

# JSM 2020 PARTICIPANT USER GUIDE



Are you presenting or participating in a session that is part of the JSM 2020 program? Here is some information you might find helpful. ►

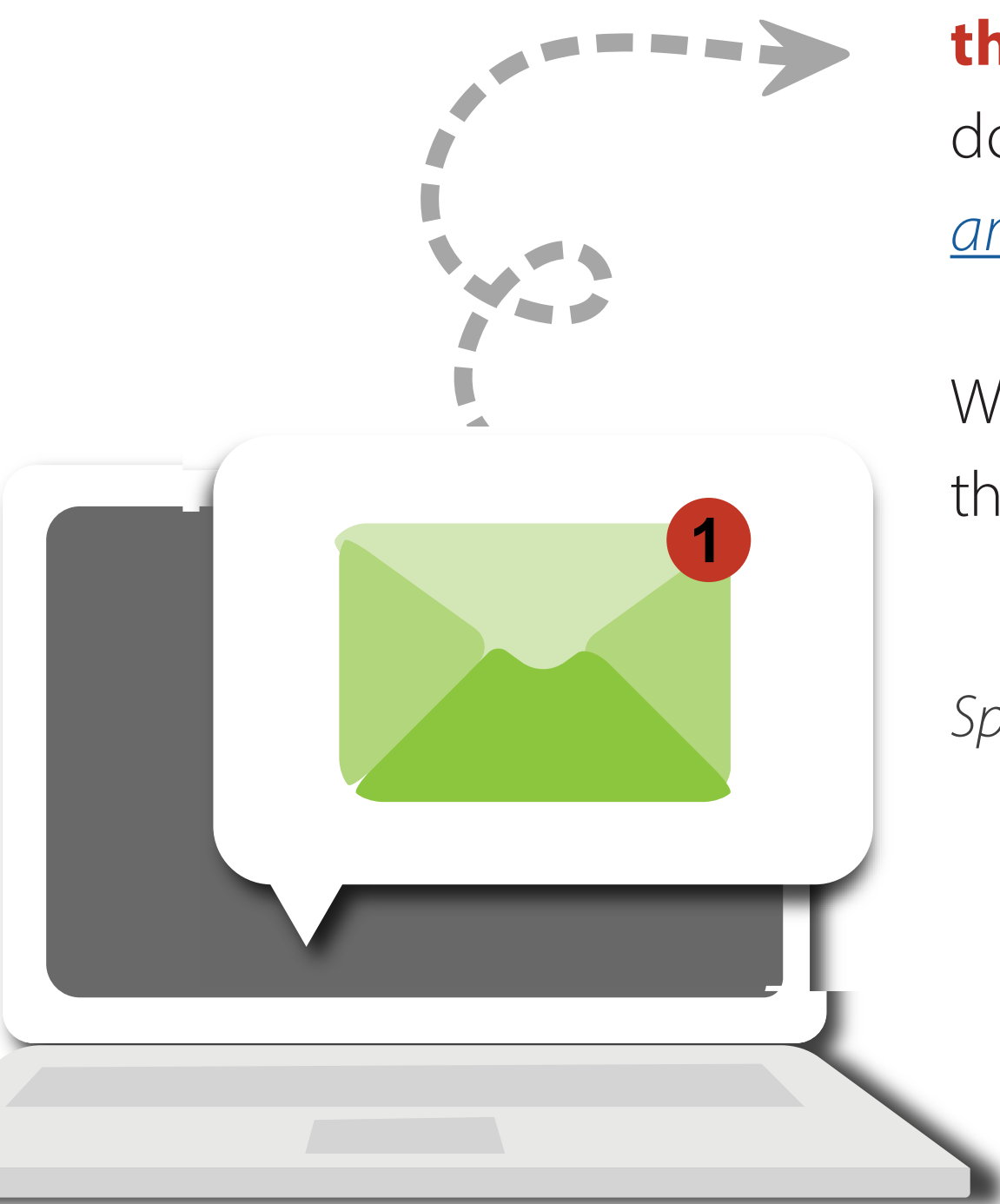


# JSM 2020 PARTICIPANT USER GUIDE

First and foremost, all JSM registrants (participants and attendees) will be **required to log in** to the virtual platform—provided by BAV Services—to access programming and the various events. **The link to access the platform will be sent via email to the address associated with your JSM registration.** If you do not receive this by July 30, please send an email to [meetings@amstat.org](mailto:meetings@amstat.org).

