AMERICAN SOCIETY FOR BIOETHICS AND HUMANITIES
22ND **ANNUAL CONFERENCE**
JUSTICE AND FLOURISHING *in a*
PLURALISTIC WORLD
OCTOBER 12–18, 2020
DYNAMIC VIRTUAL MEETING

ASBH 2020 Live Presentation Guide: Affinity Group Meetings

How to Present your Live Affinity Group Meeting

All affinity group leaders will receive an email from ATIV Software (alerts@ativsoftware.com) **3 days before** your scheduled affinity group meeting. If you do not know when your affinity group meeting is scheduled, check the online schedule.

We suggest you add alerts@ativsoftware.com to your email address book to ensure the message is not blocked by your institution's firewall or sent to your spam folder.

All affinity group meetings will be automatically recorded. Recordings will be uploaded to the online schedule within 24 hours of the session and will accessible to all attendees until November 12, 2020.

ATIV Confirmation Email (3 days before your session)

1. The email will come from alerts@ativsoftware.com and will contain an overview of your session details, a link to download your presentation in your time zone, a link to connect to the live presentation, and the host key. If you did not receive the email 3 days before you session is set to take place, please reach out to tlionetti@asbh.org.

    Example Email:

    ```
    From: ATIV Software <alerts@ativsoftware.com>
    This email does not have a reply option
    Subject: Your Session <date>: <title>
    ```

    ATIV Software   Tue, May 19, 11:15 PM   ⭐   ↩   ⋮
    to me ▾

    ASMS2020 JUNE 1-12   REBOOT   ★

    Your Upcoming Virtual Session

    Your virtual session has been created, please confirm with the button below after you have verified your session details.

Title	Zoom Meeting Test
Speaker(s)	Mike Fenn, **Silke Fleischer**
When	Tue, May 19 04:05pm - 05:00pm (CDT) View in my timezone
Where	https://eventpilot.us/vs.php?id=zoom-meeting2&confid=ASMS20
Tools	Countdown and Timer
Host Key	**444922**

Step 1: How to Connect as the Affinity Group Leader (Host) on the Day of your Affinity Group Meeting
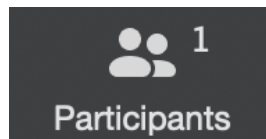
1. In the email from alerts@ativsoftware.com , you will see an Event Pilot URL after "Where". You will use this link to join your session as a presenter on your scheduled presentation day. There is a buffer time of 15-minutes for each session. For example, if your session begins at 1 pm CT, you may click the link to join your session starting at 12:45 pm CT. **We strongly suggest using Google Chrome as your browser throughout the entire conference.**

   - PLEASE NOTE: **Presenter links and emails from alerts@ativsoftware.com are unique to each presenter and should not be shared with anyone.** Two people cannot join the system as a presenter using the same link. If you did not receive the link, please reach out to tlionetti@asbh.org and DO NOT forward any of your information to other people.

2. Once you click the link and you are within the buffer window, a new window will open with Zoom. You will then enter the zoom meeting and claim the host key (see below). An ASBH staff member will be present in the zoom room at the beginning of your session to help with any questions or concerns.

Step 2: Claiming the Host Key

All affinity group leaders will receive the host key. **Only one person can claim the host key.** For affinity groups with multiple leaders or join affinity group meetings, whoever launches the meeting first and claims the host key is the host.

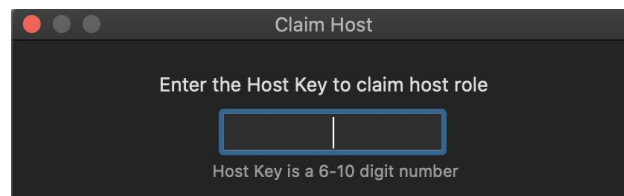**To claim the host key:**

   - Launch the session using the link in your email from alerts@ativsoftware.com

   - In the bottom of the Zoom meeting, select "Participants"

   - On the bottom of the participants panel, you will see a button to claim "Claim Host".
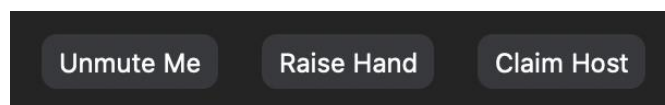
   - Enter the 6 digit host key found in your email from alerts@ativsoftware.com and click the "Claim Host" button.

