Oral Abstract Presenter Guidelines for Live Q&A

Thank you for presenting an Oral Abstract at CAHR 2021 Virtual. This document provides step-by-step instructions on how to participate in the live Q&A portion of your presentation. Please read carefully and thoroughly before your session begins.

- Accessing the Conference Platform and your Session
- Answering questions during the Live Q&A session
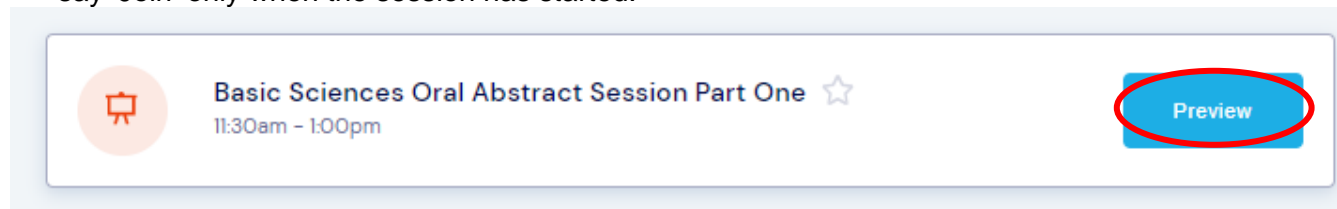- Presenter Tips

Accessing the Conference Platform and your Session

CAHR 2021 Virtual will take place in the OnAIR platform. We recommend you use Chrome, Firefox or Microsoft Edge to access the platform.

OnAIR uses Zoom for live presentations so you will participate in your Live Q&A session via a Zoom meeting. If you do not have the Zoom application downloaded already, please download it in advance. You do not need a separate Zoom meeting link for your session as the online platform will take you there automatically.

To access your session:

1. Log into the OnAir platform with your personalized platform link, which will be sent to you via email on April 30th. Look for the email titled "CAHR 2021 Virtual Conference; How to Access and Engage Fully". If you cannot locate your online platform access details, please contact support@seatoskymeetings.com.

2. **One you have received your personalized link, log in and find your session in the timeline** and click **"Preview" or "Join"** to enter your session as a presenter. *Note: The 'Preview' button will say 'Join' only when the session has started.

It is important to note that there will be multiple presenters in your session and we ask you to join 10 minutes prior to the start of the entire session and remain on mute until the moderator advises that it is time for your Q&A. For example, if your concurrent oral abstract session runs from 2:30pm to 4:00pm EDT, please join the session by 2:20pm no matter what time your individual presentation starts. To view the full conference agenda click here.