What happens next will depend on how you are participating in the program.

Speaker management sponsored by **abbvie**



## Invited and Topic-Contributed Paper and Panel Sessions

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# Invited and Topic-Contributed Paper and Panel Sessions

*Speakers, panelists, chairs, discussants, and rejoinders participating in “live” sessions*



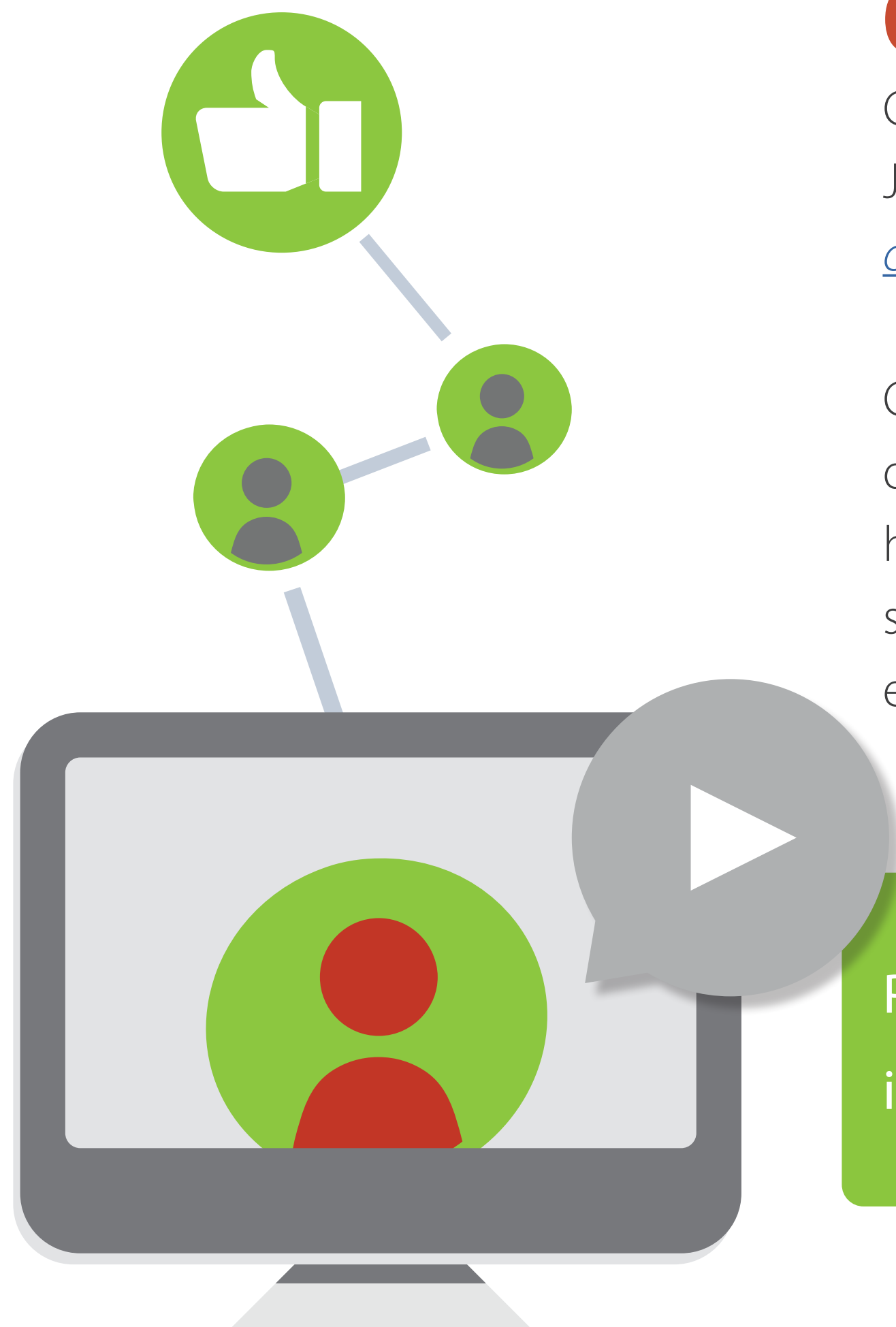
The link to access the platform will be sent via email. If you do not receive this by July 30, send an email to [meetings@amstat.org](mailto:meetings@amstat.org).

