

GUIDELINES FOR ROUNDTABLE, NETWORKING, AND MODERATOR

Formal letters of invitation are sent by e-mail from the CSTE national office by **Wednesday, March 24, 2021**. Presenting authors for roundtable sessions should respond to the invitation online no later than 11:59PM EDT **Monday, April 12, 2021**. Handouts are not a requirement for roundtable and networking sessions; however, if you want to distribute handouts during the session, **all handouts are required to be uploaded no later than 11:59PM EDT on Monday, May 10, 2021**.

Submission of a roundtable abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author. Presenting authors that fail to respond by the deadline will be considered accepted and expected to present. **Acceptance or withdrawal of an accepted abstract must be made no later than 11:59PM EDT on Monday, April 12, 2021**. Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

All presenting authors, moderators, and networking session hosts are expected to register for the conference and pay related fees. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference.

SPEAKER PORTAL (Presenter's Zone on virtual platform)

Each presenting author, networking session host, and moderator will have their own unique portal on the platform where the following information will be managed:

- Upload your headshot photo (*optional*)
- Upload your Social Media link (*optional*)
- Review your information preloaded and edit as needed

You will also need to check to be sure all your personal information is correct especially your email address as this will be the email we send future communications to. **You should use the same email that you used to register with in order to get all communications and eventually log into the platform.**

 **CSTE**
**2021 ANNUAL
CONFERENCE**

**VIRTUAL
CONFERENCE**



PHOTOGRAPHY DISCLOSURE

By participating in this conference, you grant CSTE the right to take and distribute photographs, video and/or audio of events and activities for use in CSTE print and digital materials. By agreeing to present, you agree to allow CSTE to make video recordings of your presentation and archive this public available media on the CSTE website.

CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. Therefore, media personnel may attend conference sessions and can be identified by their conference name badges.

MODERATORS FOR LIVE BREAKOUT SESSIONS WITH RECORDED PRESENTATIONS

Moderators are responsible for managing chat discussions and Q&A with their designated CSTE staff person and technical support. LIVE breakout sessions will occur during their assigned conference session date and time where pre-recorded presentations will be played by technical support and speakers, moderators, and attendees participate in live chat and Q&A. Pre-recorded presentations are required for conference production and to avoid potential speaker technical difficulties during day of sessions. **Moderators and speakers and must attend the live session date and time to participate in chat discussions and answer questions.** Live breakout sessions will use Zoom Webinar where attendees are view-only participants with technical support sharing the pre-recorded presentations during the scheduled session date and time. Moderators and speakers are encouraged to utilize webcam functionality during the Q&A portion of the session. Technical support, room hosts, and moderators will have the ability to unmute and show presenting authors, as well as specific attendees during the Q&A portion of the live session. Technical support, moderators, and room hosts will have access to tools that allow them to enhance participation, such as the ability to respond to chats during presentations, answer questions in the Q&A window, up-vote questions, enable an attendee's audio and video privileges, and mute and unmute attendees. Sessions will be recorded and available for on-demand viewing up to three months after the conference on the virtual platform.

Moderators should review the Guidelines for Oral Presentations, which includes important guidance for presenting authors. **All presenting authors are required to upload their recorded presentations no later than 11:59PM EDT on Monday, May 10, 2021.** Moderators are encouraged to reach out to presenting authors as soon as possible to discuss the session and coordinate presentations.

BEFORE YOUR PRESENTATION



Reboot your computer. Once it's back up, do not open any other applications you will not use during your presentation.



Plan to login no earlier than 30 minutes before the start of your session and no later than 15 minutes prior to the start of your session. This allows time to enter the session, ensure needed connections, and prepare for your session to begin.



Take a deep breath and relax. Even if you're a little nervous, once the program starts, and you begin to talk to the audience, you'll find everything will flow smoothly.

ROUNDTABLE SESSIONS

Roundtable sessions involve informative sharing of information on recent findings or innovative topics related to the accepted abstract with substantial opportunity for discussion among attendees. **Speakers must attend their assigned live 45-minute conference session date and time to verbally summarize their findings and participate in chat discussions and answer questions.** Roundtable sessions will use Zoom Meeting where attendees can turn on their video and audio and see who else is in attendance. Attendees are muted and webcam off upon entry into the session. CSTE staff room hosts and moderators will have the ability to unmute attendees. **Roundtable presenters may upload handouts through their Speaker's Portal no later than 11:50PM EDT on Monday, May 10, 2021.** Sessions will not be recorded for on-demand viewing during or after the conference.

