

## Speaker Guidelines for the SRA 2021 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 which is free at <https://zoom.us/>**

**We will be conducting mandatory speaker rehearsals to get you comfortable with the platform on the following dates (you must attend one speaker rehearsal):**

Nov. 19: 1:30-2pm EST  
Nov. 22: 12-12:30pm EST  
Nov. 23: 9-9:30am EST  
Nov. 29: 10:15-10:45am EST  
Nov. 30: 12-12:30pm EST  
Dec. 1: 9-9:30am EST  
Dec. 2: 10-10:30am EST  
Dec. 2: Office Hours 11am-2pm EST  
Dec. 2: 3-3:30pm EST  
Dec. 3: Office Hours 1-3pm EST

You should have received an email from Society for Risk Analysis Annual Meeting ([no-reply@pathable.com](mailto:no-reply@pathable.com)) with the subject of: Manage your SRA Annual Meeting speaker profile and schedule a rehearsal. Click on schedule to find a rehearsal that is convenient for you and join.

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. 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.

### Session Details

- 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.
- Posters will be run through ePosters and you will receive an email directly from ePosters, [support@scigentech.com](mailto:support@scigentech.com).
- **All 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.

### 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 **must be uploaded to the google form below by December 4th** as a .mp4, .mov, or .vimeo file:

[https://docs.google.com/forms/d/e/1FAIpQLSfc5X4Ellw\\_Wy7pjV7UdLaJcCkg5Eop8lWRlr\\_b7\\_8oZb3zueg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfc5X4Ellw_Wy7pjV7UdLaJcCkg5Eop8lWRlr_b7_8oZb3zueg/viewform)

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

Posters will take place in a platform called ePosters. Here is the link to all of the poster guidelines: <https://eposterslive.com/conferences/sra2021>

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

All lightning presenters must pre-record and submit their 5 minute presentation by December 4th [here](#). Lightning session chairs will then share their screen and run the pre-recorded presentations, introducing each speaker in between. There will be a 30 minute panel style discussion at the end. The session chair will monitor the questions posted by attendees in the chat.

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

On the day of your presentation, go into your session 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 starting 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. 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.