After you log in and join your session from the daily agenda page, you will be shown a “presenter” view that includes the session chat, questions submitted by the audience, a count of current live viewers, a window showing the other participants in the session, and the broadcast feed for reference. There is no need to install or upload anything in advance.

Beginning in early July, you will have access to a JSM test site, where you will be able to confirm your system configuration using the tools available. **The link to access this site was sent via email.** The test site will provide the following:

- ✓ Testing for audio, video, and screen sharing
- ✓ System requirement details
- ✓ Presenting best practices/tips and tricks
- ✓ Technical support contact information in case you need additional help

Several orientation sessions will be scheduled in late July, during which you can get support from BAV’s technical team. **A recorded version of this orientation will be available** for you if you are unable to attend.



## Contributed Papers

Contributed paper presentations will be recorded and uploaded in advance of JSM to ConferenceContent. Instructions will be sent by email (from [no-reply@conferencecontent.net](mailto:no-reply@conferencecontent.net)) no later than July 22, with **uploads due July 29.**

Contributed paper presentations will be available for attendees to view on demand. Please be sure to check your presentation for any questions that have been submitted throughout JSM, but particularly during your assigned session date and time. There will be a designated chat window for your presentation, where you can interact with attendees and answer questions.

Presentations should be uploaded in .mp4 video format and be at least 1280 x 720 in dimension. Recordings should not exceed 15 minutes in length.





Poster presentations will be available for attendees to view on demand. Please be sure to check your poster for any questions that have been submitted throughout JSM, but particularly during your assigned session date and time. There will be a designated chat window for your poster, where you can interact with attendees and answer questions.



## Invited, Topic-Contributed, and Contributed Posters

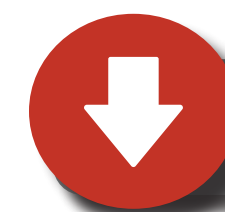
All poster presentations will be uploaded in advance of JSM to ConferenceContent. Instructions will be sent by email (from [no-reply@conferencecontent.net](mailto:no-reply@conferencecontent.net)) no later than July 22, with **uploads due July 29.**

Poster presentations can be uploaded in one of two formats:



**VIDEO**

**Video:** Video poster presentations should be uploaded in .mp4 video format and be at least 1280 x 720 in dimension. Recordings should not exceed five minutes in length.



