Virtual Presenter Guide

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*Updated information added in red on April 5, 2024*

The SAA Board and I are deeply committed to finding the proper balance between keeping the meeting as affordable as possible (which is one aspect of access) and providing the community with digital options (which is a different facet of accessibility). We would really appreciate hearing your response to the 2024 effort, as this is an experiment to find out what is most viable for future meetings.

* On the virtual components site, each session has a green “submit session survey” button that takes you to a quick place to provide immediate feedback about the virtual components and how they worked for a specific session.
* On Monday, April 22, I will email meeting registrants a longer post-meeting evaluation about all aspects of the meeting, including the virtual components.

Program participants in symposia, general sessions, forums, lightning rounds, and electronic symposia may present remotely *as long as the session chair or their delegate is in the session room in New Orleans and supports these components*. **If you hope to present remotely, please reach out to your session chair(s) and ask that they help you participate.**

This guide uses the term “presenters.” Presenters are program participants, and they include discussants, moderators, chairs, and organizers. Coauthors are not “presenters.”

Sessions are broadcast live (following the final program which uses US Central Time) and are not being recorded.

Do now

1. **Engage your session chair.**

* Ask your session chair if they can support you in presenting virtually.
* Session chairs can refer to the session chair guide and/or join the “Tips and Tricks for Session Chairs” Zoom presentation. The “Tip and Tricks” Zoom will be held on April 4 at 3:00 p.m. US Central Time. Chairs need to sign up by April 2 to receive the Zoom link (emailed the day prior): <https://ecommerce.saa.org/SAA/SAAMember/Events/Event_Display.aspx?EventKey=CHAIRTIPS>.
* The recording will be posted at: saa.org/meeting/virtual-components
* **Test your SAA** [**log-in**](https://ecommerce.saa.org/saa/SAAMember/MyAccount/Sign_In.aspx?WebsiteKey=b764b3f5-fd1e-4004-a990-89b6b82a096b&LoginRedirect=true&returnurl=%2fSAA%2fOpenWater%2fOpenWaterRedirect.aspx) **and password** and confirm that you can view your session(s) abstract on the virtual components site
* Use your SAA credentials.
* This is the log-in and password you used to renew your membership and to submit your abstract.
* Look for an email with the subject line “SAA 89th Virtual Components Information” sent on April 9, which includes your username.
* There is no zoom link that will be emailed to you or that you are looking for. The Zoom link for your session is within the virtual components website, which is why you need to test your login now, to confirm you can access the virtual session smoothly the day of your session.

1. **Locate your session.**

* Select the tab with the specific day you present (e.g., “April 18”) and use search field or scroll. The search scans session names, presentation titles, and presenter names only for the *day* you selected.
* Sessions are broadcast at the times printed in the [final program](https://saa.org/annual-meeting/programs/final-program). **The program follows US Central Time.**
* Once you find your session, you can click the star to the left of the session title. The star will turn yellow. Any session with a yellow star will also appear under the “My Favorites” tab, which may make it easier to locate your session on the day you present. If you click the star by accident, click it again to remove the yellow star and to remove the session from the “My Favorites” tab.
* Join the Zoom during its scheduled live session time; sessions are not being recorded.

1. **Create an appointment with yourself that begins 30 minutes before** your session begins.

* Sessions are broadcast at the times printed in the [final program](https://saa.org/annual-meeting/programs/final-program). **The program follows US Central Time.**
* Sessions are not being recorded and are only available at the time they are being broadcast.

# Do ahead of time

1. **Send your slides to your session chair.**

* The session-room laptops are loaded with the Microsoft Office suite, so they work best if you create Powerpoint or another Microsoft office program to create your slides.
* The virtual components site can support either ratio, but looks best if you create your slides using 16:9.
* The virtual components will only support presentations being played in “Slide Show” mode. If you like to use “notes” in Powerpoint when you present, print out the slides with the notes ahead of time. (see more: <https://support.microsoft.com/en-gb/office/print-speaker-notes-c7231a54-4ac8-4479-9199-6005a40efa2a#:~:text=Select%20File%20%3E%20Print.,Click%20Print>.)
* As a backup plan, you and your session chair may also want a recording of your presentation, which your session chair could play in the event of an internet connectivity issue or another mishap.
* You could use Zoom to record or record a voiceover on PowerPoint (see how: <https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>.) The session-room laptops can play MP4 files.

