AMS Speaker/Moderator Training

2021 AMS Washington Forum
Thursday, 22 April, 4:00pm EST
Training Agenda

● Defining Roles and Expectations
● Uploading to Presenter Zone
● Joining Your Session
● Zoom Functions
● Chat Function - for Moderators
● Register for the Meeting
Moderator Roles and Expectations

Moderators (and Deputy Moderators for backup purposes)

- Moderators will be responsible for:
  - Introducing topic and speaker
  - Asking questions aloud during the Q&A portion

- Moderators will need to know:
  - How to use webcam
  - How to unmute/mute mic of speakers
  - How to use the Zoom Webinar Chat function to receive questions from audience members

  ■ Highly recommended using Google Chrome or Microsoft Edge
Speaker Roles and Expectations

Speakers (Keynotes, Panelist/Speaker)
- Speakers will be responsible for:
  - Uploading slide deck into your Presenter Zone (this deadline has been extended)
  - Talking about your slides
  - Verbally queuing to the next slide (all slide decks will be presented by tech support. Speakers will not have an option to share their screen)
  - Answering questions during Q&A portion - questions will be asked aloud by moderator
- Speakers will need to know:
  - How to use webcam
  - How to unmute/mute mic
  - Highly recommended using Google Chrome or Microsoft Edge
Uploading to Presenter Zone

- All speakers were sent an email with the subject: “2021 AMS Washington Forum Virtual Meeting | Speaker Welcome”
- Access your unique Presenter Zone through the button in your email

Dear

We are pleased that you will be speaking at the virtual 2021 AMS Washington Forum! Below are details to access your Presenter Zone.

Your Presenter Zone
Uploading to Presenter Zone

- Upload your Slide Deck (.ppt, .pptx) under the ‘Very Important *Upload Slides*’
- Before uploading, please rename the file with your first and last name
Presenter Upload Extension

- Monday and Tuesday session presenters:
  - Upload deadline: Sunday, April 25 @ 12:00pm EST

- Wednesday and Thursday session presenters:
  - Upload deadline: Monday, April 26 @ 12:00pm EST
Joining Your Session

All speakers and moderators will receive an invite link sent directly to your email to access your designated session.

- You will receive an emailed calendar invite from an address that looks like this <jonbryant@projection.com> with an invite and link to join the Zoom Webinar as a speaker or moderator.
- The subject line will be the title of the session(s). Please accept that invitation to confirm receipt.
- Join your session via this link 20 minutes before it is scheduled to begin (not through the virtual meeting platform)
- If you do not receive your link links 72 hours before your session begins or if you cannot find the email with your link to join Zoom Webinar, please email <jonbryant@projection.com>.
- Unmute/mute yourself
- Use webcam
- Use the Zoom Webinar Chat function to view questions from audience members
- Enter the session 20 minutes before start time to practice
Attendees will have the ability to ask questions via the Chat function in Zoom.

Click the Chat button to open the chat panel.
Register for the Meeting

- Please make sure you are registered for the meeting prior to Friday, 23 April
- All speakers/moderators were sent an email with a complimentary voucher to the meeting from ccard@ametsoc.org
- Email Subject: "Voucher available for your AMS registration"
- Email ccard@ametsoc.org if you have not received your voucher
Questions?

Email meetings@ametsoc.org