



Poster Presenter Guidelines for Answering Questions

Thank you for presenting a poster at CAHR 2021 Virtual. This document provides step-by-step instructions on how to view and reply to questions regarding your poster.

Accessing the Conference Platform

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

To access the platform:

1. Log into the OnAir platform with the personalized access link sent to you via email of Friday, April 30 with the subject line "CAHR 2021 Virtual Conference: How to Access and Engage Fully". If you cannot locate your access details, please email conference@cahr-acrv.ca.
2. **On the timeline** click on May 2 and the Poster Abstracts sessions for the four tracks will show.

The screenshot shows a timeline interface for the conference. At the top, there are navigation tabs for MAY 2, MAY 4, MAY 5, MAY 6, and MAY 7. A red vertical line indicates the current time is 3:57 PM on May 2. Below the timeline, four sessions are listed, each with a CAHR logo icon, a title, a time slot, and a star icon for favorites. The first session, 'Poster Abstracts - Basic Sciences', has a 'View My Presentation' button and a link to 'View Poster Abstracts - Basic Sciences'. The other three sessions ('Clinical Sciences', 'Epidemiology & Public Health Sciences', and 'Social Sciences') each have a 'Preview' button.

Session Title	Time	Actions
Poster Abstracts - Basic Sciences	9:00pm - 8:00pm	View My Presentation, View Poster Abstracts - Basic Sciences
Poster Abstracts - Clinical Sciences	9:00pm - 8:00pm	Preview
Poster Abstracts - Epidemiology & Public Health Sciences	9:00pm - 8:00pm	Preview
Poster Abstracts - Social Sciences	9:00pm - 8:00pm	Preview



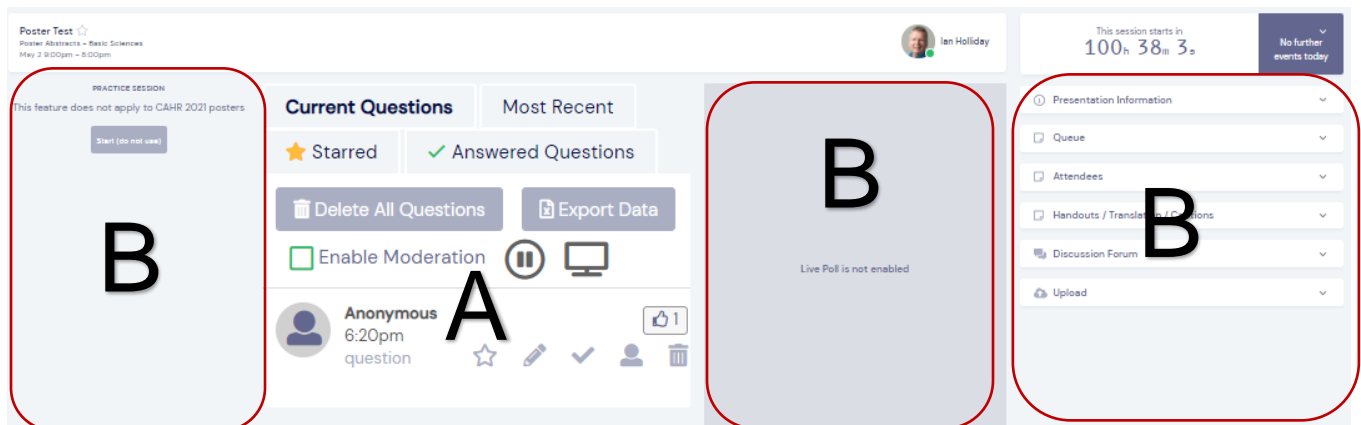
- In the example above, the poster we have submitted is in the Basic Sciences track. To enter the Presenter view to see and answer questions on our poster, click on the “View My Presentation” button.

To view the other posters in Basic Sciences, click on the “View Poster Abstracts - Basic Sciences” link underneath the View button.

To view the posters in the other tracks, click on the “Preview” button. Once the conference goes live the word “Preview” will change to “Join”.

Viewing and Answering Questions

- Click on the “View My Presentation” button to enter the presenter view, shown below.