1. **Optimize your space for presenting.**

* Use a computer that has the strongest connection to the internet possible and that has Zoom on it. To download Zoom, go to https://zoom.us/download.
* To the extent possible, plan to be in a private area with minimal interruptions.
* See “[Technical and Environmental Tips for Presenters](https://saa.org/docs/default-source/default-document-library/technical-tips-for-presenters_final.docx)” for more advice.

# Do 30 minutes before your session begins

1. [**Log in**](https://ecommerce.saa.org/saa/SAAMember/MyAccount/Sign_In.aspx?WebsiteKey=b764b3f5-fd1e-4004-a990-89b6b82a096b&LoginRedirect=true&returnurl=%2fSAA%2fOpenWater%2fOpenWaterRedirect.aspx) **to the SAA 89thAnnual Meeting virtual components site**

* Use your SAA credentials.
* This is the username and password you used to renew your membership and to submit your abstract.
* Look for an email with the subject line “SAA 89th Virtual Components Information” sent on April 9, which includes your username.

1. **Locate your session.**

* Click on the session day tab (e.g., “April 19”) and then search for the symposium, forums, lightning round, or electronic symposium in which you are presenting. If you added your session to the “My Favorites” tab, you can find your session under this tab.
* The search scans session names, presentation titles, and presenter names only for the *day* you selected.
* Click on “View Session.”
* Sessions are not being recorded, so **join the Zoom 15 minutes before** your session is scheduled to begin.

1. **Join your session.**

* Close email and other applications to help your computer run better.
* Put your phone on silent and minimize background noise.
* Show up 15 minutes early.
* Click on “Join Session” to launch Zoom. “Join Session” button will not appear until the day of the presentation.
* Zoom opens in another window from the virtual components website.
* Turn on your camera (and mic if you wish) when your session begins. Zoom defaults to your camera and mic being off.
* If you join a session Zoom early or late (or if a session is running behind), or if your time zone conversation is off, you may arrive in the middle of another session. Zoom defaults to your camera and mic being off. Just as you might accidentally enter a room mid-session, please wait unobtrusively until your session begins.
* Zooms default to displaying closed captioning, but you can turn off the captions by clicking on the “CC” button along bottom Zoom menu. The same button toggles to turn the captions back on.

A black and white photo caption

Description automatically generated

1. **Present at your time.**
   * When it is your turn to present, the chair will put your slides up and give you “slide control” so that you can present live and advance your slides.
   * Turn on your mic and camera if they are not already on.
   * When you are finished presenting, click “stop slide control” along the bottom of the Zoom to return controls to the chair.

A screenshot of a video game

Description automatically generated

* + You may wish to mute your mic after you present.
  + If you are presenting in a symposium, stick to your 15-minute slot in consideration of others.

1. **Engage with virtual attendees in the Zoom session.**

* Attendees are not on camera or on mic but may submit questions using the Zoom Q&A function (symposia) or Zoom chat and Q&A function (forums, lightning rounds, and electronic symposia).
* The chat and Q&A buttons are located on the horizontal menu along the bottom of the Zoom. The chat window, which opens along right-hand side, can include posts that all attendees can read. The Q&A window (which opens in a new window) directs questions to presenters.

