FALL MEETING PRESENTER JOURNEY

Your session is hybrid and you are at the convention center:

Your session is hybrid and you are online:

Your session is only online:

Poster

Before the meeting:

- Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- ✓ Upload your pre-recorded presentation and 1-3 overview slides by 7 December.

During the meeting:

- ✓ Check in at the Speaker Ready Room 24 hours prior to your presentation.
- ✓ Go to your session's assigned room at the scheduled session time to present your overview slides and participate in group discussion.
- ✓ In-person and online session chairs will moderate sessions.

Before the meeting:

- ✓ Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- ✓ Upload your pre-recorded presentation and 1-3 overview slides by 7 December.

During the meeting:

- ✓ Access the session's Zoom link 20 minutes prior to the session start time. A technician will assist you in connecting to the session remotely to present your overview slides and participate in group discussion.
- In-person and online session chairs will moderate sessions.

Before the meeting:

- ✓ Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- ✓ Upload your pre-recorded presentation and 1-3 overview slides by 7 December.

During the meeting:

- ✓ Access the session's Zoom link 20 minutes prior to the session start time. During the session, present your overview slides and participate in group discussion. A technician will be available to assist you if needed.
- ✓ Online session chairs will moderate sessions.

Before the meeting:

- Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- Create a paper poster for display on your assigned poster board on the day of your session.
- ✓ Upload your interactive online poster or PDF poster by 7 December (optional but recommended so the online audience can engage with your presentation).

✓ Bring your paper poster to the meeting or order a

poster for onsite pickup. Place your paper poster

Before the meeting:

- ✓ Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- Upload your interactive online poster by 7 December.

During the meeting:

- ✓ Schedule an online chat time during your poster session. Hybrid poster sessions will occur from 16:00-18:00 CST daily. You will be assigned a physical poster board at the meeting and sessions chairs will place a QR code on your board directing in-person attendees to the online poster gallery. Attendees will see your chat time availability in the online program.
- ✓ Schedule additional online chat times during the meeting at your discretion.
- Session chairs can also schedule an additional online poster summary session to bring in-person and online presenters together for discussion.

Before the meeting:

- Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- Upload your interactive online poster by 7 December.

During the meeting:

- ✓ Access the online poster discussion session's Zoom link 20 minutes prior to the session start time. During the session, present your overview slides and participate in group discussion.
- ✓ Use the remaining session time to engage in discussion.
- Online session chairs will moderate sessions. A technician will be available to assist if needed.
- You are encouraged to schedule an online onehour chat time for one-on-one discussion with attendees immediately following your session. Attendees will see your chat time availability in the online program.
- Schedule additional online text or video chat times during the meeting at your discretion.

on your poster board for the full day of your session. Dedicated poster session hours will occur

During the meeting:

- from 16:00-18:00 CST daily. ✓ Schedule additional online chat times during the meeting at your discretion. Attendees will see your
- chat time availability in the online program. Session chairs can also schedule an additional
- online poster summary session to bring in-person and online presenters together for discussion.

NOTE: eLightning sessions with an in-person component are optimized for in-person participation, but can now support lightning talk pre-recording and participation in one-on-one online chats.

Before the meeting:

- ✓ Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- ✓ Upload your interactive online poster by 7 December.
- ✓ Pre-record a three-minute lightning talk to be

played during the live session.

During the meeting:

- ✓ In-person session chairs (or designated onsite) chair) will play your pre-recorded lightning talk in the eLightning theater during the session. A technician will be available to assist onsite.
- ✓ Your interactive online poster will be displayed on an assigned touchscreen monitor during the scheduled session. *Real-time interaction through the touchscreen monitor is not possible.
- Schedule a text or video chat discussion with registered attendees during the session, and schedule additional chat times during the meeting at your discretion. Attendees will see your chat time availability in the online program.
- Session chairs can also schedule an additional online eLightning summary session to bring in-person and online presenters together for discussion at any time during the meeting.

Before the meeting:

- Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- Upload your interactive online poster by 7 December.

During the meeting:

- ✓ Access the online eLightning discussion session's Zoom link 20 minutes prior to the session start time. During the session, present your interactive online poster and participate in group discussion.
- ✓ Use the remaining session time to engage in discussion.
- Online session chairs will moderate sessions. A technician will be available to assist if needed.
- You are encouraged to schedule an online onehour chat time for one-on-one discussion with attendees immediately following your session. Attendees will see your chat time availability in the online program.
- ✓ Schedule additional text or video chat times during the meeting at your discretion. Attendees will see your chat time availability in the online program.

optimized for in-person participation, but can now support lightning talk pre-recording and participation in one-on-one online chats.

NOTE: eLightning sessions with an in-person component are

Before the meeting:

- ✓ Accept or decline your presentation and confirm whether you will attend in person or online by 19 November.
- ✓ Upload your interactive online poster by 7 December.

eLightning

During the meeting:

- ✓ Go to your session's assigned eLightning theater in the poster hall during your scheduled session time. Present your interactive online poster during your three-minute lightning talk. In-person session chairs (or designated onsite chair) will moderate the lightning talks.
- Use the remaining session time to stand by your assigned touchscreen monitor and engage in oneon-one discussion about your interactive online poster with attendees.
- Schedule additional text or video chat times during the meeting at your discretion. Attendees will see your chat time availability in the online program.
- ✓ Session chairs can also schedule an additional online eLightning summary session to bring in-person and online presenters together for discussion at any time during the meeting.

