



SPR 2021 Virtual Conference Instructions

ZOOM MEETING INSTRUCTIONS

Instructions for Chairs & Presenters.

Please note: virtual conference vendor is Confex.

To all Chairs, Moderator, Speakers, Presenters and Participants: All concurrent sessions are 80 minutes. Please reserve time at the end of each session for discussion and participation from the participants. This requires all presenters to keep within their time limit.

Video Recording: All sessions will be recorded and will be posted 72 hrs. on the Virtual Meeting Site and can be viewed by registrants for one year.

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Registration is required to access the Virtual Meeting Site, June 2 – 4, 2021

<https://www.preventionresearch.org/2021-annual-meeting/registration-information/>

How to Access the Virtual Meeting Site

Monday, May 24, 2021 (or if you register after May 24) you will receive an email from SPR info@preventionresearch.org “Your Personalized Access to SPR 2021 Virtual Meeting Site” with your login user name. You will need to create your own password. (Check junk mail/spam.)

Virtual Meeting Site is Accessible from any web browser at

<https://spr.confex.com/spr/spr2021/meetingapp.cgi>

Login with your username (email address) and password. Only registrants will be able to access the site.



How to Join a Session

A **“Join Now”** button will display below each session title starting 20 minutes before the session start time.

Responsibilities: Chairs/Moderators & Speakers/Presenters

- Find your session in the Virtual Meeting Site (by going to Program Schedule page) and join the session 20 minutes early
- Check audio & video quality
- Practice screen sharing
- Practice launching Poll (session evaluation) about 5 minutes before the end of the session. Ask participants to complete the Poll. We are very interested in the feedback. See separate Poll Instructions page 4.

Responsibilities: Speakers/Presenters

- Share your screen and advance through your slides during your presentation
- Respond to audience questions and participate in discussion

Responsibilities: Chairs/Moderators

When you join the Zoom meeting, the tech will make you co-host which will give you additional Zoom controls.

Before the Session

- Check that all speakers are present
- Review options for engagement (chat vs. hand raise vs. unmuting). It is your choice how you want to handle Q & A and discussion
- If you feel you need assistance chairing, you may request that the tech make one of the speakers/presenters a co-host to help.

During the Session

- Review options for engagement (chat vs. hand raise vs. unmuting) with attendees.
- Introduce each speaker/presenter
- Facilitate Discussion
 - Monitor the chat for questions to pose to the speaker/presenter so that they may answer them live.
 - Invite the attendees to use the hand raise option
 - Invite attendees to unmute themselves and ask questions
- Keep track of time & end on schedule
 - Closing statement and thanking speakers



Live Transcript (Closed Captions/Subtitles)

Note that automatic closed captioning has been enabled. Windows computers will enable subtitles automatically. On Mac computers, you will need to turn them on.

We don't expect you to address all of these features unless you are comfortable doing so. It is your choice to turn on/off closed captions.

- Prior to the start of your session, please manage closed captions, click Live Transcript in the Zoom toolbar at the bottom of your screen.
- To turn on closed captions, click Show Subtitle.
- To change the font size for your closed captions, click Subtitle Settings. This will open the Accessibility tab of your Zoom settings. It will appear on the right side of our screen.
- To view a live transcript denoting each speaker, click View Full Transcript.
- To turn off closed captions, click Hide Subtitle.
- To change the font size for your closed captions, click Subtitle Settings.

Chairs/Moderators: Step by Step Instructions in a Zoom Meeting

- Arrive to your meeting 20 minutes before the start time. Test your audio and video.
- Confex Tech Support will let you into the meeting and make you a Co-host. They can assist you with any questions you may have before or during the meeting. Contact Confex Tech Support via *Chat*.
- Begin rehearsal: ask the presenters to practice sharing their screen. They can test their microphone by reading the first slide of their presentation. If they have audio in their presentation, they need to check *Share Sound* in the *Share Screen* window. Encourage presenters to have their cameras on during their presentation, or at the very least, during the Q & A.
- If you wish to *Spotlight* presenters, have them turn on their cameras on, hover over the top right of their window, click the "...", and select *Spotlight for Everyone* or *Add Spotlight* from the list.
- Click *Participants* in your meeting toolbar at the bottom of the screen. Then click *Chat*. You can now see all attendees and any communication occurring during the meeting. Leave this viewable to you at all times.
- When it's time to start the meeting, turn on your camera and mic and welcome participants to your session. Remember to make an announcement to your audience that their microphones should be muted throughout the presentation(s). Let them know that if they need technical assistance, they can send a direct message to Confex Tech Support in the *Chat*.
- Explain how you would like to handle any questions. Confex recommends using the *Chat* feature to submit attendee questions. You can:
 - Select questions from the chat and read them to the presenter(s) aloud.
 - Invite specific participants to ask their *Chat* questions live.
 - Alternatively, attendees can click *Raise Hand in Reactions* and you can allow them to ask their own questions aloud.
- We encourage **Chairs of organized paper symposia, roundtables and TED-Like Talks** to collect all presenter slides in advance and create one PPT. This will facilitate transitions between



speakers; however, some presenters may prefer to advance their own slides. Ask your presenters in advance which is their preference.

- As you introduce the presenter, they will then share their screen and turn on their camera and mic. Alternatively, you can begin with everyone's cameras on. Continue introducing the presenter and let the presentation begin. Chairs and moderators should always have their cameras and mics on when speaking, and turned off when not participating in the discussion.
- When the meeting has ended, thank your presenters and attendees and then click *Leave*. The Host (your Confex tech) will end the meeting for all.

Playing Prerecorded Presentations

SPR prefers that all presentations are LIVE, however, if one of your presenters is unable to attend in person you may play a prerecorded presentation.

- Download pre-recorded talks to your computer.
- Open the video. Go back to Zoom, then click *Share Screen*. Check the *Share Sound* box at the bottom left of your screen. Be sure to turn the volume all the way up on the video player as well as on your computer. Then click *Share*.
- Bring video to fullscreen (if it's not already) and press *Play*.
- It is highly recommended that you practice playing your video through a free or paid Zoom account prior to the meeting. Have another person join you in the meeting and ask for their feedback on their viewing experience. Alternatively, you can join on a different device and see what they will see during the meeting. This would give you time to troubleshoot any issues that arise.

Poll Instructions for Chairs & Moderators

- The poll that is set up is a 5 question evaluation of the session. The participant feedback is very important.
- Please launch the evaluation poll 5 minutes before the end of your session. Please ask participants to complete the poll before leaving the session. You can ask them live or put the request in the Chat.
- You will be given Co-hosting controls in the meeting to run the evaluation poll.
- Click Polls (Windows) or Polling (Macs) in your bottom toolbar. Choose the evaluation poll you wish to launch in the drop down menu at the top of the pop up window
- When you want to make the poll live, select Launch Polling.

Most Important: Enjoy your presentation and leave plenty of time to engage participants in the Q&A and discussion!

QUESTIONS?

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