**PDF**

**Flat PDF:** PDF files for your poster presentation should not exceed 500 MB.



# Roundtable Discussions and Lunchtime Speaker Sessions

## Roundtable Discussions

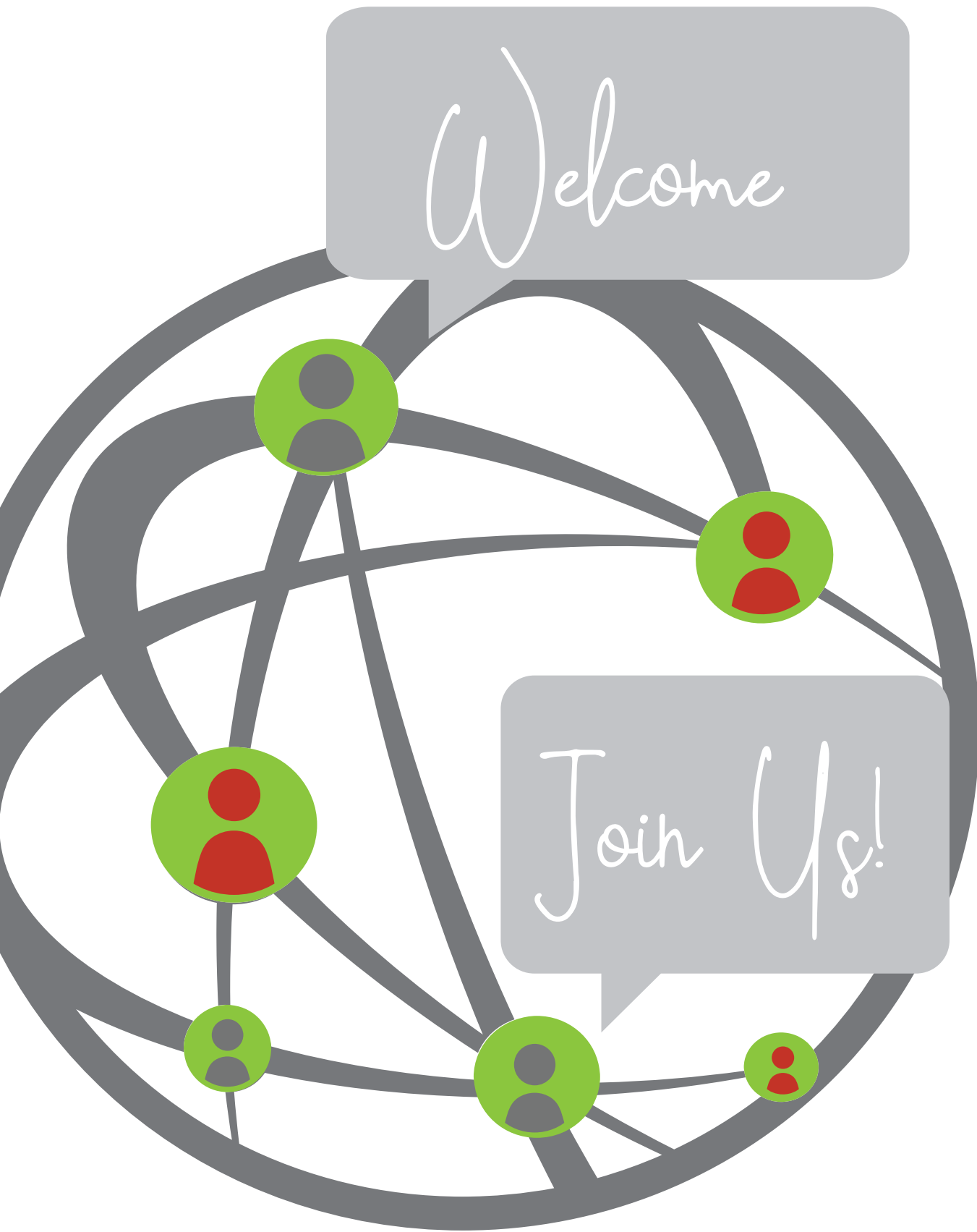
Roundtable discussions are conversational and informal. To maintain this conversational atmosphere in a virtual environment, we will use WebEx Plus as the presentation tool. This will allow attendees to participate via video with you.

You will be given host access to your roundtable session. After you log in and join your roundtable from the roundtable tab, you will be shown a “presenter” view that allows you to host the roundtable via WebEx Plus.

## Lunchtime Speakers

The four lunchtime sessions will operate using the same presenter system as the live invited and topic-contributed sessions. After you log in and join your session from the daily agenda under the LIVE Sessions tab, you will be shown a “presenter” view that includes the session chat, questions submitted by the audience, a count of current live viewers, and the broadcast feed for reference. There is no need to install or upload anything in advance.

Beginning in mid-July, you will have access to a JSM test site, where you will be able to confirm your system configuration using the tools available. **The link to access this site will be sent via email.**





## Chair Responsibilities

### Tips for Audience Engagement During a Live Stream

- During your introduction, instruct the audience to ask questions throughout the session via the chat box, rather than waiting until the end.
- During your introduction, instruct the audience to designate which speaker they want to answer their question.
- Throughout the session, continually ask for questions via the chat box.
- Throughout the session, ask any appropriate questions following each speaker if they do not use up their allotted time.
- If any URLs are mentioned throughout the session, type or copy/paste them into the chat box as soon as the speaker mentions them.
- During the conclusion, remind the audience that the chat will be open through August 31, 2020, and encourage them to continue the conversation.

**Invited and Topic-Contributed (Live) Session Chairs:** *Prior* to JSM, contact your session speakers to request brief bios and presentation titles so you can prepare introductions. *During* JSM, enter your virtual session room at least five minutes in advance to make sure everything and everyone is ready.

**Contributed (On-Demand) Session Chairs:** *Prior* to JSM, remind your speakers to upload their presentations. *During* JSM, check presentations on the scheduled day and assist with questions, making sure speakers are answering in a timely manner.

If you need to contact your session speakers, please see previous email communications from the ASA with instructions.



Once the session begins, be sure to keep presentations on schedule and moderate any Q&A between the speakers and attendees.

