IMPI 54 Virtual Symposium
Instructions for Speakers and Attendees

The IMPI 54 Virtual Symposium is being hosted as a series of Zoom "meeting" events. IMPI 54 is scheduled each day as a group of two or more sessions with short breaks in between. Each group of sessions will be set up as a single scheduled Zoom event. The exception is the Monday evening session which will be scheduled as a separate event from the morning group of sessions.

All hosts, session chairs, speakers and attendees (collectively "Participants") will receive separate email invitations from the IMPI 54 Admins for each scheduled event. These invitations are only for those who are authorized by IMPI to attend the symposium and should not be shared. When logging into each event, be sure to use the corresponding invitation having the correct "Meeting ID."

When logging in for the first time, Zoom may have you download and install the latest version of the Zoom Client application. Using this client application will help facilitate the symposium and improve overall quality and functionality.

All speakers and attendees upon logging in will enter a Waiting Room which is monitored by the Session Host. Authorized Participants will then be admitted into the session by the Session Host. Those admitted before the scheduled start time will have their audio and video turned on to allow interaction with other Participants. Before the start of the session, all Participants will be muted and asked to turn off their video by the Session Chair. Those admitted after the session has started will have their audio muted automatically and video turned off by the Session Host.

Two screen settings are available to Participants. In "Gallery View" all Participants that have their video turned on will be seen in a grid format. Upon first entering the session from the Waiting Room and before the scheduled start of the session, Participants may wish to set their screen to Gallery View if not already set by default. At the start of the session, Participants may wish to set their screen to "Speaker View" (Figure 1).
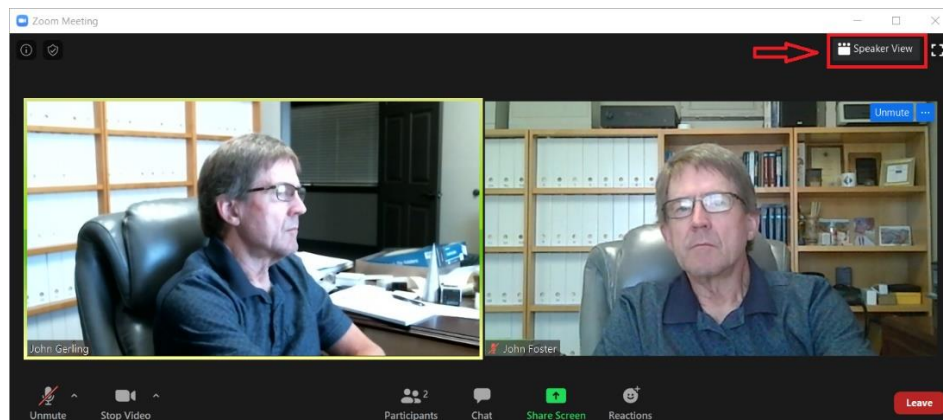

Figure 1, Setting the Participant's screen to Speaker View (Gallery View is shown).

All session Participants are asked to please adhere to the following:

- No "virtual background"
- Please dress appropriately for video interaction
- Use audio and video devices that provide good quality sound and images
- Adjust your camera (or laptop angle) so that your head is centered in the screen area
- Do not use multiple monitors as this may cause problems during screen sharing

- To prevent audio feedback, do not log into the meeting with more than one audio device

Speakers

At the appointed time, the Session Chair will "unmute" the scheduled speaker and ask to start video (Figure 2). After the scheduled speaker clicks **Start My Video**, the Session Chair introduces the speaker who will then be able to speak and share presentation slides.

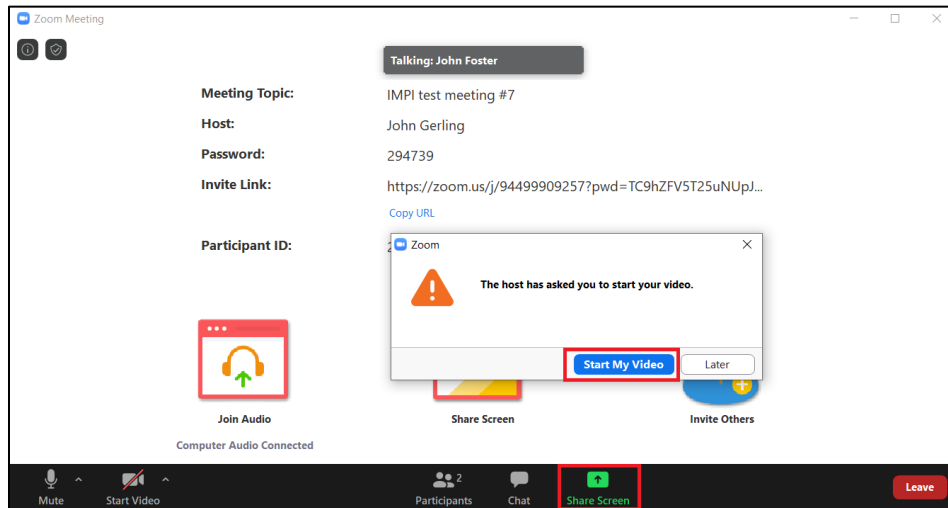*NOTE: Do not use multiple monitors as this may cause problems during screen sharing.*

Figure 2, Participant view with controls for mute, video and screen sharing.

