

Guide to the FARS Midyear Meeting Platform

Introduction

The FARS Midyear Meeting uses a Zoom-based platform. This guide describes the roles of each participant during the session.

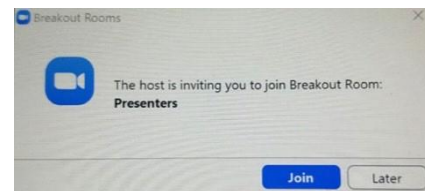
Session Overview

Each of the concurrent sessions will be 75-minutes long, and the majority will have three papers presented. The timing for the sessions is:

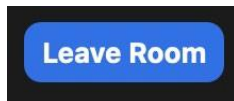
<u>Timing</u>	<u>Activity</u>	<u>Role(s)</u>
15 min before the start	Arrive at the Zoom room for final preparation for the session	Moderator, Authors, Discussants, AAA Host
First 2 min	Welcomes and introductions	Moderator
For each paper		
12 min	Paper presentation	Author
8 min	Discussion of the paper	Discussant
4 min	Questions & Answers	Questions asked by the Moderator, based on chat from attendees
During the Questions & Answers	AAA Host will activate a poll question so attendees can earn CPE	AAA Host
Last few minutes	Wrap up/final question(s)	Moderator

Guidelines for all roles in the session

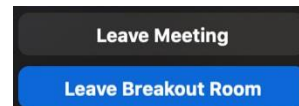
1. Arrive at your session room 15 minutes before the session begins. To do this, go to the Attendee web page for the meeting, and click on the session icon—it will launch Zoom.
2. Let the AAA Host know that you are presenting. The AAA Host will share his/her cell phone number in case you have any technical issues.
3. The Host will "move" all presenters to a breakout room where you can finalize plans about the session's timing and ask any additional questions. Click "Join" to go into the breakout room.
4. You can leave the breakout room if everyone is comfortable; doing so will return you to the main session room. Click the "Leave" button, and then "Leave Breakout Room." (Don't click "Leave Meeting," or you will have to return to the online program and reenter Zoom.)



First:



Then:

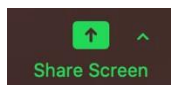


5. Three minutes before the session starts, the AAA Host will bring any presenters who are still in the breakout room back to the main room.
6. The housekeeping information will recommend that audience members have their zoom room view set to "active speaker" view to only see the presenters during the sessions. Please note, if attendees leave their screen in "gallery mode," they may be on screen throughout the session.
7. If you disconnect from the session, return to the website, and click the program button to return to the session. While you are absent, the Moderator will give instructions to continue the session with the next activity. If you return shortly, the Moderator will specify that you follow the underway activity; if more than one activity has been started since you left, at the end of the session, you'll be able to finish your presentation.
8. If you have serious technical problems, please text your AAA host.

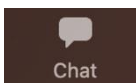
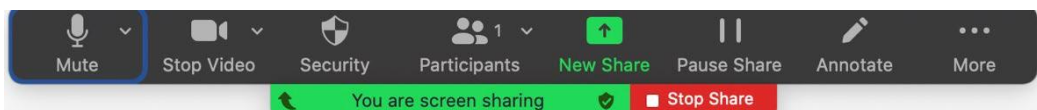
Moderator Guidelines

1. Please welcome everyone to your session, remind attendees to use the "chat" feature to submit their questions for the presenters, and provide quick introductions for the first paper.
2. Throughout the session, monitor the time and help the presenters stay within their assigned times.
3. Attendees will be "chatting" questions throughout the session. After the discussant's presentation, please begin the 5-minute Q&A. Your role is to ask the questions that attendees have for the author. You may paraphrase and combine questions to help get the most out of this time.
4. At the end of the session, please thank the presenters and attendees for their participation.

Author and Discussant Guidelines



1. During your presentation, you will be able to share your screen. To do this, click on the Share Screen button at the bottom of your Zoom window. If you are only sharing PowerPoint slides, we recommend sharing that application rather than your whole screen (enabling you to avoid any unexpected messages or warnings from being displayed).
2. Please keep your presentation to the time guidelines.
3. When you finish your presentation, click the red Stop Sharing button so attendees will return to the speaker view:



4. Attendees will ask their questions using the chat feature. You can follow the discussion by clicking on Zoom's chat button (if a chat window is not already open).