

ASBMR 2020 Annual Meeting Speaker Check-in Guide

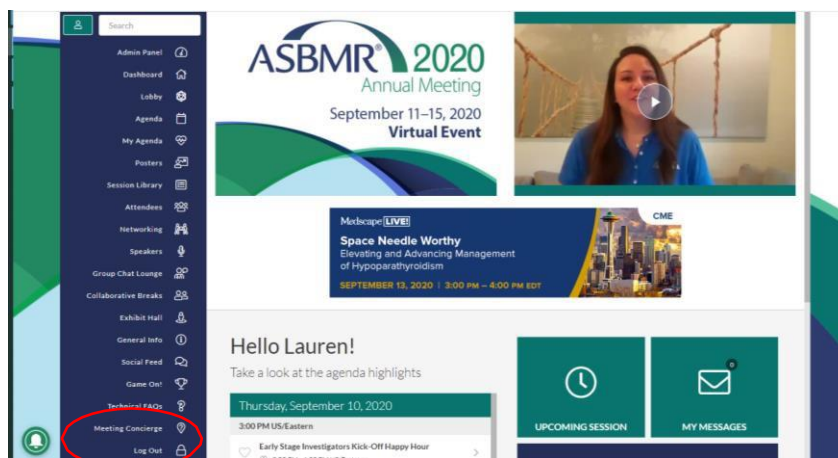
***Please follow the steps below to log into the Virtual Event Platform at least one hour in advance to test for any technical issues in your session room. On the day of your session, please login 30 minutes prior to the start of the session to check-in as a speaker in your live session room.**

Quick Tips:

- As noted above, please log into the platform at least an hour prior to the session to test your audio and video for any technical issues. You may be prevented from using your computer's audio and video by technical firewalls or hardware issues.
 - If you experience difficulty getting your video and/or audio to show, you may contact the Meeting Concierge. This located on the Dashboard's left navigation to the bottom (circled in red on the first screenshot below). You will need to click on 'speaker' and then 'urgent' to access help from our Concierge's technicians immediately.
- To prevent any echo sound or computer feedback, we suggest that speakers and moderators utilize a headset or earphones. You will need to also mute yourself when not speaking to attendees.

Step-by-Step Guide:

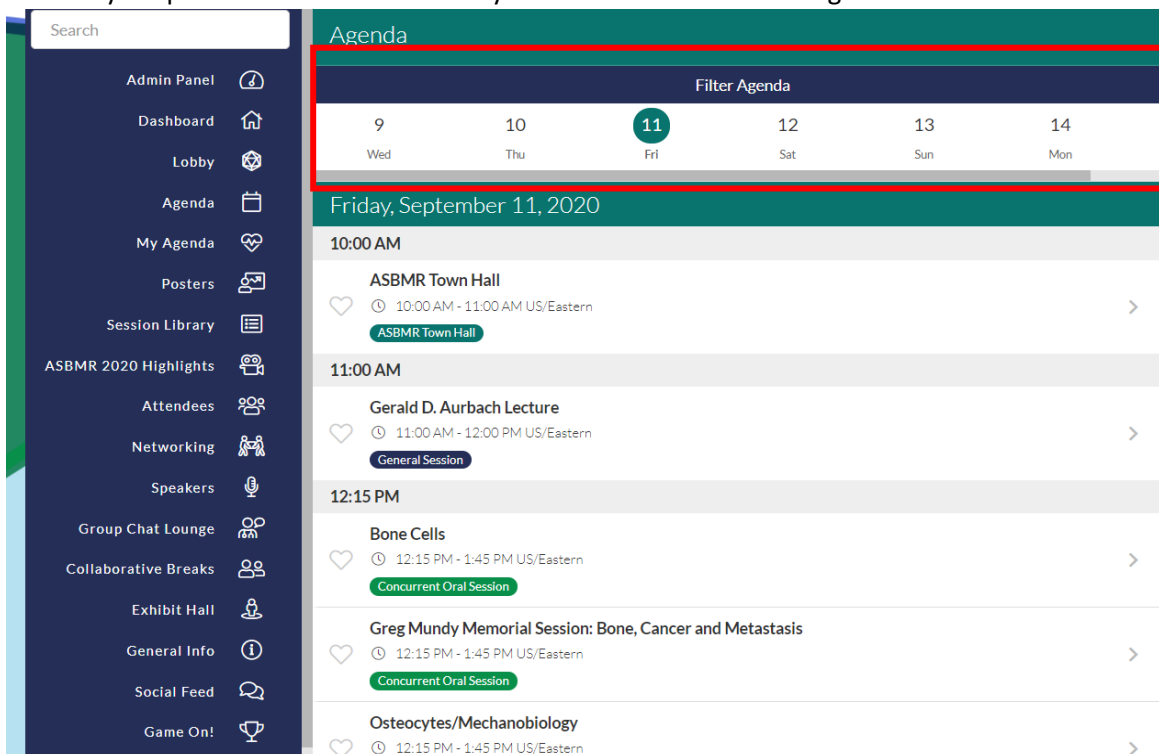
1. First, [click here](#) to open the virtual platform in your web browser on your computer. Please ensure you are using Google Chrome or Firefox for the best user experience.
2. Enter **your email address and registration number** to login to the platform.
3. You must agree to the **terms** and accept the **Privacy Policy**
4. Once logged in you will see the Virtual Lobby and you can click on Dashboard to come to the home screen below:



