

## FMA VIRTUAL CONFERENCE CHAIRPERSON

Thank you for your assistance.

**If you are not able to participate in your session at the last minute, please forward your invitation email to a colleague so he/she can claim the host role for the session.**

We ask that you follow the guidelines provided below before and during the conference:

### BEFORE THE CONFERENCE

Locate your session in the online program ([www.fmaconferences.org/NY2020/VirtualProgram.htm](http://www.fmaconferences.org/NY2020/VirtualProgram.htm)) and copy and paste it to a Word or notepad file so you will have the names of the presenters, co-authors and discussants handy during the session.

### ZOOM MEETING INSTRUCTIONS

The 2020 Virtual Conference will take place on Zoom. The session's chairperson, presenters and discussants will receive an email from our online conference platform provider (ATIV Software) three (3) days prior to the session containing a unique link to the Zoom meeting and the host key. Please make sure to add [alerts@ativsoftware.com](mailto:alerts@ativsoftware.com) to your safe sender list.

A sample of the email is below. ↓

Your virtual session has been created, **please confirm with the button below after you have verified your session details.**

Title	Session title here
Speaker(s)	Chairperson, presenter and discussant names here
When	Day, Date Time (EDT) here View in my timezone
Where	Zoom meeting link here
Tools	Countdown and timer
Host Key	<b>976599</b>



#### 1. Test Audio & Video

Visit <https://zoom.us/test> to join a test meeting, then follow the instructions to test your audio, video, and screen sharing.



#### 2. Learn Host Role

Shortly before your presentation begins, you and co-presenters can start the virtual session by claiming the host role.

Learn how to [claim the host](#) ahead of the session in case you are the first one to arrive.



#### 3. Confirm

Let us know you are all set for your session (if not we may keep sending you emails).

Confirm

## WHAT YOU NEED TO GET STARTED

- A high-speed internet connection to your computer (an ethernet connection is ideal).
- An external webcam or built-in camera on your computer.
- The built-in microphone on your computer will work or for better sound, an external USB microphone or a headset can be used.

Although Zoom can be downloaded on Android and iOS devices we strongly encourage you to use a laptop or desktop over a smartphone or tablet. This will give you a better viewing experience with more functionality.

If you have not already done so, please install Zoom in advance.

<https://zoom.us/>

### How to test your internet speed, video and audio

#### Internet Speed Test

<https://www.speedtest.net/>

Zoom recommends an internet speed of 1.5 megabits per second (mbps).

#### Video and Audio Test

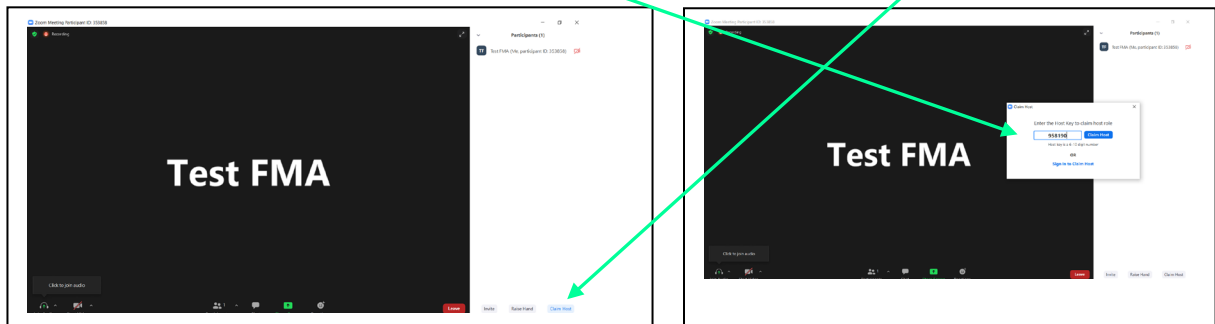
<https://zoom.us/test>

#### Zoom Controls

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>

## CLAIMING THE HOST (CHAIRPERSON) ROLE

Sessions will open five (5) minutes prior to the scheduled start time. Please plan to open the link to your session at this time so you are the first to 'arrive', then click your name in the participant listing and **Claim Host** to claim the host (chairperson) role. You will be prompted to enter the **Host Key** to assume the host (chairperson) role for the session.



### Prior to starting the Session

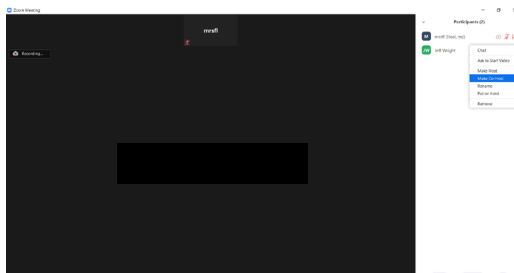
1. We suggest that you ask all attendees in the session to remain muted during the presentations and discussant comments to avoid background noise and hold their questions to the end of the session. All attendees will automatically be muted when they join the session and will be able to unmute themselves to present and/or during the Q&A portion.

Attendees can either ask questions by using the chat function, raising their hand or by unmuting their microphone.

2. Ask if anyone is joining the session as a replacement presenter and/or discussant (scheduled presenters and discussants will enter the session as co-hosts):

#### Replacement Presenters and/or Discussant

If an individual is a replacement presenter and/or discussant, click the **Participant** window, hover the cursor over the **individual's name**, then click on **Make Co-host**. The replacement presenter/discussant will now be able to share his/her screen.



3. Remind participants that the session is being recorded and the video will be available immediately after the session concludes via the Online Planner.
4. Introduce each paper and discussant.

Make certain the presenting author and discussant follow the time guidelines:

- Paper presentations are allowed eighteen (18) minutes.
- Discussants are allowed eight (8) minutes.

Three-paper sessions last 90 minutes; two-paper sessions last 60 minutes.

Please use the Chat function to send a message to each presenter and/or discussant (by clicking on his/her name in the participant list) if he/she is approaching their time limit.

### **Zoom Bombing**

In the event of a disturbance in your session, the Chairperson has the power to remove the disturbing party. This is done by going to the **Participant** window, hovering the cursor over the **disturbing party**, clicking on the **More** button to get more menu choices, and clicking on **Remove**. Once a participant has been removed, he/she cannot rejoin the session.

### **Contingency Planning**

In the case of a no-show presenter and/or discussant, continue the session with the next scheduled presentation/discussion.

If a presenter and/or discussant arrives late to the session due to technology troubles, you are encouraged to allow him/her to present after the other presenters/discussants have finished. Please remember that all sessions will automatically be ended by Zoom fifteen (15) minutes after the scheduled end time of the session.

### **Tech Support**

Tech Support will be present in each session and noted by a Tech Support icon. If you have technical problems, please send a chat message directly to the Tech Support individual. Please note: Tech Support will be managing several sessions concurrently, so there may be a delay in response. To contact FMA during your session, please send an email to [bsn-fma@usf.edu](mailto:bsn-fma@usf.edu).

A dark blue square icon with the words "Tech Support" in white text.

### **Session Recording**

All sessions will automatically be recorded and available via the Online Planner immediately after the session concludes.

### **Ending the Session**

All sessions will automatically be ended by Zoom fifteen (15) minutes after the scheduled end time. To end the session manually, simply click the **End** button.