Step 3: Assigning Co-Hosts once you have claimed the Host Key
Whoever claims the host key can make other presenters in the session co-hosts. There is no limit on the number of co-hosts you can assign. For affinity groups that plan to host full educational sessions, whoever

claims the host key will have the ability to add presenters as co-hosts so they can share their screens and facilitate their presentations.

To assign co-hosts:
- In the bottom of the Zoom meeting, select "Participants"

- When the participants panel opens, scroll to the user you would like to make co-host. Participants are listed in alphabetical order below the hosts and co-hosts. Scroll to the participant you'd like to make co-host. Hover over the name and select "More".

- Select "Make Co-Host".

How Your Panelists and Co-Presenters Will Connect
Some affinity groups have chosen to host educational sessions with panelists. Your panelists will connect as attendees to your session using the instructions below. They can be promoted to co-hosts if desired, however, as attendees they will have the capability to mute/unmute themselves and share their screen.

1. Go to the online schedule: https://eventpilotadmin.com/web/planner.php?id=ASBH20. We strongly suggest using Google Chrome as your browser throughout the entire conference.

2. Login using the email and password used to register for the ASBH conference. All presenters are required to register for the ASBH Annual Conference. You will not be able to attend your session if you did not register.

3. Find the affinity group meeting in the schedule.

4. 15 minutes before the scheduled start time a "Join Virtual Session" button will appear in the session detail pane if you are logged in. Click the button to join the affinity group session. (NOTE: if you are not logged in, the button will say "Log in for status info". Simply click and log in using the email and password you used to register for the conference.)

5. The affinity group session will launch via Zoom in a separate window.

Zoom Meeting Host and Co-Host Capabilities

The host controls will appear at the bottom of the screen if you are not currently screen sharing:

You will have the following Zoom controls as a host or co-host:
- Mute/unmute your microphone.
- Mute/unmute attendees.
- Start/stop your own video.
- Create, edit, and launch polls.

- [Share your screen](#).
- Access to the chat window to chat with participants.
- Launch [breakout rooms](#).

Ending Your Session

Your session will end at **exactly** your session end time. For example, if your session is from 10 am CDT to 11 am CDT, your zoom session will end promptly at 11 am CDT. The zoom session will close, and all presenters and attendees will be pushed out of the session. Please plan your presentations accordingly and make sure all presenters are aware that you **cannot go over the session end time.**
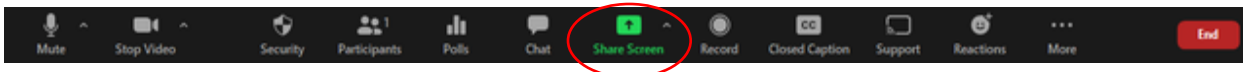
Zoom Guidelines

Mute/Unmute Yourself

Click "Mute" button located at the bottom of your screen to mute/unmute yourself

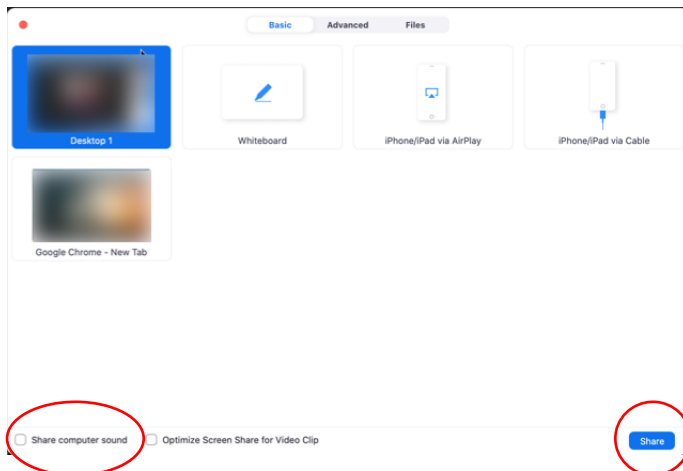For more information on muting, click [here](#).