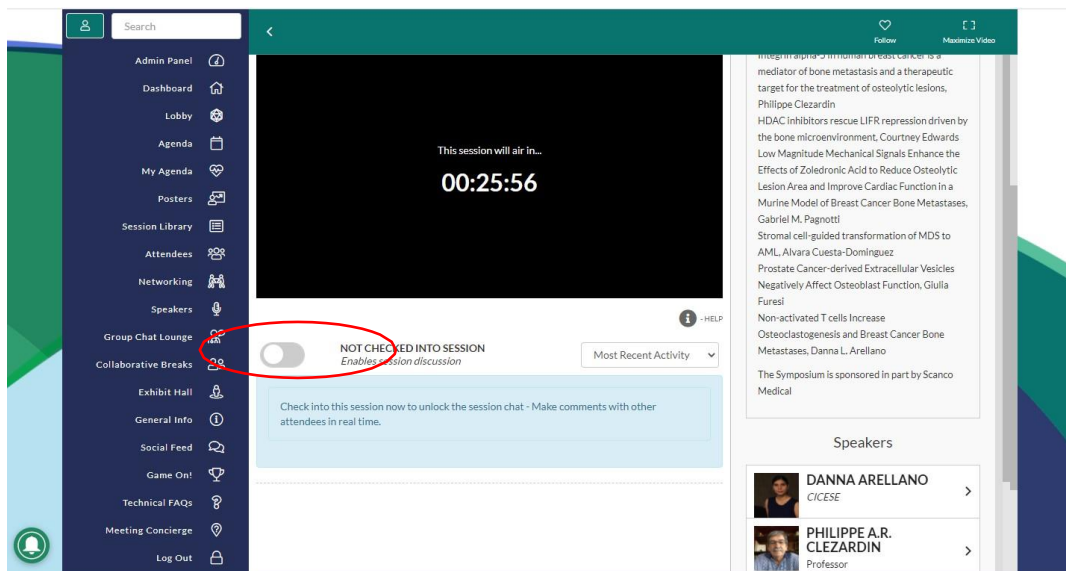
5. On the left side navigation, click on 'Agenda'



