GENERAL GUIDELINES FOR PRESENTERS

● All moderators and presenters will be sent Zoom meeting invites to their respective sessions. Look for an appointment from Projection approximately 1 week prior to the meeting. The appointment is scheduled for a 15-minute arrival prior to the session start time. This will give you a chance to check your audio, camera and sound with the Technical Producer.

● Check the online meeting program. Note all times are Eastern U.S. time. Mark off time in your personal calendar to be sure you are available to participate in your live Q&A and any discussion facilitation to which you've been assigned. https://w4.aapm.org/meetings/2022IMRT/programInfo/

● To understand what will happen during the 'live; session, refer to the Live Meeting Operational Overview: https://w4.aapm.org/meetings/2022IMRT/programInfo/presenterInfo.php

● On January 19 you will receive an email letting you know that you can log into the Virtual Meeting Platform and familiarize yourself with the online environment.

Session Format:
  o The moderator will introduce the presenters at the START of the session.
  o All presentations will be given first, followed by a Question & Answer period held at the end of the session.
  o The Technical Producer will launch the videos in the appropriate order.
  o All presenters are asked to remain for the duration of the session to be available for the Q&A portion.
  o Attendees will use the ‘Q&A’ tab in the virtual event platform to submit questions during presentations.
  o After the last presentation in the session concludes, the Moderator and Presenters may unmute and turn cameras on for the Q&A period.
  o Moderators will read the questions aloud and direct to the presenters. Any follow-up questions from the audience will be sent via the ‘Q/A’ tab.

Presenters are asked to:
● Mute themselves during talks, then unmute and turn cameras on during the Q&A portion.
● Communicate with the Technical Producer and the Staff Administrator during the session via chat to address logistics and technical issues.

Emergency contact for the day of your session:
Karen MacFarland, mobile 410-530-5278