends, followed by a 15-minute Virtual Break.
**STUDENT VOLUNTEER**

We’ll have a student volunteer with us during the session. Their role is to collect questions from the platform site and place them in the session chair/speaker chat area (two separate spaces, one open to attendees, the other private among the stage room). From there, the session chair will moderate questions by reading them out loud for the audience to hear, and the speaker to answer out loud to the live presentation.

It is highly recommended you a look at the Breakout Presenter Instructions linked below. It will give you a great understanding of the meeting technology.

Quick Links
1. [Schedule-at-a-Glance](#)
2. [Sessions by Stage](#)
3. [Breakout Presenter Instructions](#)
4. [Virtual Meeting FAQs](#)
5. [Check your Tech FAQs](#)
6. [Abstract Book](#)
7. Follow us on [Twitter](#)
8. Tag us using [#SRNT2021](#)