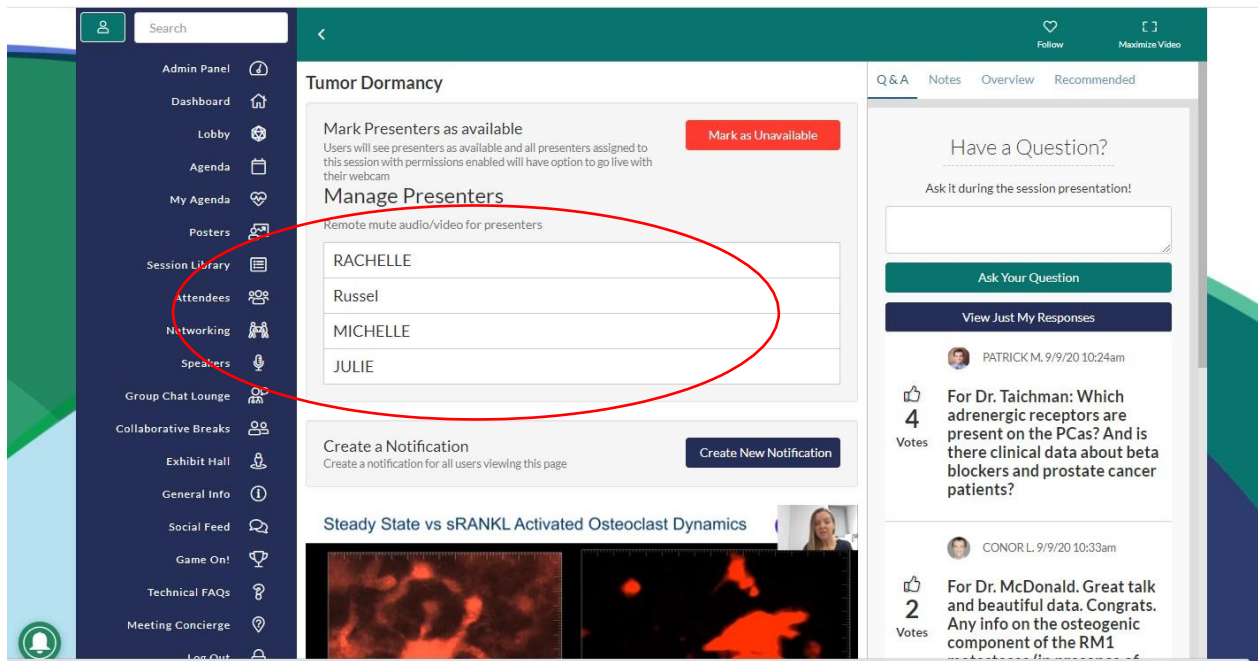
6. Click on your presentation date and find your session in the session agenda. Click on the session title.



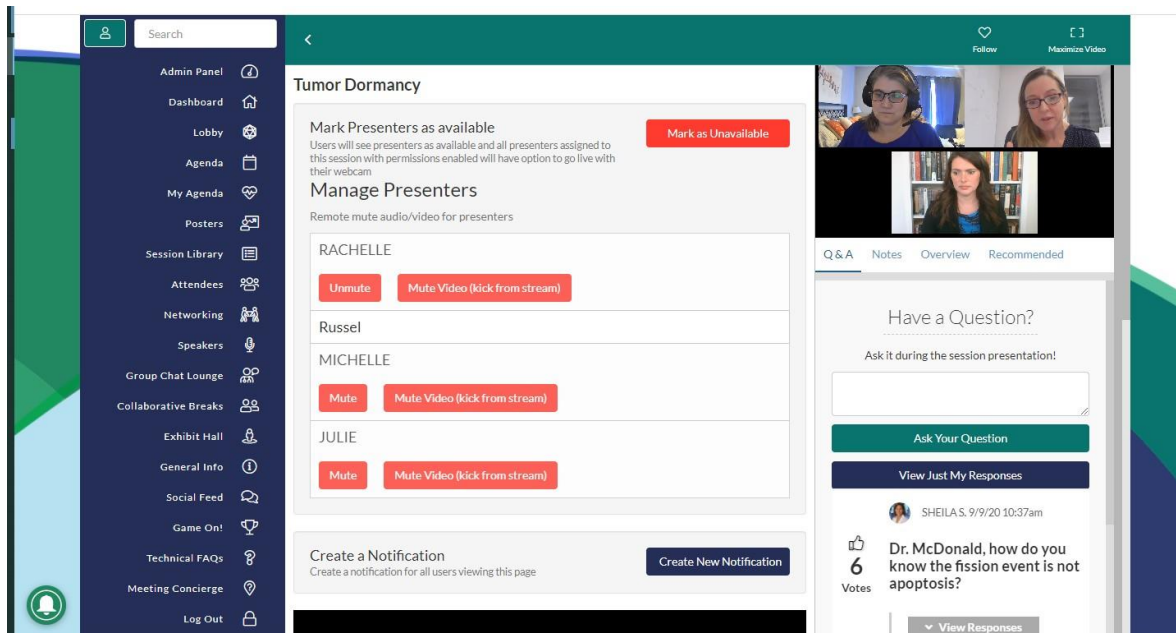
7. **IMPORTANT:** After you are in the session room, you may test your audio and video to ensure your computer is allowing the platform to access your hardware (i.e. there are no firewalls blocking your system). Scroll down to the bottom and click the 'Check-in' toggle. Scroll back to the top of your screen and in the right side navigation, click 'Go Live' to start your video and audio. PLEASE NOTE: Attendees who are also checked into the session will be able to see your video/audio as you are testing. Please keep your testing brief and be aware that attendees can see and hear you.



