# PAS 2021 VIRTUAL
## Pediatric Academic Societies

# On-Demand with Live Q&A Moderator & Chair Guide

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## On-Demand with Live Q&A Moderator & Chair Overview

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

As an On-Demand presentation with Live Q&A moderator, you'll provide live welcome remarks, introduce the presenters and facilitate the 30 minute live Q&A. Before the scheduled live Q&A, PAS will send moderators a customized script that includes talking points and outlines the session's flow. Moderators are not required to record an intro. If sessions have their moderators doing an official intro, this was built into the session speaking time, and those moderators will also receive instructions as a speaker on how to record.

On-Demand presentations with Live Q&A are pre-recorded presentations available for attendees to view on the virtual platform beginning **April 28**. Attendees will be able to leave comments and questions as they view the On-Demand session, which can be addressed during the Live Q&A session in addition to new questions that are collected live. 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.

Before the live Q&A, we recommend you look over the following guidelines and due dates.

## Important Dates

- **Early March:** Presenter 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).

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## Log In to the PAS Presentation Management Portal - CadmiumCD Education Harvester

You will be sent a welcome email the week of March 22, 2021, inviting you to the portal. This 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.

### Task Page

Your Task page will outline the set of tasks required to complete by April 16, 2021.

**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.

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## Pre-Presentation Information Meeting/Technical Check

You'll be sent a link to register for a brief pre-conference meeting and technical check early to mid-March. The purpose of this meeting and technical check is to test your audio and video, not to rehearse your presentation. You must join this technical check from the exact location you plan to present from to prevent unexpected issues on your presentation day. 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

One hour in advance of the scheduled Live Q&A Session, moderators are required to review previously asked questions from On-Demand viewers. . These questions will be moved over to the live Q&A session by PAS staff.

All questions, those listed in advance and asked live, 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 could be upvoted, indicating their audience popularity. If no questions were asked, please prepare questions for that presentation.

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 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 are presenting from home, let everyone in your household know that you will need dedicated internet access to achieve the best results.

**Platform/State of the Art Plenary/Presidential Plenary:**
All details will be clearly outlined in a script that is provided to you by PAS. Once the session is live, you'll give welcome remarks, explain how the Q&A process works and introduce all presenters. Questions should be delivered to presenters one at a time in the pre-assigned presenter order, starting with presenter one. For example, all questions for presenter one will be asked, and then we will move on to the next presenter.

You will act as timekeeper and identify when the individual presenter's Q&A time concludes.  The allotted amount of time will be noted in the script that PAS provides.

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In addition to the questions that have been transferred from the On-Demand viewing, new questions will also be collected from the live audience throughout the presentation using the Q&A feature. Also, note that part of your instructions will be to direct attendees to identify which presentation their question is for (example: Question for Adam). You will be able to see all the questions submitted and attendee's upvoted. This is a way to decipher which questions are most important for you to ask.

Please note that all presenters will share their webcam during the entire 30 minutes live Q&A. This means that presenters will be seen the whole time, even when they are not answering questions.

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/ Hot Topic Symposia:**
All details will be clearly outlined in a script that is provided to you by PAS. Once the session is live, you'll give welcome remarks, explain how the Q&A process works and introduce all presenters. Questions should be delivered to presenters as a group. These details will be clearly outlined in the script that is provided to you by PAS.

You will act as timekeeper and identify when the 30-minute Q&A time concludes. The allotted amount of time will be noted in the script that PAS provides.

In addition to the questions that have been transferred from the On-Demand viewing, new questions will also be collected from the live audience throughout the presentation using the Q&A feature. You will be able to see all the questions submitted and attendee's top voted questions. This is a way to decipher which questions are most important for you to ask.

Please note that all presenters will share their webcam during the entire 30 minute live Q&A. This means that presenters will be seen the whole time, even when they are not answering questions.

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.

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- 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.

**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 On-Demand presentation.

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