A black and white screen

Description automatically generated

* Any chat comments will be identified by attendee’s registered name. Please engage with one another respectfully. I hope the chat provides an opportunity to expand the dialogue, share citations and resources, and meet colleagues.
  + All registrants agreed to adhere to the SAA’s [Code of Conduct](https://www.saa.org/annual-meeting/submissions/meeting-safety-policy) when registering for the meeting.
  + SAA meeting registrants are paying for a third-party vendor to staff forums, lightning rounds, and electronic symposia. This third-party vendor has been instructed that the SAA will not tolerate the following behavior and can remove from the session Zoom a virtual attendee whose comments include
    - * *Any profanity*
      * *Any comments about another individual’s religion, skin color, body type, sexual orientation, racial or ethnic background, political orientation, gender identity, and/or age (i.e., ad hominem attacks.)*
      * *Disparaging comments repeatedly directed at a single individual (e.g., bullying).*
    - If anyone believes a violation of the SAA Code of Conduct has occurred, please email screenshots to the SAA President ([president@saa.org](mailto:president@saa.org)) and/or Executive Director ([saaannualmeeting@gmail.com](mailto:saaannualmeeting@gmail.com)) for a formal review. You are also welcome to contact the SAA ombuds at [saaombuds@gmail.com](mailto:saaombuds@gmail.com) or +1 (949) 293-7515.

# Need More Assistance?

**SAA staff are working at the in-person meeting in New Orleans and may be slow to respond from April 14 to April 21.**

The list below may help you get assistance as quickly as possible:

|  |  |  |
| --- | --- | --- |
| **Problem** | **Solution** | **More details** |
| Your **log-in does not work** | Use your SAA log-in and password.  *This is the same log-in you used during call for submissions.*  You can also email our office manager at [office\_manager@saa.org](mailto:office_manager@saa.org)  *Include your phone number in your email.* | If you registered before April 8, look for an email with the subject line “SAA 89th Virtual Components Information” sent out on April 9, which includes your username.  Our office manager will work Tuesday, April 16, through Saturday, April 20, from 7:30 a.m. to 3:30 p.m. central time and stay until 5:30 p.m. on Thursday April 18. |
| You cannot remember your SAA **password** | Reset your password at <https://ecommerce.saa.org/saa/Member/SAA_Home/SAAMember/Member_Home.aspx>  Click “Forgot password?”  You can also email our office manager at [office\_manager@saa.org](mailto:office_manager@saa.org)  *Include your phone number in your email.* | [See](https://saa.org/videos/default-source/default-video-library/reset-password.mp4) how to reset your SAA password.  Our office manager will work Tuesday, April 16, through Saturday, April 20, from 7:30 a.m. to 3:30 p.m. central time and stay until 5:30 p.m. on Thursday April 18. |
| Your SAA username is **locked** | Email our office manager at [office\_manager@saa.org](mailto:office_manager@saa.org)  *Include your phone number in your email.* | Our office manager will work Tuesday, April 16, through Saturday, April 20, from 7:30 a.m. to 3:30 p.m. central time and stay until 5:30 p.m. on Thursday April 18. |
| You want to **register** for the meeting | Go to <https://ecommerce.saa.org/SAA/SAAMember/Events/Event_Display.aspx?%20&EventKey=NOLA2024>  *The meeting ends on Sunday, April 21, at 12:00 p.m. central time*. |  |
| You need to **pay for a meeting registration** by credit card over the phone | Email our office manager at [office\_manager@saa.org](mailto:office_manager@saa.org)  *Include your phone number in your email.* | Our office manager will work Tuesday, April 16, through Saturday, April 20, from 7:30 a.m. to 3:30 p.m. central time and stay until 5:30 p.m. on Thursday April 18. |
| You **need presenter video access** | Log in using your SAA username and password.  *The topmost horizontal bar option must say “logout.” If the menu says “login,” you are not logged into the virtual components website.*  Click on the blue icon in bottom right-hand corner. *Include the session title. The final program is* [*here*](https://saa.org/annual-meeting/programs/final-program)*.* | Live support icon is in bottom right-hand corner. Icon looks like  A blue circle with a white square and a smile on it  Description automatically generated  *Live support will be available Wednesday, April 17, 6:30 p.m. to 8:30 p.m. central; Thursday, April 18, 8:00 a.m. to 8:00 p.m. central; Friday, April 19, 8:00 a.m. to 5:00 p.m. central; Saturday, April 20, 8:00 a.m. to 5:00 p.m. central; and Sunday, April 21, 8:00 a.m. to 12:00 p.m. central.* |
| You are not sure if **you are logged in** to the virtual components website | Look at horizontal navigation bar.  Righthand-most option must say “logout.”  *If the menu says “login,” you are not logged into the virtual components website.* To log in, click “login” and enter your SAA username and password. |  |
| You logged into the virtual components website, but you **cannot find the Zoom link** for your session | Use the search feature to locate your session.  *Search feature only searches the day selected. Check the date tab.*  Click “View Session.”  Once you find the session, click on “Join Session.” *Join session link is not visible until the day of the event.* | Live support icon is at bottom right-hand corner. Icon looks like  A blue circle with a white square and a smile on it  Description automatically generated  *Live support will be available Wednesday, April 17, 6:30 p.m. to 8:30 p.m. central; Thursday, April 18, 8:00 a.m. to 8:00 p.m. central; Friday, April 19, 8:00 a.m. to 5:00 p.m. central; Saturday, April 20, 8:00 a.m. to 5:00 p.m. central; and Sunday, April 21, 8:00 a.m. to 12:00 p.m. central.* |
| You logged into the virtual components website, you are in a Zoom session, and **you only see an empty podium** | Sessions are broadcast live following the final program schedule, which is in US Central Time. The final program is [here](https://saa.org/annual-meeting/programs/final-program).  *Please note there may be times when the room is empty, waiting for a session to begin. In addition, there may be individual presenters who cancel. Withdrawn presentations are linked on the home page and sent out in the Daily Digest emails each morning of the meeting.* |  |
| You logged into the virtual components website, you are in a Zoom session, and **nothing is being broadcast** | Go to the virtual components website. *The Zoom opens in a different window from the virtual components website.*  Click on the blue icon in right-hand lower corner to contact online support. *Include the session title. The final program is* [*here*](https://saa.org/annual-meeting/programs/final-program)*.*  *Sessions are broadcast live following the final program schedule, which is in US Central Time. The final program is* [*here*](https://saa.org/annual-meeting/programs/final-program)*.* | Live support icon is at bottom right-hand corner. Icon looks like  A blue circle with a white square and a smile on it  Description automatically generated  *Live support will be available Wednesday, April 17, 6:30 p.m. to 8:30 p.m. central; Thursday, April 18, 8:00 a.m. to 8:00 p.m. central; Friday, April 19, 8:00 a.m. to 5:00 p.m. central; Saturday, April 20, 8:00 a.m. to 5:00 p.m. central; and Sunday, April 21, 8:00 a.m. to 12:00 p.m. central.* |