# TIPS, TRICKS, and BEST PRACTICES for a Successful Virtual Presentation

*(Live or Recorded)*



## WHAT TO WEAR

### WEAR SOMETHING THAT ...

- ✓ Is comfortable and makes you feel confident
- ✓ Projects the image you wish to portray to your audience
- ✓ Is appropriate for your audience, your session, and the conference
- ✓ Complements the colors of your background
- ✓ Is clean and freshly pressed
- ✓ Is made of natural fabrics

### WHAT NOT TO WEAR

- ✗ Colors that will blend in or clash with your background
- ✗ White, bright yellow, black, red, and colors close to your skin tone
- ✗ Pinstripes, plaid, herringbone, houndstooth, polka dots, checks, and loud patterns
- ✗ Shiny, reflective, or noisy clothing, accessories, and jewelry
- ✗ Undergarments that can be seen through your clothing
- ✗ Sleeveless shirts or blouses
- ✗ Short skirts if you are standing

### CONSIDERATIONS

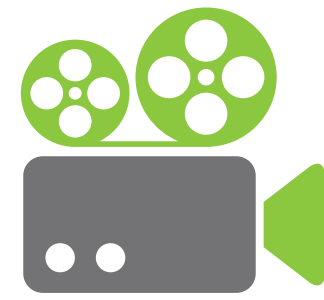
- The less light you have in your room, the lighter or more brightly colored fabrics you should wear
- If you are going to be sitting, wear clothes that do not grab, pull, or feel uncomfortable around your midsection
- If your feet will be shown, wear closed-toed shoes and appropriate socks/hosiery
- If you have a co-presenter, coordinate your wardrobe



# TIPS, TRICKS, and BEST PRACTICES for a Successful Virtual Presentation

*(Live or Recorded)*

## ON-CAMERA TIPS



### LOOK AT THE CAMERA, NOT THE COMPUTER SCREEN.

Whether you are recording your session or presenting live, look at the camera no matter where it is located. If you don't, it will look like you are staring into space.



**PLACE THE CAMERA AT EYE LEVEL.** You want the virtual audience to see your face, not the ceiling or the floor, so be sure your camera is at eye level.



### PICK THE PERFECT LOCATION AND BACKGROUND.

Think about the "picture" the virtual audience will see when you are speaking and make sure there are no distractions to take away from your presentation.



**FILL THE SCREEN.** The most important thing is you, so make sure you fill up most of the screen.

When setting up your camera shot, make sure your head and upper body are primarily seen. Do not leave a lot of space above your head, but do not cut off part of your head, either. Also, sit or stand a comfortable distance from the camera so your best side is shown.

Choose a location where you are facing a window so you have a light source in front of you. Do not have a window on your right or left side because it will create shadows on your face. Do not have a window behind you because you will be a silhouette. If you are in a room that does not have a window, place a couple of lamps at a 45-degree angle to the right and left in front of you so your face is illuminated. You might need to experiment to find the right amount of light—whether natural or artificial—to illuminate yourself.

Also think about what is behind you. You do not want to provide any distractions for the virtual audience. A solid-colored wall, organized bookcase, or long view into a room behind you is the most pleasing background. Make sure there are no family photos, décor items, or promotional pieces that will distract the virtual audience from you and what you are saying. And look at where you are located in relation to what is in your background. Make sure the "picture" is balanced on all sides and nothing looks like it is sticking out of your head.

Finally, make sure you select a quiet location, where there are no noises to interrupt or disturb you or the virtual audience.

