Live Session Chair & Moderator Guide

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Live Session Chair & Moderator Overview

*Please note that the terms chair & moderator are synonymous throughout this document.

All Live Sessions will consist of pre-recorded content that is recorded by the presenter(s) and played by the AV team during the scheduled live session. Before the scheduled live session, PAS will send moderators a customized script that provides talking points and outlines the session's flow.

Platform/State of the Art Plenary/Presidential Plenary/Hot Topic Symposia:
As a Live Session moderator, you'll provide live welcome remarks, introduce the pre-recorded presentation(s) and facilitate the live Q&A with the presenter(s). Once you have welcomed the audience, you will introduce the first presentation. Our AV team will play the pre-recorded presentation that was submitted to the PAS Presentation Management Portal. After the pre-recorded video ends, you'll be asked to share your audio and camera to facilitate the Q&A with presenter one. After presenter one ends their Q&A, you will then introduce the next presenter's video.

Panel Discussion/Debate Pro-Con Discussion/Basic-Translational-Clinical Roundtable:
As a Live Session moderator, you'll provide live welcome remarks, introduce the pre-recorded group presentation(s) and facilitate the live Q&A with the presenter(s). Once you have welcomed the audience, you will introduce the group presentation. Our AV team will play the pre-recorded group presentation that was submitted to the PAS Presentation Management Portal. After the pre-recorded video ends, you'll be asked to share your audio and camera to facilitate the Q&A with the entire group.

For a more in-depth look at Q&A and the other details of the presentation, please reference the "What to Expect on Your Scheduled Session Day" area below.

In preparation for your role, please review the information below.

Important Dates

- **Early March:** Moderator guidelines and tech-check appointment link sent.
- **By March 18:** Register as a Full Access Pass attendee to receive the early discount rate.
- **Week of March 22:** Login credentials for PAS Presentation Management Portal (Education Harvester in CadmiumCD) sent.
- **March 22-April 26:** Live tech-check with AV.
- **April 16:** Final moderator profiles due in PAS Presentation Management Portal (Education Harvester in CadmiumCD).

Log in to the PAS Presentation Management Portal (Education Harvester in CadmiumCD)

You will be sent a welcome email inviting you into the portal the week of March 22nd. That email will contain the login credentials and a link for the portal. Click on the link and enter your login credentials.

If this is your first time logging into the portal, you will need to read and sign the Privacy Notice. You will only need to complete this notice once. Anytime after that, when you login, you will advance directly to your task page.

Task Page

The Task page will outline the set of tasks that you are required to complete. Please follow the tasks in the order   they   appear.

Important Note:
 If you are a Chair for one of the following Scholarly Session Program Formats, you will be responsible for gathering the presentation's single MP4 video and uploading it to the PAS Presentation Management Portal
- **Basic-Translational-Clinical Roundtables**
- **Debate Pro/Con Discussions**
- **Panel Discussions**

When you log into the PAS Presentation Management Portal, "Chair - Upload your group's MP4 video" will be part of your task list.

Step by Step Zoom Preparation Instructions

1. **Download the Zoom Desktop App**

   Go to zoom.us and click "Sign Up for Free," and follow the online prompts to sign up for an account.

   You will receive a confirmation email with a link to "Activate your Account," where you can set up your account and download the desktop application

2. **Update Zoom**
   Zoom regularly provides new versions to release new features and fix bugs. We strongly recommend upgrading to the latest version. To update your Zoom desktop app, click your profile picture in the right corner of the window. A drop-down menu will appear where you can select "check for updates.

Pre-Presentation Technical Check & Internet Requirements

Early to mid-March, you will be sent a link to schedule your technical check appointment. Between March 22 and April 26, 2021, you will have a scheduled 15-minute to 30-minute technical check with the PAS audio-visual team. The purpose of this technical check is to test your audio and video, not to rehearse the presentation. You must join this technical check from the exact location that you plan to present to prevent unexpected issues on the day of your presentation. When selecting your presentation location, test your internet connection to ensure it is strong enough by using the link below. For the best results, hardwire your computer to the modem. If you plan to use WiFi, get as close as possible to the modem. Close all non-essential programs before your test and presentation.