| You logged into the virtual components website, and you have a **technical problem**, such as you click on “join session” and a Zoom session does not open | Go to the virtual components website. *The Zoom opens in a new window from the virtual components website.*  Click on the blue icon in bottom right-hand corner to contact online support.  *Sessions are broadcast live following the final program schedule, which is in US Central Time. The final program is* [*here*](https://saa.org/annual-meeting/programs/final-program)*.*  *There may be individual presenters who cancel and those are linked on the home page and sent out in the Daily Digest emails each morning of the meeting.*  *The virtual components rely on session chairs to support this experiment. It is possible that your session chair has difficulty with the Zoom in the New Orleans session room.* | Live support icon is at bottom right-hand corner. Icon looks like  A blue circle with a white square and a smile on it  Description automatically generated  *Live support will be available Wednesday, April 17, 6:30 p.m. to 8:30 p.m. central; Thursday, April 18, 8:00 a.m. to 8:00 p.m. central; Friday, April 19, 8:00 a.m. to 5:00 p.m. central; Saturday, April 20, 8:00 a.m. to 5:00 p.m. central; and Sunday, April 21, 8:00 a.m. to 12:00 p.m. central.* |
| You cannot use the **Zoom session chat function** (how attendees will interact with session presenters and discussants) | Go to Zoom window. *The Zoom opens in a different window from the virtual components website.*  Chat is only available for forums, lightning rounds, and electronic symposia.  Click on chat button in the horizontal menu along the bottom.  A black screen with white text  Description automatically generated  Type your comment in chat window, which opens along right-hand side. | [See](https://91c2be992dfb7dcc6256c04eaf0f366c.r2.cloudflarestorage.com/bandwidthsaver/Zoom_chat.mp4?X-Amz-Expires=604800&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=035201834c02c6c72d16826fedb6be4e/20240318/auto/s3/aws4_request&X-Amz-Date=20240318T224410Z&X-Amz-SignedHeaders=host&X-Amz-Signature=452097a947fa9c51e691f79ceb8f458d4ef9dc966e1546f72160c98d325205e5) how to use Zoom chat. |
| You need **captions turned off** or **on** | Go to Zoom window. *The Zoom opens in a different window from the virtual components website.*  In bottom menu, click on “CC” to close or add captions (the same button toggles).  A black and white photo caption  Description automatically generated | [See](https://91c2be992dfb7dcc6256c04eaf0f366c.r2.cloudflarestorage.com/bandwidthsaver/closed_captions.mp4?X-Amz-Expires=604800&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=035201834c02c6c72d16826fedb6be4e/20240318/auto/s3/aws4_request&X-Amz-Date=20240318T224240Z&X-Amz-SignedHeaders=host&X-Amz-Signature=1a531e7599ef924891097e05e28168d17b5aa0fea0296f1cb67fd178422d5e0c) how to turn Zoom captions off and on. |
| You cannot view a **poster** session | Due to low participation in prior years, poster sessions are available in-person only. |  |
| You cannot find a specific **presenter** | Poster sessions are available in-person only, which means poster presenters are listed in the final print program and the meeting app but not on the virtual components website. |  |
| You need to reach the meeting [ombud](https://saa.org/annual-meeting/meeting-policies/annual-meeting-ombuds)s | Email: [saaombuds@gmail.com](mailto:saaombuds@gmail.com)  Phone: +1(949) 293-7515  *The ombuds can be contacted up to 30 days after the close of the meeting.* |  |
| You need to report a **violation of the** [Meeting Safety Policy](https://saa.org/annual-meeting/meeting-policies/Meeting-Safety-Policy) | Fill out a [report](https://documents.saa.org/container/docs/default-source/doc-annualmeeting/app-b9cefb6e3e477495f96225b55c7f127e9.docx?sfvrsn=2398ff55_0&_gl=1*lz4j6l*_ga*Mjc5OTE3NjI5LjE3MDE4ODc1NDY.*_ga_6SSR7BY1NJ*MTcwMTg5MDAyMi4yLjEuMTcwMTg5MDE3MC4wLjAuMA..) and email it to SAA President ([president@saa.org](mailto:president@saa.org)) and/or Executive Director ([saaannualmeeting@gmail.com](mailto:saaannualmeeting@gmail.com)) |  |

Attendees may also find this additional information helpful

|  |  |
| --- | --- |
| You are interested in a presenter’s slide deck or other materials | Contact the presenter to request their paper, presentation, or materials |
| You need a Constancia or a certificate of participation | Email your name, session title(s), and role(s) to [office\_manager@saa.org](mailto:office_manager@saa.org) |
| You want to view a recording or see the presentation on demand | Due to the low number of views of the sessions recorded at the 2021 virtual meeting and to keep meeting registration rate increases as low as possible, we will not be recording sessions. Virtual attendees can join the meeting live at the time published in the [final program](https://saa.org/annual-meeting/programs/final-program) in US Central Time.  You may wish to contact the presenter to request their paper, presentation, or materials |