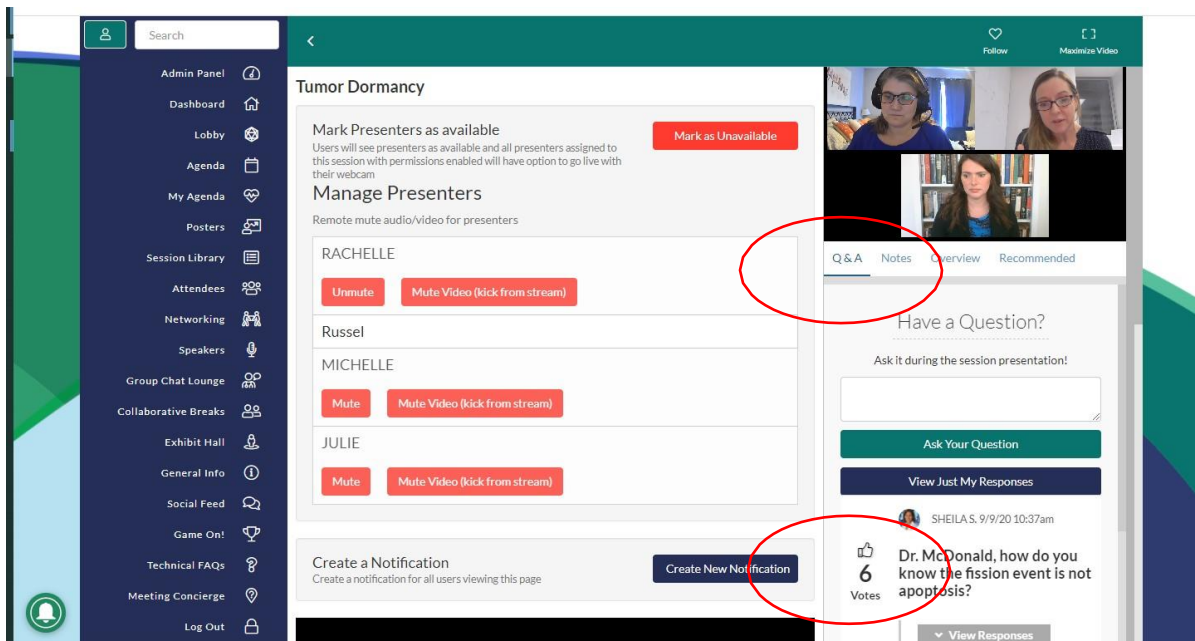
8. After you have checked in and clicked on the 'Go live', your name will now appear in the presenters that are checked in:



9. The presentations will immediately start at the start time of the session. There is no need to start the video or provide introductions. Once the video concludes, you may 'Go Live' again, and our moderators will begin to direct questions to you. Your video will show in the **right corner** of the screen.



10. To access the Q&A, you may click on the 'Q&A' tab right under the presenter videos. You will also see the most popular questions with attendees at the top, with a number of votes next to them.



11. You may also interact in the **chat feature**, underneath the presentation video.

