

## Speaker Guidelines for the SRA 2020 Annual Meeting

The meeting will be 100% virtual and the sessions conducted live through the Pathable platform. Pathable uses Zoom embedded in the platform as the host, **and all speakers and moderators must have Zoom downloaded on their computer. We will be conducting dress rehearsals on Monday, December 7th, and Tuesday, December 8th, from 10 to 11:30 and 3 to 4 EST** (while the conference platform will display your schedule in your local time zone, be aware that any emails or website notifications are using the EST time zone). We suggest that all presenters and chairs join one of those sessions when it is convenient to ensure that the Pathable/Zoom functions are working appropriately in advance of the meeting. The session chair and presenters will also have a green room available to them 20 minutes prior to their session start where everyone can test the system.

While the sessions will be conducted live, you do have the option to pre-record your presentation if you are concerned about connectivity issues or the timing of your talk given your local time zone. **All virtual poster overviews and lightning talks must be pre-recorded (details below).** While sessions will be conducted live, they will also be recorded and will be available through the end of January 2021 in the Pathable platform for registered attendees.

### Setting up your Profile

You will receive an email from Pathable to create your meeting profile on **Wednesday, December 2**. Go into the email and click on *Edit Your Speaker Profile*. Here you will set up your account whether you are an attendee, a presenter and/or a chair. Everyone must have an account to fully utilize the benefits of the platform. Once you are in the platform, click on *Schedule*, then *My Schedule* and you will see any sessions with which you are affiliated as a presenter or chair. If you click on your session as a presenter, and click *Manage*, you can add files that you want to share with all attendees (e.g., a copy of a paper, a PDF of your presentation, etc). There is also a feature here to set up a live poll that can be displayed during your presentation. Uploading documents or using the polls are simply optional features that you are welcome to use.

### Pre-recording your Presentation

All lightning presenters must pre-record a maximum 5 minute video. If other presenters need to pre-record a presentation for reasons listed previously, these must be limited to a 15 minute video. Videos can be recorded in [Zoom](#) or a software of your choice. All pre-recorded presentations (except for posters which are directly uploaded to Pathable) must be uploaded to the google form below by December 7th as a .mp4, .mov, or .vimeo file:

[https://docs.google.com/forms/d/e/1FAIpQLScrknYbYINeB7YLE7IK-sK1wgfV\\_xhYm3pxtWshJHA5ruYL3A/viewform](https://docs.google.com/forms/d/e/1FAIpQLScrknYbYINeB7YLE7IK-sK1wgfV_xhYm3pxtWshJHA5ruYL3A/viewform)

### **Preparing for the Virtual Poster Session**

The virtual poster session will not be an active zoom webinar or meeting, rather the posters will be available to view throughout the meeting in virtual rooms designated by specialty group topics. There will also be a dedicated 90 minute session during which all poster presenters will be available for live interaction and Q&A with attendees via the chat or by video for those who request a meeting. All posters should be saved as a PDF, PNG or JPEG and then uploaded into the tab called *Files* by December 7th. Poster presenters may also pre-record a 3-minute overview of their poster either as a simple audio file, or as a video voiceover with their poster. The video file size can be up to 2GB, and can also be uploaded to the tab called *Files*.

### **Preparing for the Lightning Sessions**

To ensure that the lightning sessions run smoothly, all lightning presenters must pre-record and submit their 5 minute presentation by December 7th. Lightning sessions chairs will then share their screen and run the pre-recorded presentations, presenting each speaker in between. This will ensure that the full 30 minutes are available for a panel-type discussion amongst the lightning presenters, and that the presenter can live chat with attendees during their pre-recorded presentation. The session chair will monitor the questions posted by attendees in the chat, and then moderate a Q&A “panel style” with all presenters in view after the presentations are complete.

### **Joining for Your Live Presentation**

On the day of your presentation, go into your account and click *Manage*. A Zoom Green Room will be available to all the speakers 20 minutes before each session, please enter the Zoom Green Room at least 10 minutes before your session begins to meet your session chair and to rename yourself in the webinar. The session chair will be responsible for launching the session, introducing you and directing you to share your Powerpoint (or sharing any pre-recorded presentations from their own desktop), and moderating any attendee questions submitted through the Pathable chat. After your live presentation is complete, you may continue to dialogue with attendees and respond to any questions via the chat function throughout the session. When you are not presenting, you will still be visible to the attendees in the session, so we ask that you keep your microphone muted and your video off.