3. Once you enter the session, you will see the screen below. Click **"Join as Panelist"** button at the top right and it will open a browser window for Zoom. Click "**Open URL:Zoom Launcher" to launch the Zoom App.** This message will pop-up if you already have the Zoom application on your computer. *Note: it is important that Zoom is installed on your computer before your presentation.
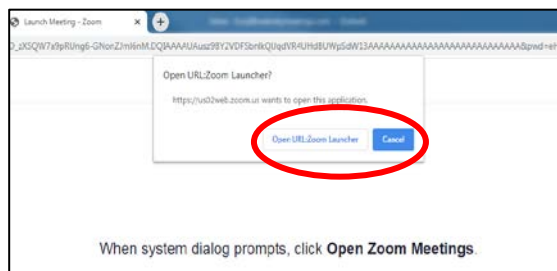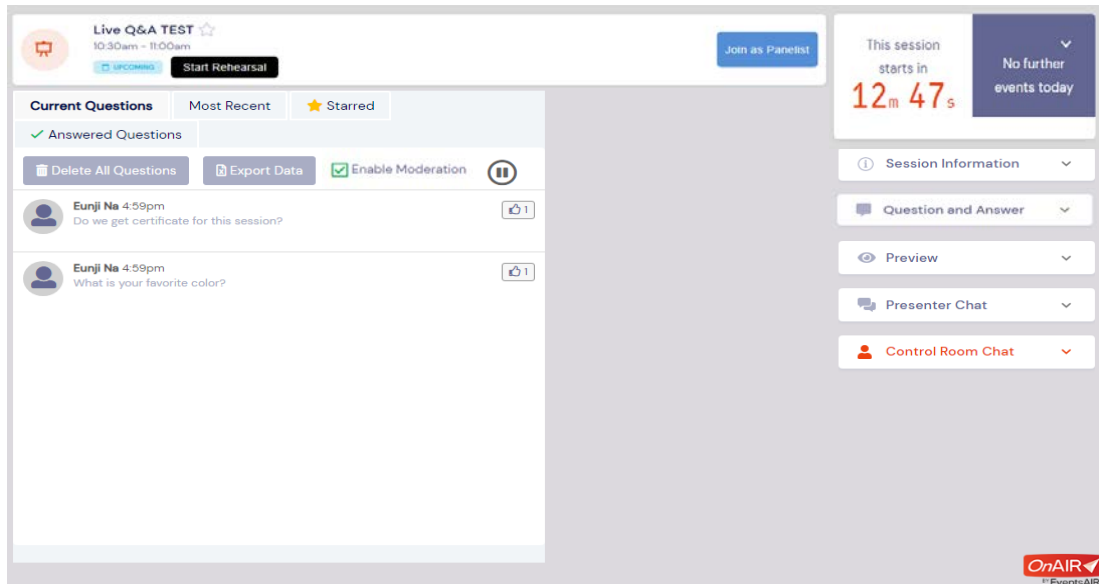

4. **Webcam and mic:** Once you are in Zoom, you may turn on your webcam and camera if the session has not started yet. Once the session starts, please remain on mute and camera off until the moderator calls on you for your live Q&A.

