



How will the Virtual Conference work?

Join us for a Practice Session – *Moderators please make every effort to attend*

Friday, March 20 at 4:00 EDT

Monday, March 23 at 2:00 EDT

Tuesday, March 24 at 3:00 EDT

Login:

Join Zoom Meeting: <https://zoom.us/j/7126026425>, Meeting ID: 712 602 6425

Please use computer audio, but if you must call, use this number +1 (646) 558-8656, Code 712-602-6425# US (New York)

Virtual Conference – How Do I login?

1. We are using Zoom.
2. We will distribute the links for each “room” via email.
3. Prepare by downloading Zoom by following [Zoom Download Instructions](#).
4. Sessions are not being recorded, but the chat will be retained for keeping track of attendance.

Where is the Agenda?

<https://aaaannualconference2020.sched.com/>

Remember, this is taking place using Central Daylight Time.

Virtual Conference General Information

1. There will be as many as four Zoom “rooms” or sessions going on simultaneously.
 - a. Each “room” will have a technical person from the AAA office and the Moderator listed in the agenda online present.
2. The conference will take place on Central Daylight Time (CDT) or UTC-5.
3. The technical person and the Moderator will have their microphones enabled.
4. Attendees will be muted upon login, and we ask you to stay muted for the duration.
5. Presenters will unmute when presenting only.
6. When you login, type your full name, that is, your first and last name you registered with, into the chat box.
7. Please do not use your camera unless you are the moderator, or it is your turn to be the presenter; some people may not have enough bandwidth.
8. Questions of the presenter should be typed into the chat. Please be succinct.
9. Sessions will need to stay on time.

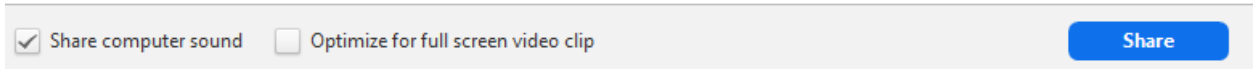
Virtual Conference Instructions ~ For Presenters

- You will be presenting in the order your session is listed in agenda online.
- Plan to present from a computer, not a tablet or phone.
- Presenters must login 15 minutes before the start of the session in which they are presenting.
- You are **strongly encouraged to use a headset** (USB or high-quality ear buds work well too).

- You will present the same exact PowerPoint that you had planned to present. Do not use a PDF, but only a PPT presentation in presentation mode.
- Kindly stay within your share of the time and practice, practice, practice.
 - You will have 14 minutes to present plus 2 minutes Q&A.
- You must load your actual presentation on your computer before the start of the session in which you are presenting. You should have it loaded and opened, not presenting from the web.
- When it is your turn, you will share your screen (select a “screen” not the program)



- Presenter may turn on their camera by tapping the camera icon.
- Unmute yourself by tapping the mic icon.
- When your time is up, stop sharing and mute microphone.
- Presenters should stay online in your session for the duration and not move to another online room. That way, if one presenter has technical problems, we may have to move your session time earlier in the session.
- What about including a video in your presentation? You may show video, but when you prepare to share your screen with the video, click the little box in the lower, left-hand corner to enable sound. Be sure to lower your computer speaker volume before the start of the session as it plays very loudly.



- Make sure you have turned off all notifications that pop up on your screen such as phone calls, meeting notices, emails, etc.
- Make sure you and your computer are not positioned so that you are “back-lit.”
- If you can hard wire your internet connection rather than on wi-fi, this is encouraged.
- Please make sure to minimize distractions (dogs barking, people walking through the camera view) by being in a quiet room.
- The Moderator will warn you when you have used 12 of your 14 minutes, but you might want to use your phone or some other timer to help you stay on time as well.

Virtual Conference Instructions ~ *For Moderators*

1. Be familiar with each of the presentations and presenters in the session you are moderating. You will find this information in <https://aaaannualconference2020.sched.com/>.
2. You will be the co-host. Please open the Chat and Participant Panel.
3. We ask that all moderators login at least 15 minutes before their session.
4. You will be able to help the technical person to mute participants and turn their cameras off.
5. You will oversee Q&A. Questions will be typed into chat and you will read and direct them to the appropriate presenter.
6. If a participant “raises their hand,” you respond to that person via private chat.

Questions may arise during the sessions, please be patient and enjoy the conference!