



Overview for Presenters on How Live Q&A Sessions will Run at ICAR2021

Having problems with the platform when trying to join your live session?

Click the “Live Support” button in the top menu bar, or email Mike Graves at mike@gravesshow.com.

1. Click below link to view recording of the live training session:
<https://app.box.com/s/qcz6d31qe6aocsa6d2hxkm8bqm5cz389>
2. Make sure you are using the **latest version of Chrome**.
3. For optimal sound quality, **highly recommend using headphones** which significantly reduces the background noise picked up by laptop/computer speakers.
4. We HIGHLY recommend you **join your live session 15-30 minutes prior to the start** of your session to ensure your connection/audio/video are of good quality. The “Green Room” will be open up to an hour before your live session so you may join earlier if desired. There will be 6-9 presenters in each live session so joining early to ensure the Production Team has time to help everyone work out any last minute problems is critical.
5. You will receive a link to access the virtual platform on Monday, March 15. You will not need a separate link to access the “backstage” of your session which will take place on the “Main Stage”. When it is time for your live session, **click the “Join” button for your session from the Timeline page**. You will automatically be recognized as a Presenter for that session and will be sent directly to the “Green Room”.
6. **While in the “Green Room,” you will be able to see and speak with the other presenters and session chairs, but the attendees will not be able to see or hear you.** This is a good time to make sure your connection/audio/video is working and ask any last minute questions.
7. **The Production Team will give you a countdown and advise everyone when it is time to start.** All sessions will start EXACTLY on time. Some sessions are back-to-back so it is critical to stay on schedule.
8. The Production Team will transfer the Session Chairs and Presenters from the “Green Room” to the “Preview” room. **When in the “Preview” room, attendees will be able to hear you, but not see you. Please remain quiet or mute your mics.** You will only be in the “Preview” room for 10-20 seconds. **The Production Team will then move everyone (Session Chairs and Presenters) to the “Main Stage”.** At this time, the session has started and attendees will be able to see and hear you.
9. The Production Team manages all aspects of production to include showing presentation slides. Please alert the Production Team when they should advance to the next slide, if applicable. **Invited speakers have 2-3 minutes to present 1-2 summary slides. Short oral presenters have 1 minute to present 1 summary slide.**

10. The Session Chairs will provide a brief introduction of the session and presenters (*approximately 2 minutes*). If there is an Awardee in the session, then the Award will be presented to the awardee and the Production Team will show the award slides. After the award presentation, the awardee will present their live summary presentation (*approximately 3 minutes*) as the Production Team simultaneously shows their specific summary slides.
11. The Session Chair will then announce the next presenter and the Production Team will show that presenter's summary slide(s). This will continue with a transition slide between each presenter's summary slide until all speakers in the session have given their short presentation summary.
12. Once all Presenters have finished giving their summaries, the Session Chairs will begin the Q&A portion of the session and remind attendees to submit questions via the Q&A Chat box. Presenters will not need to worry about viewing the questions as the Session Chairs will be actively monitoring the questions and asking them verbally to you throughout the discussion period.
13. If time is running out and there is a good discussion still going on, or there are still some unanswered questions, the Session Chair will encourage attendees and presenters to continue their conversations by visiting the Meeting Hub and connecting with each other via video or chat.
14. To conclude the session, the Session Chairs will thank the presenters and attendees and the Production Team will end the live session.

Other Helpful Items

- All recorded presentations can be accessed from the Timeline page by clicking on the "On-Demand Content" button. You can use the "Advanced Filter" feature to further define your search.
- In case you need to reach ICAR Staff quickly: [Kelly Givan: +1-716-940-6130](tel:+17169406130) OR [Regina Mohr: +1-703-937-7352](tel:+17039377352)