SBS 2020 Virtual Meeting Instructions

Meeting Schedule: https://sbs.gatech.edu/meeting-information/
Oral Sessions: tiny.cc/sbs2020talks
Links to Poster Sessions: tiny.cc/sbs2020posters
Link to meeting program with abstracts will be posted as a link at the top of this page: sbs.gatech.edu/meeting-information

Prior to the meeting, you will need to:
1) Locate a computer in a quiet room with microphone (required) and camera (optional).
2) Install the Cisco Webex meetings desktop application on your computer.
(Link the oral session link above and you will be prompted through the installation.)
3) Create a Google account (if you don't already have one).

During the meeting, you will:
1) **Oral Sessions:** attend the virtual talks <u>on Webex</u>.
2) **Poster Sessions:** visit the virtual posters on Google Hangouts.

For presenters who wish to practice prior to the main event: The organizing committee will be online on tiny.cc/sbs2020talks from 12-3pm on Friday March 13 for you to practice presenting virtually using this software.

Oral Session Guidelines for GENERAL AUDIENCE + JUDGES
- Login to https://gatech.webex.com/meet/jglass30
- Download the desktop version of Webex and use it for a more stable platform.
- Mute your microphone.
- You may choose to leave your video on or off.
- During the presentation, please leave your questions in the comments section. These comments will be moderated by the session chair(s) and will be read aloud at the end of the presentation.

Poster Session Guidelines for GENERAL AUDIENCE + JUDGES
- During the poster session (4-6pm Eastern on Saturday March 14).
  - Navigate to tiny.cc/sbs2020posters
  - Locate the row for the poster you wish to visit.
         (DO NOT MAKE ANY CHANGES TO THE SPREADSHEET!!!)
  - Click on the Google Hang-out Link next to the name of the poster you wish to visit (please visit one at a time, in a random order, to avoid everyone being at the same poster at once).
  - You should now see a poster being shared with you.
  - Ask the poster presenter questions and discuss as you would at a physical poster session.
  - You can also leave comments in the chat window.
  - When you have completed your visit, close the window, return to the poster list, and repeat for each poster you wish to visit.

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Oral Session Guidelines for PRESENTERS

- We assume all registered oral presenters will be presenting virtually. <u>Please let us know asap if you cannot present virtually so we can revise the schedule.</u>
- Log in to tiny.cc/sbs2020talks *at least 10 minutes* before the beginning of your session to facilitate speaker transfer.
- When it is your turn to present, please do the following:
    o Open your presentation file.
    o **UNMUTE** your microphone.
    o Click on the **SHARE CONTENT** button (see screenshot).
- Select your presentation software (i.e., POWERPOINT or ADOBE)
- The session chair will introduce you.
- Put your presentation file in slideshow mode, and present the talk.
- We will give you 5, 2, and 1 minute warnings (listen for three audible chimes).
- ***DO NOT USE A SECONDARY SCREEN AS THIS VASTLY COMPLICATES THE AUDIO AND VIDEO SETTINGS.***
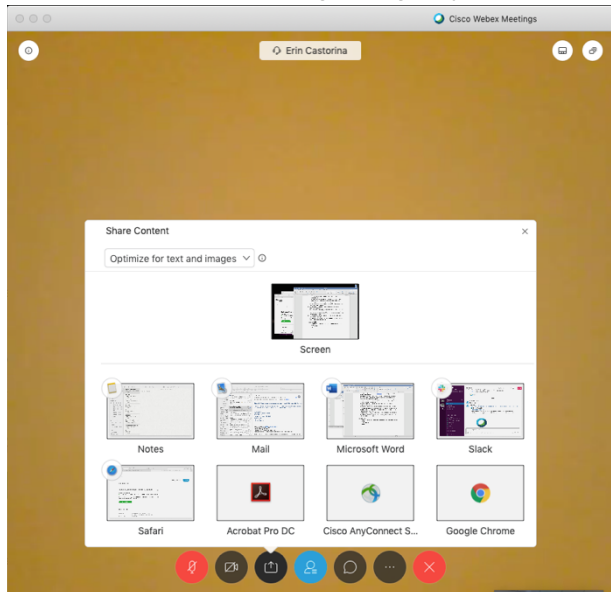
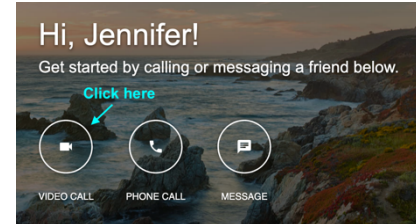# SBS 2020 Virtual Meeting Instructions