### **Setting up virtual meetings with other participants**

Navigate to their profile page by either clicking on their name or photo (anywhere in the platform) or click "People" and then "Attendees" to find them. There will be a button in the

upper right corner of their profile that will say "Schedule Meeting" or "Send Message" that is where you can schedule a private zoom meeting with that individual. You can also schedule a meeting or send a message by clicking the three dots next to their name in the attendee listing.

### **Setting up my personal schedule for the conference**

To access the conference schedule click "Schedule" and then "Schedule" in the top menu. You can scroll all the way down through the days or click on a day on the top to skip to a specific day. You can also choose to view the schedule via a "Calendar View". Items on the schedule are color coded and labeled by type and include a time (the time zone should change to your own time zone). You can search for specific schedule items via the search window in the top right. **Please note that in order to join a session or talk live, you must add the full session to your schedule by clicking on the plus sign in the main conference schedule or by clicking "Reserve Spot" within the session item. Individual talks with a session may also be added to your schedule by first clicking on that session, and then clicking the plus sign for an individual talk. However, adding individual talks to your schedule will not allow you to join that talk live, it will only keep it in your schedule for recorded access at a later date.** There are also opportunities to take notes within each schedule item, simply click "Notes" and you can download them later via the Schedule main page under "Export" and then "Download Notes". You can click on a schedule item to find more information as well as a list of attendees.

### **Downloading or printing my schedule**

To print "My Schedule" (we do not suggest printing the full schedule) go to *My Agenda* (found under "Schedule" in the menu) and then click "Print Schedule" or "Print Schedule with Descriptions". A print dialogue window opens and you can print to your printer. In order to download "My Schedule" or the entire schedule to your calendar you can choose "Export" and then one of the options. **BE AWARE**, these download to your calendar so you may want to create a new calendar type just for this event so your existing calendars are not affected.

### **Speaker training and resources**

Pathable offers several live and on demand resources for speakers. You can access the on-demand speaker video training [here](#) and the step by step tutorials [here](#). If you are interested in participating in a live speaker training, you must register and sign-up on Camp Pathable. Follow these steps to get access: 1) go to this URL: <https://camp.pathable.co/login>, and 2) click "Create New Account" and use the access code "pathabletraining". Dr. Keri Stephens also provided two short videos giving tips for conducting virtual presentations without a live audience (<https://youtu.be/WKf-GiflLOE>) and looking your best when on video versus in person (<https://youtu.be/8H3aYWeMmXA>).

### **Presentation Pro Tips and Best Practices**

- **Set your camera at eye level:** Often, this means propping up a laptop.
- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window behind you**, as this may create a "witness protection program" effect.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required, but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual background feature. Choose from the images provided or upload your own. We recommend nature photos from [unsplash.com](https://unsplash.com), but remember, keep it simple! You are the star, not your background.
- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from Xbox gaming.
- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) *Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted.* If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.
- **Consider dual-screens or split-screen display.** See this link on Camp Pathable for advice and instructions.

### Additional Tips and Tricks

- The Virtual Conference platform from Pathable can be used in Chrome, Edge and FireFox. It does not work well in Safari or Internet Explorer.
- Updates can take a few minutes, such as adding agenda items to your "My Agenda", so give the system a few minutes and check back and refresh the page if needed
- Once you have signed in for the first time bookmark the page for easy access
- If the platform seems to freeze, refresh the page

- The conference platform uses Zoom, so please [download Zoom](#) and test before the conference. Most of the schedule items will have Zoom embedded and do not require Zoom downloaded, but the following will require you to have Zoom downloaded on your device: one-on-one meetings with other attendees, the meetings and discussion forums, exhibitor booth meetings, and some workshops. The schedule items mentioned will utilize the chat feature of the conference platform (instead of in the Zoom program) so you may want to make sure you do not have your Zoom screen set to full-screen to take part in the chat discussions.
- If you use the search function and filter it will stay filtered until you change it back or use the "x" to clear it. If you fail to change it back it may look like items are missing.