

# **2020 Virtual Annual Meeting of the AAVLD**

## **Instructions for AAVLD Scientific Session Presenters, Committee Chairs, Moderators and Plenary Speakers**

Dear Valued Leader and Participant:

The purpose of this document is to provide you instructions for submitting and managing your responsibilities for the upcoming meeting. The Annual Meeting Platform will operate as an integrated website, with everything related to the meeting in one place. The meeting will go “live” on Monday, October 5, 2020. You will not need to schedule or set up any virtual sessions on your own as they will all run through our online platform through one master Zoom account. In addition, we will have producers in place before and during your meeting to assist you and help with any problems.

Please refer to sections applicable to you below. Thank you for your efforts to make this a successful meeting.

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Kaylin Taylor, Meeting Planner [kaylin@taylormadeevents.com](mailto:kaylin@taylormadeevents.com) or [386-490-7803](tel:386-490-7803)  
Reda Ozuna, [rozuna@aavld.org](mailto:rozuna@aavld.org)  
Dr. David Zeman, AAVLD Exec. Director [dzeman@aavld.org](mailto:dzeman@aavld.org)

### **GENERAL INSTRUCTIONS FOR ALL**

1. Your participation and access to the meeting platform will require meeting registration.
2. Go to [AAVLD.org](http://AAVLD.org) to register for the annual meeting.
3. Dress Code: Business Casual
4. Review the attached document “PSAV Live from the Living Room” before you make your recording. It provides very important tips for creating a quality professional recording. All submitted recordings will be reviewed and sent back if quality is not sufficient.

### **INSTRUCTIONS FOR RECORDING/SUBMITTING ORAL PRESENTATIONS**

1. For AAVLD Scientific Presentations your recording will be 15 minutes maximum.
2. For Plenary and Keynote speakers, your organizer will inform you of the time limit for recording.
3. You may create your recording from one of the two formats below. You will need to record in 1080P (resolution) and submit it to Kaylin in a MP4 file format.
  - a. PowerPoint: <https://support.microsoft.com/en-us/office/video-record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>
  - b. Zoom: <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-Recording#:~:text=1%20Sign%20in%20to%20the%20Zoom%20web%20portal.,click%20the%20Status%20toggle%20to%20enable%20it.%20>
4. If you are having difficulties in creating your recording, we recommend you utilize the help provided by the format you are using or your local University/Agency IT support people.
5. Submit your recording and visual aids (PowerPoint, etc.) directly to Kaylin through a Google Drive by September 18<sup>th</sup>, 5 pm, EST.
  - a. AAVLD Scientific Session Presenters Google Drive:  
<https://drive.google.com/drive/folders/1O7n5647fHSwR9hz3XZtz2ZUarUeUfKsF?usp=sharing>

- b. Plenary Presenters Google Drive:  
<https://drive.google.com/drive/folders/1rOvfHGkdRVGuMCTuKPGoHi4Ou-6Jg6-h?usp=sharing>
- c. Keynote Presenter Google Drive:  
[https://drive.google.com/drive/folders/1XQoBfPMFdPaqIfXDLVrYFn1\\_yYmlw6QH?usp=sharing](https://drive.google.com/drive/folders/1XQoBfPMFdPaqIfXDLVrYFn1_yYmlw6QH?usp=sharing)

#### **INSTRUCTIONS TO ORAL PRESENTERS FOR YOUR LIVE Q/A SESSION**

1. You are expected to join the live moderated Q&A session relative to your assigned session. Your live Q&A time will be approximately 5 minutes for scientific session presenters and posters.
2. Time allotted for Q&A for the Plenary and Keynote speakers will be designated by your moderators.
3. You can see your general Q&A time slot on the attached Program Schedule, listed by discipline or special session.
4. You will be sent an email directly from your moderator as to the specific day, time and order for your Q&A session commitment.

#### **INSTRUCTIONS FOR YOUR POSTER SESSION AND POSTER QA SESSION**

1. Submit your poster via Google Drive to Kaylin:  
<https://drive.google.com/drive/folders/14Lq9MQRtqHfdVzvaeArYUjXHlffFUGvg?usp=sharing>
2. Your submission is due by September 18<sup>th</sup> 5 pm EST.
3. You are expected to join the live moderated poster Q&A session during your session. Your poster live Q&A time will be approximately 5 minutes.
4. You can see your general time slot on the attached Program Schedule, listed by discipline, on Friday October 16<sup>th</sup>.
5. You will be sent an email directly from your moderator as to the specific hour and order.

#### **INSTRUCTIONS FOR COMMITTEE CHAIRS AND SPECIAL SESSION, SYMPOSIA OR WORKSHOP ORGANIZERS**

Each Chair and Organizer of special sessions will receive a specific email from Kaylin Taylor confirming your meeting time and similar instructions.

**Format:** You will be utilizing Zoom within our virtual meeting platform (PSAV). You will go through the PSAV Zoom account so no one needs to set up their own meeting outside the platform. You as the Committee Chairs will have access to all the normal Zoom functions and can determine what participation settings work best for your meeting. A producer will be there behind the scenes to help you set this up and intercede if any problems arise.

For your information:

- 1) Our meeting platform gives you the opportunity to “attach” the following items to your Committee Meeting:
  - Agendas (Committee Agendas are due September 18<sup>th</sup>, 5 pm EST.) Please send as a PDF to Reda at [rozuna@aavld.org](mailto:rozuna@aavld.org) and [kaylin@taylormadeevents.com](mailto:kaylin@taylormadeevents.com)

- PowerPoint Presentations
- Reports
- PDF's
- Links
- Surveys/Polls
- On-Demand (video) presentations if any, for viewing before/after the live committee session

If you would like to include any of these items, please send them to Kaylin Taylor ASAP in any format you can.

2) You will need to register for the Virtual Annual Meeting to gain access to the platform. However, you will be given special access to certain functions that the regular attendee won't be able to see.

3) There will be a training session scheduled in the next few weeks to learn how to present in our virtual platform. I will send you a separate email letting you know the date and time (ASAP) so you can plan to attend. If you can't make this training it will be recorded, and we will share it with you to review at a later date before the annual meeting starts.

4) There is an attachment to this email that gives you tips for success on how to present virtually (PSAV Live from Your Living Room).

5) Dress Code: Business Casual

6) At the end of your meeting, using the attached **Committee Report Form** and **Committee Attendance Form**, please submit these documents to Reda [rozuna@aavld.org](mailto:rozuna@aavld.org) ASAP after your meeting conclusion (within 2 weeks at latest).

If you feel like you may need additional assistance in putting together your virtual session, please contact Kaylin Taylor to schedule a one-on-one call. We have a robust support team through the platform that will be with us leading up to and during the meeting – monitoring each session and making sure all goes according to plan.

We look forward to working with you this year to provide an outstanding ***virtual*** annual conference!