Once sharing has started, drop-down controls at the top of the screen (Figure 3) provide functionality for **New Share** (changing the share) and turning off or on the video panel (on the right side by default) by clicking **Hide/Show Video Panel**.   Move the cursor over the top center to reveal these controls.
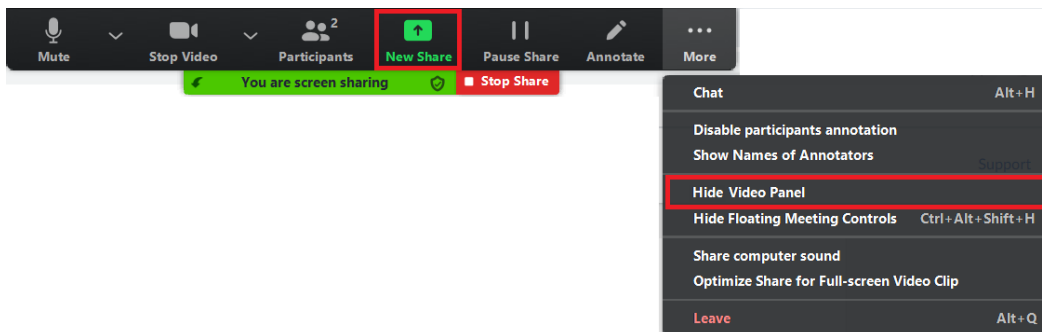

Figure 3, Controls available while sharing.

The total time allotted for each presentation **includes** approximately five minutes for Q&A. The Session Chair will give audio alerts at the 5-minute and 2-minute marks prior to the scheduled start of Q&A. Speakers should be mindful of the time and make every effort to conclude their presentations within the allotted time. Upon conclusion of the presentation, the Speaker should continue sharing during and until the end of the Q&A period.

During the presentation, questions may be submitted using **Chat** or **Raise Hand** but will not be acknowledged until the Q&A period. During the Q&A period, questions submitted via **Chat** will be read aloud by the Session Chair for the Speaker to answer. Those who **Raise Hand** will then be allowed to ask questions verbally by the Session Chair. At the conclusion of Q&A, the Session Chair will thank the speaker and then turn off his/her audio and video before proceeding to the next speaker.

Attendees

All attendees are muted with video off throughout the session (except while participating as a speaker). Attendees are not able to unmute themselves and can only be unmuted by the Session Chair. Attendees should not start their video unless asked to do so by the Session Chair. If video is started without being asked, the Session Chair may turn it off without warning or notice. Once turned off by the Session Chair, video cannot be restarted unless asked to do so by the Session Chair.

During a presentation, Attendees may submit questions for the Speaker using **Chat** or **Raise Hand** (Figure 4). When using **Chat**, select "Everyone" in the Chat dialog box so that all Participants can read the questions. Please note that questions submitted for the Speaker during the presentation will not be acknowledged until the Q&A period.
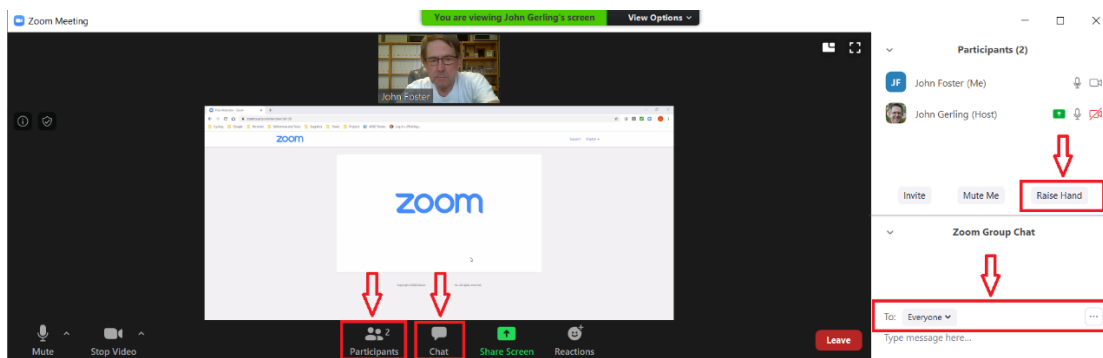

Figure 4, Submitting questions for the Speaker using **Chat** or **Raise Hand**.

During the Q&A period, questions submitted via Chat will be read aloud by the Session Chair for the Speaker to answer. Those who have **Raised Hand** will then be called upon by the Session Chair to individually unmute and start video.

For help with technical problems or other non-presentation related issues, attendees may submit Chat questions directly to the Session Host by selecting the "Host" in the drop-down menu (Figure 5). Do not use **Raise Hand** for technical questions as they will be interpreted as questions for the Speaker. Chat messages can also be sent to "Everyone" or privately to any individual in the drop-down list at any time during the session.

Figure 5, Sending a Chat message to the Session Host ("(Host)" after person's name).

Important Things to Remember

- Use only one microphone (multiple active microphones may cause audio feedback).
- Use only one video monitor (multiple monitors may cause problems with screen sharing).
- When submitting questions using Chat, be sure to send them "To: Everyone."
- Speakers:
  - Open your presentation slides and have them ready to share before being introduced by the Session Chair.
  - Be aware of the time during your presentation and finish within the allotted time.