5. Each abstract presentation will begin with your pre-recorded presentation, which will be played by the technical support team on our side in your session. After the pre-recorded video, the moderator will then ask you any questions submitted by the audience. You can also see the unanswered questions in the 'Current Questions' tab.
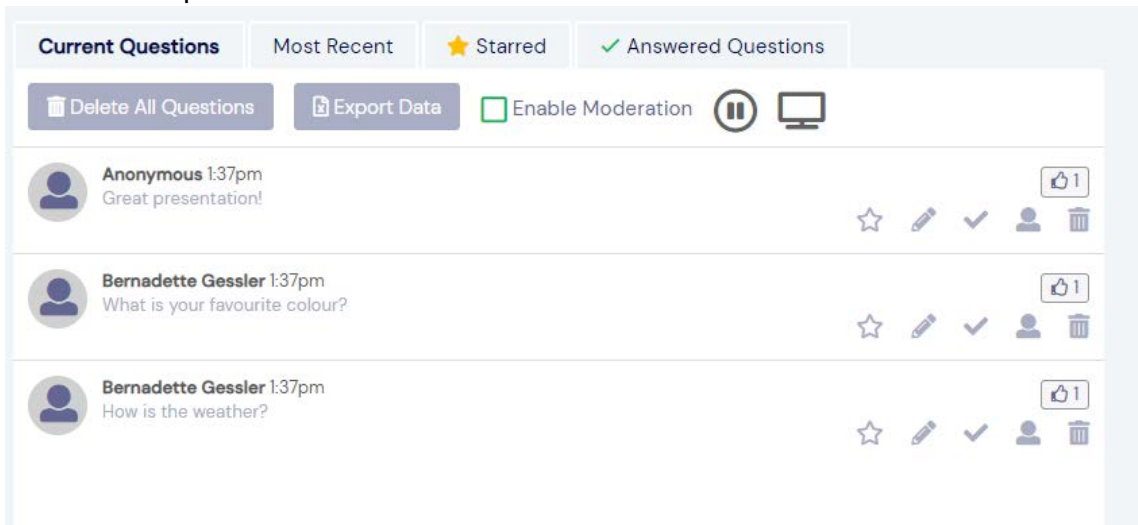
6. **Viewing Zoom and OnAIR:** If you have multiple monitors, position the Zoom window on one and the OnAIR browser window on another. If you do not have multiple desktop monitors, adjust your screen to show both Zoom and the OnAir Platform on one screen. See the image below as an example.
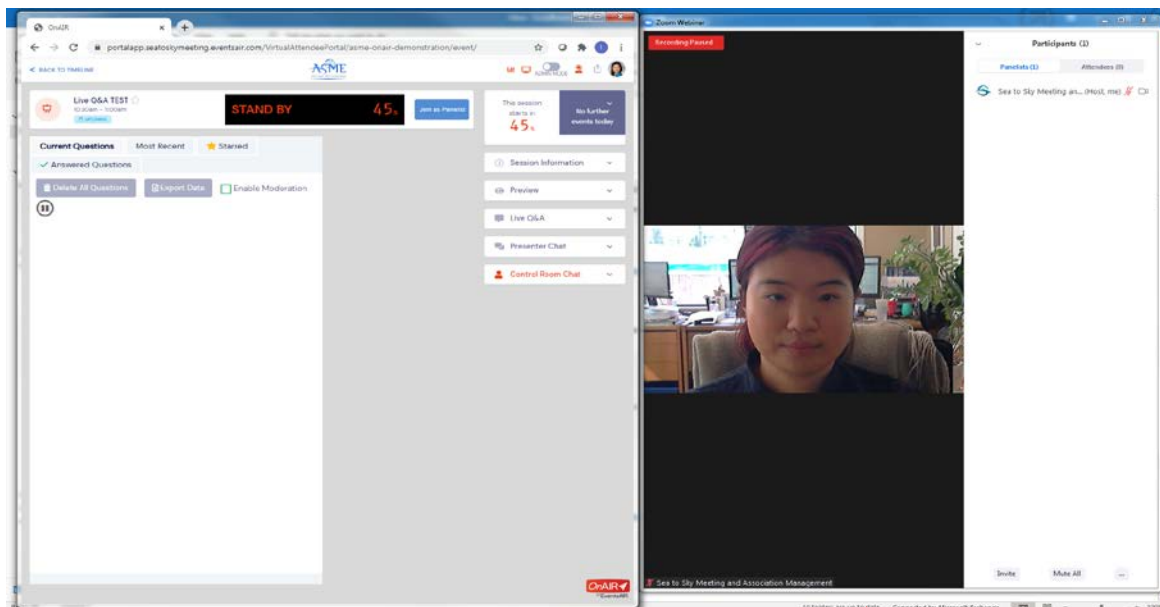
Presenter View of the Conference Platform in your Live Q&A Session

Zoom for your webcam and audio. This video is what participant will see during live Q&A session

7. **Stand By and Live:**
    Stand By: This shows how much time is left before your session starts.
    Live: This shows how much time is left before your session ends, once the session is live, please remain on mute until the moderator asks you to address questions to your abstract presentation.

