

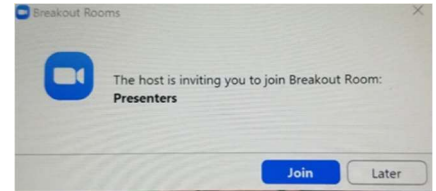
AAA Presenter Guide to the 2021 Annual Meeting Platform

Introduction

The meeting uses a Zoom-based platform. Concurrent sessions are 90 minutes and 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. This guide describes the roles of each participant during the session.

Guidelines for all roles in concurrent sessions

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. (Optional) The Host can "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 once 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.)



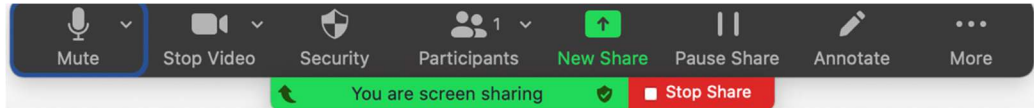
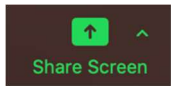
5. One minute before the session starts, the AAA Host will bring any presenters who are still in the breakout room back to the main room.
6. If you disconnect from the session, return to the website, and click the program button to return to the session. While you are absent, the Moderator will give 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.

Moderator Guidelines

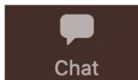
1. Please welcome everyone to your session, remind attendees to use the "chat" feature to submit their questions for the presenters and let them know that you will call on a few individuals to unmute and ask their questions during the Q&A session. Then provide a quick introduction for the first paper.
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 (author's) presentation, please begin the Q&A. Your role is to review the questions that attendees have for the author. You should look for questions that will be best to ask live during the session and then ask that attendee to unmute themselves and ask that question during the Q&A session. At your discretion, you may also paraphrase and combine questions from the chat to ask the author during the Q&A.
4. At the end of the session, please thank the presenters and attendees for their participation.

Panelists, 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 during the presentation. You can follow the discussion by clicking on Zoom's chat button (if a chat window is not already open).



Session Overview

Concurrent sessions will be 90-minutes long. Times listed for paper presentations are estimates. Moderator can adjust times based on the number of presenters in the session.

Timing	Activity	Role(s)
Arrive 15 minutes before the start of the session.	Arrive at the Zoom room for final preparation for the session	Moderator, Authors, Discussants, Panelists, AAA Host
First 2 minutes	Welcomes and introductions	Moderator
Traditional concurrent sessions will have up to four papers with discussants. The author will have an allotted amount of time to present their paper. Discussants are responsible for preparing feedback on the author presentation. Moderator can adjust presentation times, based on the number of presenters at time of the session and is responsible to keep the schedule for each paper presentation and discussion on time, as well as ensuring the session starts and ends punctually.		
3 paper presentations	30 minutes each	
15 minutes	Paper presentation	Author
10 minutes	Discussant presentation	Discussant
5 minutes	Questions & Answers (Q&A) – If no more questions arise, feel free to move on and save questions for the end.	Questions facilitated by the Moderator
4 paper presentations	22 minutes each	
12 minutes	Paper presentation	Author
7 minutes	Discussant presentation	Discussant
3 minutes	Questions & Answers (Q&A) – If no more questions arise, feel free to move on and save questions for the end.	Questions facilitated by the Moderator
Last 5 minutes	Wrap up/final question(s)	Moderator

Between presentations and during Q&A.	AAA Host will activate a poll question so attendees can earn CPE	AAA Host
<p>Paper dialogue concurrent sessions will have up to six papers, no discussants. The author will have time to present the paper followed by input and questions from session attendees. Authors are encouraged to prepare a list of particular topics or items for audience comment. Moderator can adjust presentation times, based on the number of presentations at time of the session and is responsible to keep the schedule for each paper presentation and discussion on time, as well as ensuring the session starts and ends punctually.</p>		
6 paper presentations	15 minutes each	
10 minutes	Paper presentation	Author
5 minutes	Questions & Answers (Q&A) – If no more questions arise, feel free to move on and save questions for the end.	Questions facilitated by the Moderator
5 paper presentations	18 minutes each	
12 minutes	Paper presentation	Author
5 minutes	Questions & Answers (Q&A) – If no more questions arise, feel free to move on and save questions for the end.	Questions facilitated by the Moderator
Between presentations and during Q&A.	AAA Host will activate a poll question so attendees can earn CPE	AAA Host

Effective Learning Strategies Forum
Emerging and Innovative Research Forum
Research Interaction Forum

These forums are 60 minutes long with five to six presenters in each group. Authors will be able to share their screen and show their infographic/poster PowerPoint slide while giving 5-minute presentations followed by 4 minutes of open dialogue and discussion among the session participants. Presentations will be scheduled and presented in breakout rooms. The first number assigned to each presentation indicates the breakout room number, the second number is the presentation order in that room. No moderators are assigned to these sessions and authors in the breakout rooms should help each other monitor presentation times.