



## KNOW BEFORE YOU “GO” DAY-OF GUIDELINES FOR MODERATORS & PRESENTING AUTHORS

Please take the following steps to access your session(s):

### STEP 1: Joining the Session

Prior to the start of the meeting, you will have received a calendar invite to join the Zoom meeting the production team will be using for your session. Please join that Zoom meeting at the time indicated on the invite. **This will be 15 minutes prior to the actual session start time.**

### STEP 2: In the Green Room

For 15 minutes leading up to the start of the session you will be joined in the Zoom Green Room by the moderators and other presenters participating in the session. The Producer will confirm that your microphones and cameras are functioning. They will also go over any housekeeping items about the session. **Please let the producers know of any special requests or notes at this time.**

### STEP 3: Introducing the Session, Live Q&A, etc.

AV techs will recognize that you are present and unmute you at the appropriate time.

### STEP 4: MODERATORS - Accessing the Meeting Platform for Live Q&A Moderation

Attendees are able to submit questions via the Q&A module on each session page within the platform.

- a. To moderate the questions for your session, you must be logged into the platform.
- b. Once logged in, locate your session on the schedule and click its name.
- c. In the toolbar on the right, click Q&A to expand the engagement panel.
- d. Open the moderation website by clicking the three-dot icon [ ⋮ ] in the top right, then “Live display settings.” In the Live display settings pop out menu, click the link beneath Live display webpage. The Live Q&A welcome page will automatically open in a new browser tab.
- e. Enter the Session Access Code you have been provided to begin.
- f. [Click here](#) for more information or [contact Jordan Kehrt](#) for any clarifications.

### STEP 5: After Your Session(s)

You may close the Zoom client and return to the platform. If you plan to view other sessions (that are not your own), you will do that directly in the platform—not in the Zoom client. If you have another session in which you are participating in as a PA or Moderator later in the meeting, simply repeat these steps.

If you experience any technical issues while accessing your session(s), please send an email to [AAPMSCM2021@projection.com](mailto:AAPMSCM2021@projection.com), and you will receive a prompt reply.

Congratulations on your participation in the 2021 Virtual Spring Clinical Meeting!