    *****Please note that as soon as the stand by time hits 0s, your video and audio will be live automatically, and participants will be able to see and hear you.**
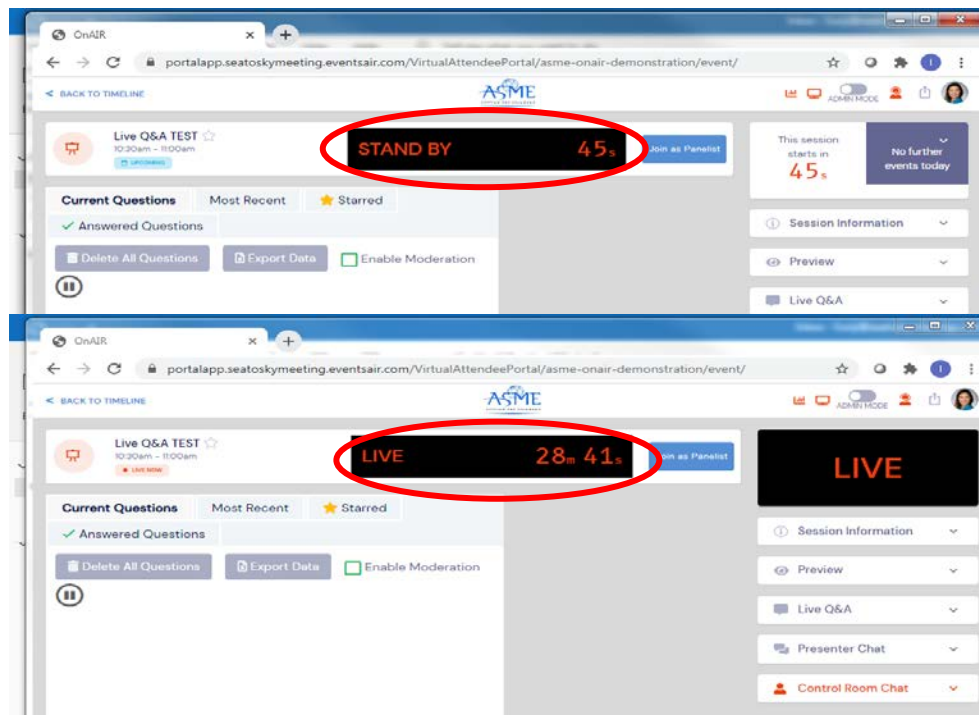

8. **Sea to Sky Support:** A technical support team member will be on the Zoom call with you and will confirm your webcam and microphone are working, and will give you an update on how much time is left until your session starts. The team member will stay on the call with you for support.

Answering questions during the Live Q&A session

1. **Answer Questions Verbally**
   - The Moderator will verbally address questions to presenters from the Q&A list received during the pre-recorded presentation and any new questions that show up in the Q&A box. You answer them verbally.

   - Once the question has been answered, the **Moderator/Presenter hovers the mouse over the question and clicks the Check symbol (✓),** and then it will be automatically moved to "answered questions". This helps keep the questions and answers organized so questions are not repeated.

   - If you are very familiar with Zoom and want to screen share a slide from your presentation while answering a question, you may do so using the Share Screen feature in Zoom, and accessing the presentation file from your computer.
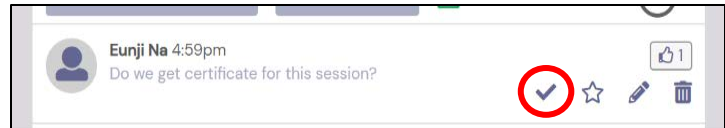
2. Please use the "**Presenter Chat**" in the Conference Platform in order to communicate with the Moderator privately.

3. Please watch the **"Control Room Chat"** for any communications or instructions from Sea to Sky. You will hear a "ding" if the Control Room chat is not open to alert you that a message is there for you.

Presenter Tips

- Join your session **10 minutes prior** to the start time
- Download the **Zoom app** in advance: https://zoom.us/download
- Be in a quiet space with minimal background noise
- Use a quality headset (or earbuds) with a microphone. External speakers can cause feedback
- Ensure you have a strong internet connection (Wired Internet is preferred)
- Your computer or laptop should have i5 or equivalent processor (i7 preferred) and a minimum of 8GB of RAM. Presenting from a tablet or smartphone is not recommended as they often do not have enough processing power, and the presenter controls can be difficult to access, and will not show up on smartphones due to the small screen size.
- Use the **Google Chrome browser** from a desktop computer or laptop.
- Close all other applications on your computer that you do not need during your presentation. We recommend only the conference platform, Zoom and your presentation (if you have one) are open.
- Turn off all notifications on your device
- **Test your equipment and environment** prior to the conference
- Ensure there is no window or light behind you as this will darken your video
- Review this document prior to your presentation to ensure you are familiar with the process