Internet Speed Test
We recommend at least 25-50 MBPS Download for a strong connection. If you test your system and it is not within this range, please identify a spot that meets the requirements before joining your tech check call. This will limit any day of internet issues.

For additional information on internet and system requirements for Zoom, please click HERE.

What to Expect on Your Scheduled Session Day

You are required to arrive 25 minutes before your session's published agenda start time for your "day of" technical check; you will receive a calendar invitation for this event. This Zoom link will be unique to you, and please do not share the link with others in your session. Make sure you can leverage all the bandwidth available at your location. This means limiting other conference calls, streaming, or online gaming while you are presenting. If you're presenting from home, let everyone in your household know that you will need dedicated internet access to achieve the best results.

Live questions will be found in the PAS Presentation Management Portal in the task list section under "Audience Response System". This will give you insight into the questions that are being upvoted, indicating their audience popularity.

Platform/State of the Art Plenary/Presidential Plenary/Hot Topic Symposia:
Once the session is live, you'll provide welcome remarks, explain how the Q&A process works and introduce the first pre-recorded presentation. These details will be clearly outlined in the script that is provided to you by PAS. After these welcoming remarks, production staff will play the first pre-recorded presentation that the speaker has provided.

When the presentation video concludes, production staff will prompt you to unmute, turn on your webcam and facilitate Q&A. Part of your instructions will be to direct attendees to identify which presentation their question is for (example: Question for Adam). You will act as timekeeper and identify when a presenter's Q&A time concludes. The allotted amount of time will be noted in the script that PAS provides. You will then introduce the next presenter and repeat the process above.

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Questions will be collected throughout the presentation using the Q&A feature. You will be able to see all the questions submitted and attendee's top voted questions in the PAS Presentation Management Portal in the task list section under "Audience Response System." Attendees top voted questions is a way to decipher which questions are most important for you to ask.

After you deliver closing remarks, turn off your camera, and production will confirm when you can exit.

Please note, there is a one-minute delay for the attendees viewing the session.

Panel Discussion/Debate Pro-Con Discussion/Basic-Translational-Clinical Roundtable:
Once the session is live, you'll provide welcome remarks, explain how the Q&A process works and introduce the group's pre-recorded presentation. These details will be clearly outlined in the script that is provided to you by PAS. After these welcoming remarks, production staff will play the group's pre-recorded presentation that you submitted to the PAS Presentation Management Portal.

When the presentation video concludes, production staff will prompt you to unmute, turn on your webcam and facilitate Q&A for the group. You will act as timekeeper and identify when Q&A time concludes. The allotted amount of time will be noted in the script that PAS provides.

Questions will be collected throughout the presentation using the Q&A feature. You will be able to see all the questions submitted and attendee's top voted questions in the PAS Presentation Management Portal in the task list section under "Audience Response System." Attendees top voted questions is a way to decipher which questions are most important for you to ask.

After you deliver closing remarks, turn off your camera, and production will confirm when you can exit.

Please note, there is a one-minute delay for the attendees viewing the session.

Technical Tips & Troubleshooting
If you encounter difficulties connecting, please check the following:
- Use Google Chrome or Firefox to participate in the conference.
- Confirm that you are not on your company's VPN Security Settings (disable this setting). After disabling, try logging out, closing your browser, and logging back in.
- If you are in the office, try another network (some offices have robust firewalls that restrict access).
- Clear your web browser history and cache.
- Check your Internet connection and use a hardwired internet connection if possible.
- If using WiFi, get as close to the modem as possible.
- Close any other tabs using a lot of bandwidth.
- If you are at home, make sure no one uses streaming services like Netflix, etc. that could impact your available bandwidth.

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Additional Resources

Tips, Tricks, & Best Practices
https://www.dropbox.com/s/lj15knmts5edrlo/Moderators%20and%20ARS%20Details.pdf?dl=0
https://www.dropbox.com/s/r46fprv70tjopw2/Answering%20ARS%20querstions.pdf?dl=0
https://drive.google.com/file/d/1oYN8kmK9tGNvT1LKCOe0ajMICe-cFgZl/view

If you have any questions or concerns, please reach out to us at info@pas-meeting.org. In the subject line, please indicate that your question is about your live session presentation.