Share Screen

Click "Share Screen" located at the bottom of your screen

Click on your presentation

(Optional) Enable these features:

- Check the "Share Computer Sound". If you check this option, any sound played by your computer will be shared in the session.
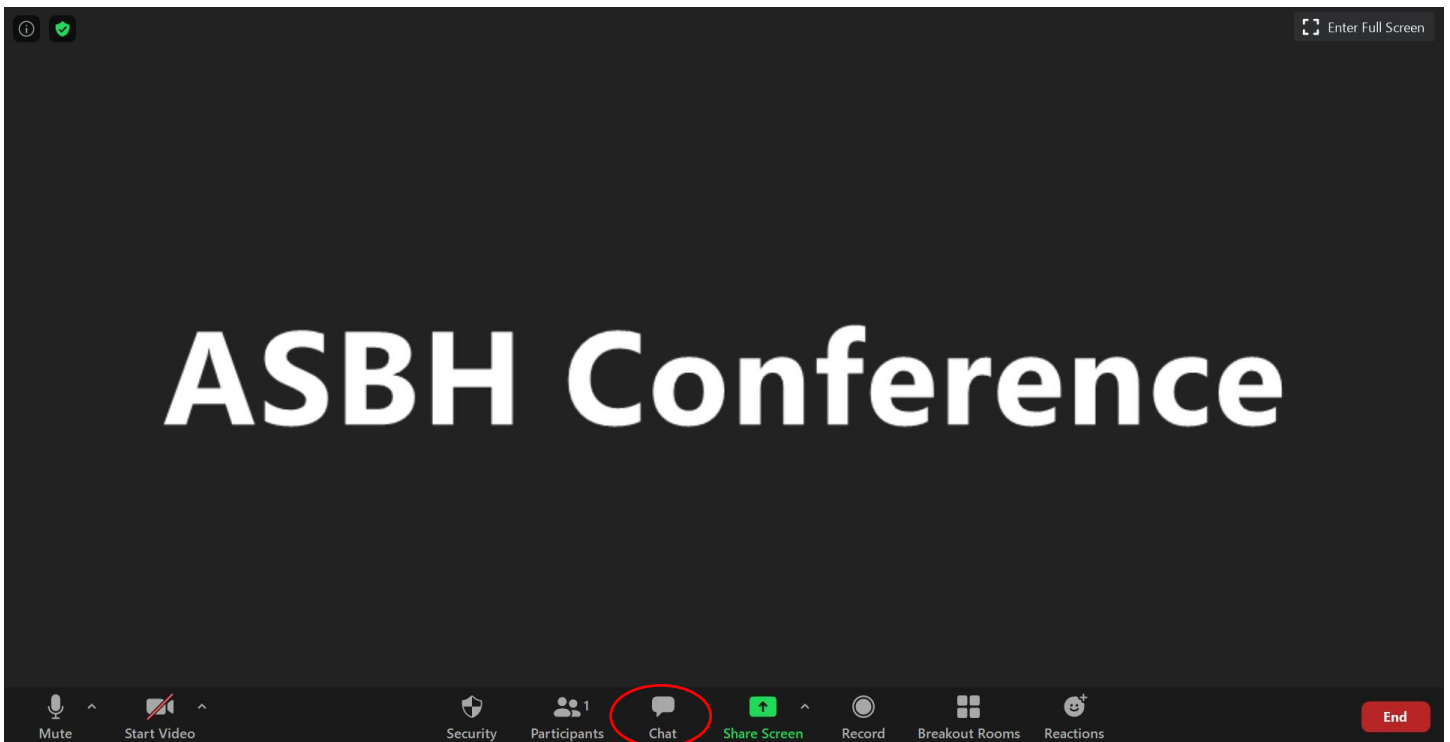

- Check the "Optimize for full screen video clip." If you click this option, you will be sharing a video clip in full screen mode. Do NOT check this otherwise, as it may cause the shared screen to be blurry.