POSTER PRESENTER Guidelines

- We assume all registered poster presenters will be presenting virtually. <u>Please let us know asap if you cannot present virtually.</u>
- Save your poster as a PDF on the computer you will use for the virtual meeting.
- During the lunch break between Oral Session I and II on Saturday March 14:
  - o Log in to your Google account.
  - o Navigate to https://hangouts.google.com/
  - o Click on the large "Video Call" icon
  - o Allow or don't allow access to your camera (personal preference).
  - o In the window that pops up, click "Copy link to share"
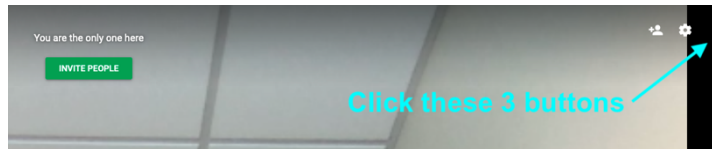 - o **Do NOT close the Hangout Video Call until 6pm.**
    - ▪ This is where you will host your poster session.
- In another browser window, paste the link into the cell next to your name and poster number.
- During the poster session (4-6pm Eastern on Saturday March 14):
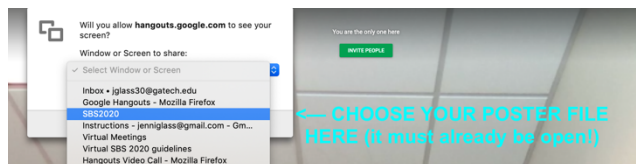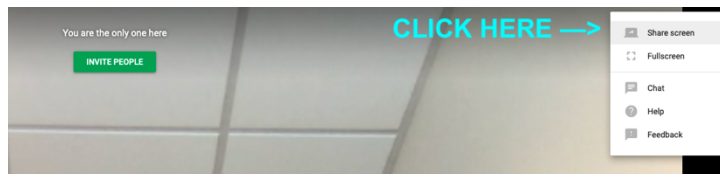 - o Return to your Google Hangouts window.
  - o Share your screen by clicking the menu (three dots) in the upper right corner of your meeting window.
  - o Select "Share Screen"
    - ▪ A menu will pop up.
    - ▪ Select the window or screen on your computer that contains your poster file.
    - ▪ Click "Allow" to allow access to share that screen.
  - o Wait for attendees.
  - o When attendees come, present your poster to them as you would at an in-person poster session. Use your screen's cursor to guide them through your poster's content.
  - o Stay in your chat room the whole poster session. **Do NOT close the Hangout Video Call until 6pm.**

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Online Collaboration Etiquette

Following these rules of etiquette can lead to a significantly improved virtual meeting experience.

· Mute your phone/mic when you are not speaking - in order to maintain a high signal-to-noise ratio.
· Make frequent eye contact with the camera.
· When meeting from your notebook, be aware that other participants will likely be able to hear typing on your keyboard, as built in mics are sensitive.
· Be aware of your surroundings. If you are meeting in your office and the hallway gets heavy traffic, consider closing the door. If you are in an open office area such as cubicles, using a headset will provide less distraction for cube-mates and reduce background noise for conferencing participants.
· Be aware of remote participants. If a meeting occurs in a small conference room with a whiteboard, remember the remote attendees cannot see your whiteboard if it is not located in the field of view for the camera.
· Don't interrupt other speakers. Unlike an in-person meeting, talking over each other is not decipherable. Speak slowly and clearly. Hold your response to a question until the other person has completed their question.
· Keep side conversation to a minimum (preferably you should avoid altogether).
· Avoid eating or chewing gum.
· Dress appropriately. Even when you are not physically in the meeting room or office, you should still maintain a professional appearance.
· Keep body movements to a minimum. It can be distracting on the video and it can also cause side noise (such as a squeaky chair).