NETWORKING SESSIONS

Networking sessions are topical discussions lead by CSTE member leaders and staff. Session hosts should ensure interactive sharing of information on the related topic, engage conversation with attendees, and provide an opportunity for attendees to share information or ask questions. **Hosts must attend their assigned live 30-minute conference session date and time to participate in discussions, chats, and answer questions.** Networking sessions will use Zoom Meeting where attendees can turn on their video and audio and see who else is in attendance. Attendees are muted and webcam off upon entry into the session. CSTE staff will support the networking session room hosts and have the ability to unmute attendees. **Networking session hosts may upload handouts through their Speaker's Portal no later than 11:50PM EDT on Monday, May 10, 2021.** Sessions will not be recorded for on-demand viewing during or after the conference.

PREPARING FOR THE VIRTUAL CONFERENCE | SETUP

The initial steps required to set up to present an online program are often the most important. The more time you allow for preparation, the more successful your event will be.

PRACTICE/REHEARSE



- Time yourself, then decide if you need to add or remove any content to meet the allotted time you have available.
- If you are presenting with others, if possible, practice together, rehearse who is speaking when and who will handle questions, audience interaction, etc.
- Familiarize yourself with the conference technology. Log into the conference platform as soon as log-in information is given to be sure you are able to access.
- Take advantage of practice sessions to learn the technology, do not miss it!

TECHNOLOGY REQUIREMENTS



Use the following recommended equipment and network connections:

- Internet enabled computer (*PC/MAC – Laptop or Desktop*)
- Hard-wired ethernet internet connection (*Private WiFi is OK, shared WiFi is discouraged*)
- Web-Camera (*only if this was tested BEFORE your presentation*)
- A headset or headphones are highly recommended (*speaker audio is highly discouraged*)
- Back-up telephone (*another office phone or cell phone*)

SPEAKING ENVIRONMENT



Set-up your required technology equipment in a quiet/secluded area.

- Make sure this area has strong internet connection capability.
 - Hard-wired ethernet internet connection is highly encouraged, or sit as close to your router as possible
- Make sure this area has a door you can close to eliminate outside distractions/interruptions.



Have enough space around you to have printed materials, a place to write down notes, etc.

Eliminate distractions and prevent interruptions.

- Turn your cell phone on vibrate or silent.
- Notify the people around you that you will be presenting a live recorded event.
- Place a do not disturb sign on your door.
- Stop all incoming calls to the main phone you will be utilizing (*i.e. do not disturb button*).
- Turn off all email/instant messaging/social network notifications (*if it can make noise, close out of it*).



Have a glass or bottle of water nearby.



Lighting and background

- Use front lighting as much as possible. Do not have your back to the main light source, such as a window, as this will cause you to be in the shadow. Adding a lamp without the shade could help.
- Have a solid-colored background behind you that is not distracting.
 - A black or navy-blue backdrop usually are the best.



Wear appropriate neutral-colored clothing, no bright colors, designs, etc.

- Solid colors work best. Avoid busy patterns, and try contrasting your clothing with the background. Accessories, such as a tie or scarf, are a nice touch to help frame your face.



Screen sharing

- Change your computer's desktop background to a solid neutral color.
- Remove anything that you do not want participants to see.
- Test the websites/documents you will be sharing to make sure they are working.

DURING YOUR PRESENTATION



For breakout sessions there will be technical support and CSTE room host in your meeting room to help troubleshoot any issues or challenges that may arise. For roundtable and networking sessions there will be a CSTE room host in your meeting room and they have access to additional technical support should any issues or challenges arise.



When presenting, always plug your power supply into an electrical outlet.



Be conversational. Just speak to the participants as if they're in the room with you.



Ask for participant feedback occasionally, raise hands feature is a nice way to engage your participants and confirm they are hearing you.

- Try looking directly into the camera to better engage with your audience and to appear that you are looking at the viewer, versus away from them.



Project as if you are in the room with the audience. There's no need to yell, but speak in a clear, concise tone everyone can hear. Make sure that your voice does not trail off at the end of a sentence or point.



Mute yourself if you are not presenting. If you're presenting with others, use the ZOOM mute function when others are presenting.



During the question and answer segment, moderators should always repeat the question for the attendees. Moderators may want to develop their own questions during the session in case attendees do not ask questions.



Try to minimize ambient noise. Coughing, throat-clearing and paper shuffling can often be reduced simply by awareness (and the Mute feature).



Avoid "dead air."



Be polite. If co-presenting with others, don't talk over others or advance or annotate slides while someone else is presenting.



Keep it in perspective. If you make a mistake or lose your place, it's OK. Don't over-apologize or sound defeated. The less attention you draw to a mistake, the quicker your audience will forget about it.



Close the session by thanking presenting authors and encouraging attendees to complete a conference evaluation.

SPEAKER DISCLOSURE



Presenting authors must disclose to participants prior to speaking any significant financial interest or other relationships with the manufacturer(s) of any commercial product(s) or provider(s) of any commercial services discussed in a session presentation and with any commercial supports of the activity. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience. Questions regarding CSTE presenter disclosure should be directed to the CSTE National Office.