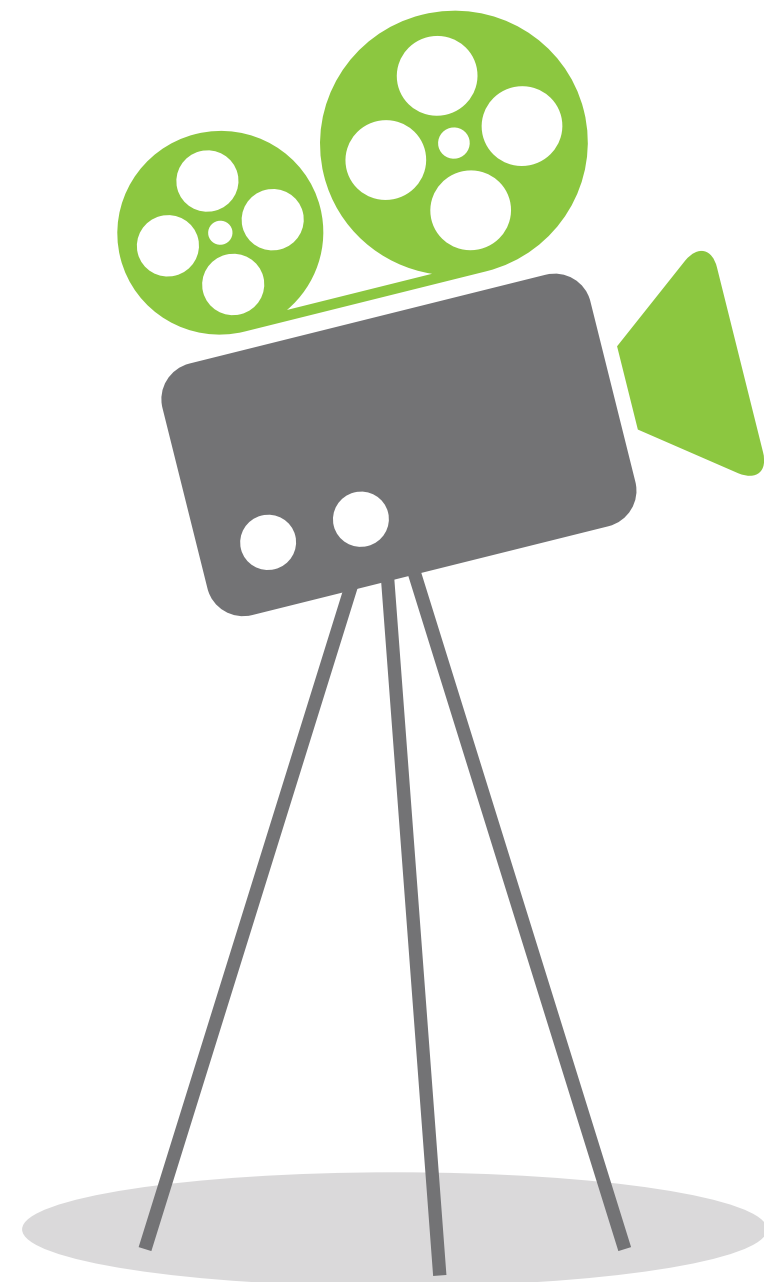


# TIPS, TRICKS, and BEST PRACTICES for a Successful Virtual Presentation

(Live or Recorded)

## FEELING COMFORTABLE ON CAMERA

To connect with the virtual audience through your camera lens ...



**Relax** – Take a deep breath and remember the virtual audience is interested in your presentation and wants to learn from you.

**Smile** – Non-verbal cues assist the virtual audience in determining how they feel about you and what you are saying, so a natural smile will add a positive impression to your message.

**Be natural** – Don't let the camera change your personality or how you act on a day-to-day basis. If you act natural, your message will be more readily received.

**Have a chat** – Think of your session as a casual chat as opposed to a serious presentation and you will naturally loosen up and be more conversational.

**Realize the camera is one person** – Don't put pressure on yourself by imagining a huge audience is watching you. The camera is merely one person with whom you are having an intimate conversation.

**Make eye contact** – Now that you realize the camera is only one person, make eye contact with the camera as you would naturally do while having a one-on-one chat.

**Be appreciative** – Attempt to answer as many of the virtual audience's questions as possible during your session and be sure to answer all remaining questions privately after your session.



# TECHNICAL TIPS for Live Streaming Presentations

To have the cleanest, clearest, and crispest feed possible, you have to dedicate all your bandwidth to the stream. There are three ways to do this:

- 1 Connect your computer via Ethernet, not Wi-Fi.
- 2 Turn off the Wi-Fi on all your other devices.
- 3 Don't share bandwidth. If you normally share bandwidth with family members or office mates, ask them to disconnect their Wi-Fi and stay off the internet during your session.

## AND REMEMBER ...

Always look at the camera when you are speaking. This allows you to make eye contact with the audience, which makes them feel included in your research.

## Speakers & Panelists:

- Consider allowing 3–5 minutes at the end of your allotted time to answer questions, rather than waiting until the very end of the session.
- During your allotted time, remind the audience to submit any questions via the chat box.
- When answering questions, keep your verbal answers short, sweet, and to the point so you can answer as many questions as possible during the Q&A. Focus on only answering the question asked and do not introduce other thoughts.
- The chat is open through August 31, 2020, so drop in on a regular basis to make connections, answer questions, and continue the conversation.