ASBH 2020 Live Presentation Guide: Paper and Flash Q&As

Paper and Flash presenters have two obligations for presentation:

1. **Pre-record your paper or flash presentation** through the virtual conference platform. Invitations to access the recording software have gone out to all presenters from alerts@ativsoftwrae.com with the subject line: *Invitation to add content*. Information and instructions for pre-recording have been sent out to all presenters from info@asbh.org and can be found online at: https://asbh.org/annual-meeting/annual-conference-presenter-resources. If you did not receive the recording notification, please reach out to tlionetti@asbh.org as soon as possible.

2. **Participate in the live Q&A scheduled for your paper or flash presentation.** Attendees will watch the recording of your paper on their own time throughout the conference and then attend your live Q&A. Paper Q&A's feature three paper presenters and flash Q&A's feature 5 flash presenters. Each paper presenter will have 10 minutes to answer attendee questions, flash presenters will have 5 minutes. Check the online schedule to find when your Q&A is scheduled. Instructions for attending your Q&A session are below.

How to connect your Live Paper Q&A or Flash Q&A

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 you 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 your Q&A 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 your Q&A 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. Your Q&A session will launch via Zoom in a separate window. An ASBH staff member will serve as the host and be present during your session to make sure everything is running smoothly.

Zoom Meeting Capabilities

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

You will have the following Zoom controls in your Q&A:

- Mute/unmute your microphone.
- Start/stop your own video.
- Share your screen.
- Access to the chat window to chat with participants.

All attendees will be able to mute/unmute themselves to participate in the live Q&A discussions.

Ending Your Session

Your session will end at **exactly** your session end time. For example, if your session is from 10 am CDT to 10:30 am CDT, your zoom session will end promptly at 10:30 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 everyone in your session is 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.
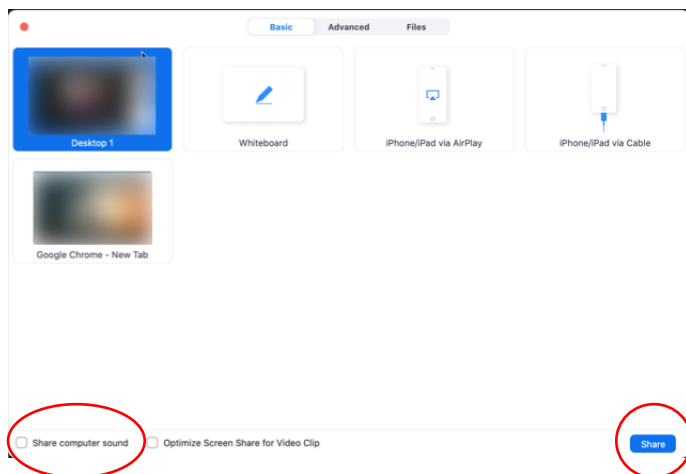
Share Screen

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.
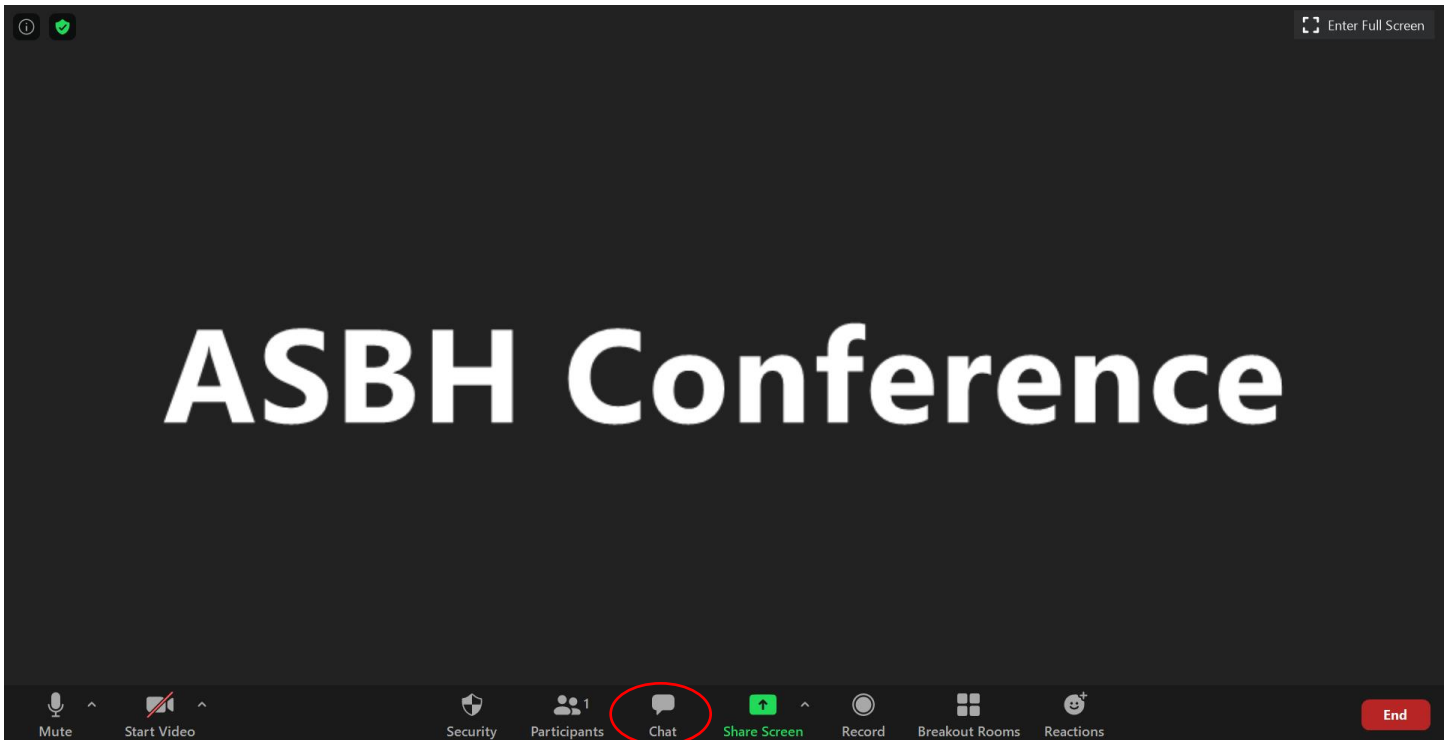

- Check the "Optimize for full screen video clip." If you click this option, you will be sharing a video clip in full screen mode. Do NOT check this otherwise, as it may cause the shared screen to be blurry.

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.

ASBH Conference

To: Everyone

Type message here...

Dropbox
Microsoft OneDrive
Google Drive
box Box
Your Computer