



PAS 2021 VIRTUAL

Pediatric Academic Societies

Phase II: 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.*

As a Live Session moderator, you'll provide live welcome remarks, introduce the presentations and facilitate the live Q&A with the presenter(s) after the presentation or at the end of the session, depending on the session format. Once you have welcomed the audience, you will introduce the first presentation. Our AV team will prompt them to share their webcam and screen to begin their presentation. When the presentation concludes, the AV team will prompt you and the presenter(s) to share your webcams for Q&A. Note that Q&A could be at the end of the session if it is a group presenting. 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 scheduled live session, PAS will send moderators a customized script that provides talking points and outlines the session's flow.

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).



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Log in to the PAS Presentation Management Portal - CadmiumCD Education Harvester

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, "Upload 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.

Preparation & Internet Requirements

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 30 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.

Once the session is live, you'll provide welcome remarks, explain how the Q&A process works and introduce the presentation. These details will be clearly outlined in the script that is provided to you by PAS. Questions will be collected 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 top voted questions. This is a way to decipher which questions are most important for you to ask. When the presentation concludes, production staff will prompt you to unmute, turn on your webcam and facilitate Q&A.

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. You will then introduce the next presenter and repeat the process above. Please note that if you are moderating a group presentation, Q&A will be held at the end of the session. These details will be clearly outlined in the script that is provided to you by PAS.

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.



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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.

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-cFgZ1/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.