**AAA Presenter Guide for**
Effective Learning Strategies Forum
Emerging and Innovative Research Forum
Research Interaction Forum

Introduction

The meeting uses a Zoom-based platform. Forum sessions are 60 minutes in length. Program times are based on Eastern Daylight Time. During the Annual Meeting, and while you are logged in to the conference site, session times will display based on your Time Zone.

Guidelines for this type of session

1. **Arrive at your session room 15 minutes before the session begins**. To do this, log in to the Conference Site and click on the session icon at the top of the page. This will take you to the Program Information page where you can click on the session you want to attend, then click on "Launch Zoom Session" to enter the room. You will enter the same way whether you are presenting or simply attending a session.
2. Let the AAA Host know that you are presenting.
3. You will go to your assigned breakout room. Your breakout room number is the first number attached to you presentation title, the second number is the order of presentation.
4. At the end of the session, you can leave the breakout room. Click the "Leave" button, and then "Leave Breakout Room" to leave that room and join another breakout room in the session or click "Leave Meeting," to leave the session.
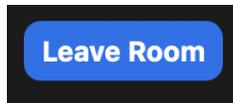
First: Then:
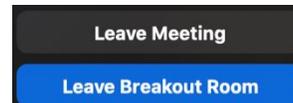
5. If you disconnect from the session, return to the website, and click the program button to return to the session.

Author Guidelines

1. No moderator is assigned to these sessions. Authors will need to help each other keep to the presentation time. These forums will have five to six presenters in each group. Authors will be able to share their screen and give a 5-minute presentation followed by 4 minutes of open dialogue and discussion among the session participants.
2. Presenter 1 will start the session by introducing themself and the title of their presentation. 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 sharing your poster/infographic in a PowerPoint slide, we recommend sharing that application rather than your whole screen (enabling you to avoid any unexpected messages or warnings from being displayed).
3. Please keep your presentation to the time guidelines.
4. When you finish your presentation, click the red Stop Sharing button so attendees will return to the speaker view:
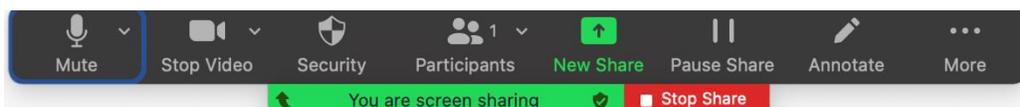
5. Attendees will ask their questions using the chat feature during the presentation. You can follow the discussion by clicking on Zoom's chat button (if a chat window is not already open).

6. When you are finished with your presentation, ask the next author to introduce themself.