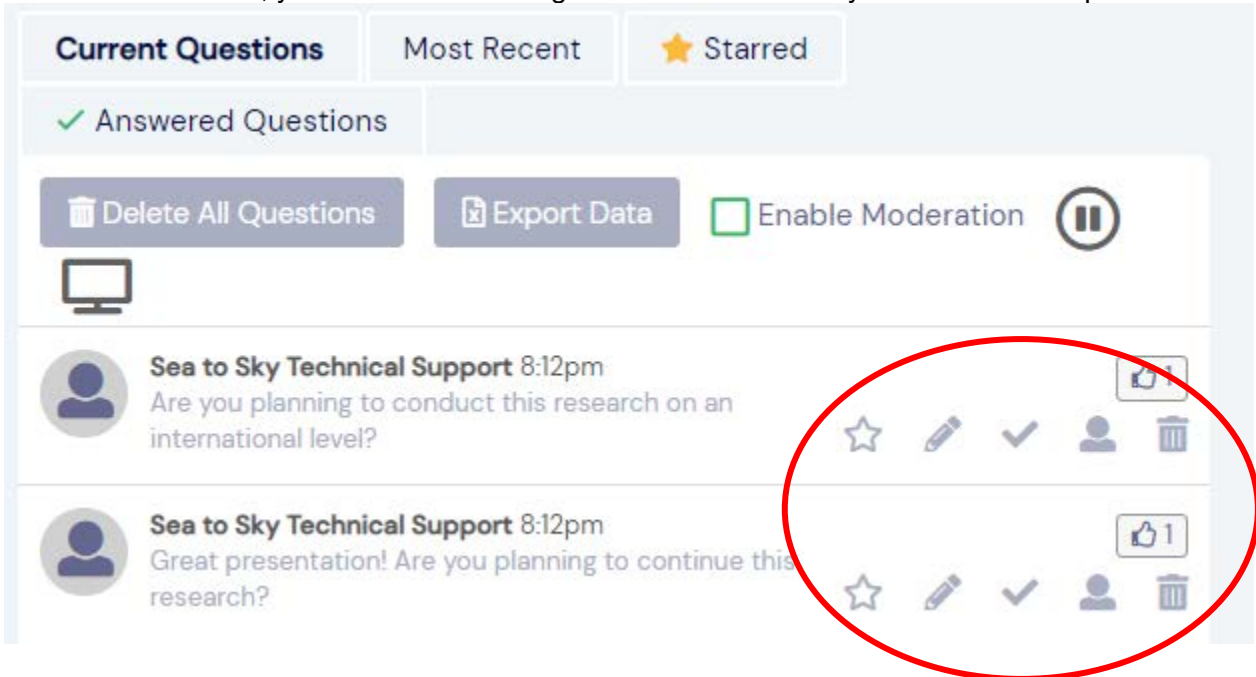
- There is a lot of information in this window, however we will only be using the **Questions** section in the middle, section A and not using sections labelled with a B.
- CAHR 2021 Virtual will not have live poster presentations so please ignore the Practice Session and Live Poll sections, and the menus on the right hand side (except for Discussion Forum, see Presenter Tips below).

**Note: If you have two posters you will be able to see the ‘View my Presentation’ button on the additional posters once you click into the View / Voir Poster Abstracts link.*

- Enable Moderation (Green Box):** Do not check this box as **Participants will not see the questions when Moderation is turned on.**



3. In the Questions section, you have the following tools available when you hover over a question.



- **Pencil Symbol (✎)**: Click this to answer questions. When you click the pencil, a text box will appear for you to type in an answer. When you click **“Save Answer”**, the question will be automatically moved to “Answered Questions”, and participants will see your answer.
- **Check Symbol (✓)**: Only use this if you have answered a similar question already. By clicking the symbol, the question will automatically be moved to “Answered Questions”.
- **Star Symbol (☆)**: You can star a question if you want to remember to address it later. This is not recommended for poster presentations. Only starred questions are listed in the Starred tab.
- **Trash Symbol (🗑️)**: If questions are submitted by mistake and/or are inappropriate, you can delete the question by clicking this symbol.
- **Send to Presenter (👤)**: Do not use this feature.

Presenter Tips

- Log on each day to check for and answer questions.
- Check the Discussion Forum menu on the right hand side to see if anyone has entered comments. You can reply by clicking into the text box and typing a message. This is a public forum for all to see.
- To view your poster, click on the Poster Gallery (underneath the Meeting Hub) and search by your last name, title, or use the Advanced search features.
- **Note: as a presenter you will be unable to view your own poster so please make sure you have a copy of it handy if you need to reference it.*