Then press "Share"

For more information on screen sharing, click [here](#).
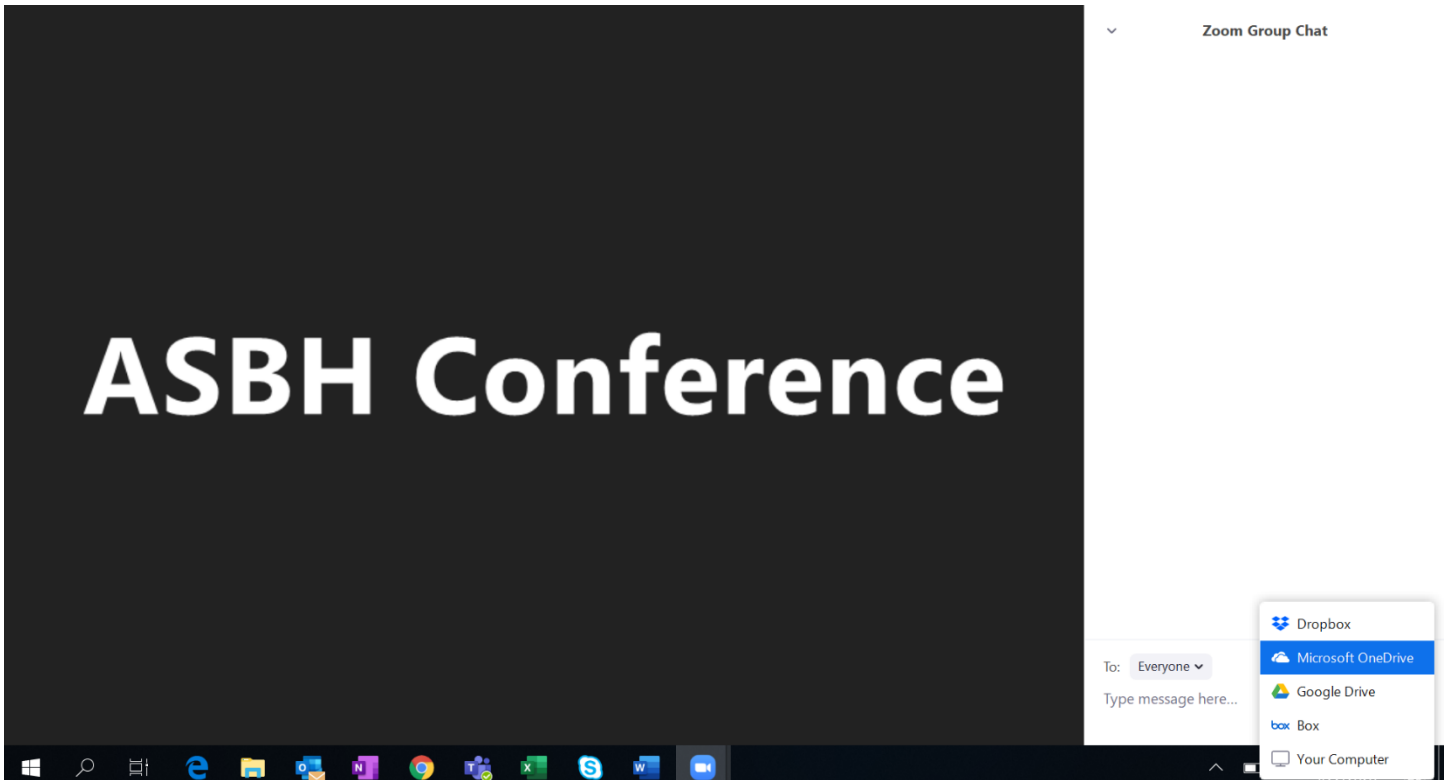
Chatting in Zoom

Click "Chat" located at bottom of screen

You are now able to chat with everyone in the session or click "Everyone" and select a person to directly message.

Participants can also share files in the chat with one another by clicking "file" and choosing the file to share.

Captioning Your Slides

PowerPoint for Microsoft 365 can transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language. There are also position, size, color, and other appearance options for the captions and subtitles to accommodate different environments and audience needs.

For best results, we highly recommend using a headset microphone connected to the device running PowerPoint. Also, the feature requires a reliable internet connection throughout your presentation. Follow the instructions below to set this up:

- On the Slide Show ribbon tab, select Subtitle Settings. Or, you can adjust the settings without leaving your presentation through the context menu, Slide Show or Presenter View menus > Subtitle Settings > More Settings. To configure other caption settings, visit the Microsoft Support website to learn more.