Speaker & Moderator Preparation
After you enter the virtual “green room,” you will be met by a technician who will check your audio and video and then move you to your virtual session room with the speakers and moderators for your session. Your screen name includes both your first and last name.

You will need to know your Session ID.
1. Log into the Zoom Meeting 30 minutes in advance of your session.

2. The link will be emailed to you a few days in advance of the meeting from programs@ashg.org.

3. You will also be given a unique link for accessing the Slido widget for Q&A for your session. This will be different for every session.

4. A Virtual Technician and ASHG staff member will meet you in the “green room” to check your audio and internet connectivity speed.

5. After being greeted, you will be moved to your session room with the speakers and moderators in your session.
Inside Your Virtual Session Room

1. Familiarize yourself with the platform.
2. Test audio, video stream quality with your technician.
3. Your technician will prepare you for the Q&A portion during the playback of your pre-recorded talk.
4. Once the live Q&A begins, use the Zoom chat function for private conversations with the moderator or other speakers. Do not use Slido to chat with your moderators or other speakers in your session.
5. At the conclusion of the session, you will be moved back to the “green room” and can then leave the session at your leisure.
When first accessing the Slido link, you will be required to create a Slido account (if you do not have one). There are two columns on the main moderator page:

1. an approval queue on the left, and
2. audience questions on the right
Moderator Tips: Q&A

• Hovering your mouse over each question in the approval column allows for additional icons to appear to approve or reject questions.

• The questions listed on the right are viewable to the audience. When hovering the mouse over these questions, a set of icons appear that allow the moderator to mark the question as answered or to highlight a question.

View this video on How to Manage Questions.
Moderator Tips: Q&A

Choose to ‘star’ questions you feel are exceptional or to discard questions after they are addressed.

Use this icon to highlight questions when they are being answered by the speaker.

Use this icon to mark questions as answered and move it to the “Archived” list.

Use this icon to archive/download your questions.
Moderator: Slido Polling

1. Polls can be created on the polls tab.
2. There is a section where you can write the question and beneath that there will be a section to write poll answers.
3. You have the option to change from lettered choices or numbers.
4. Once created, you must activate for the audience to see.
5. You have the option to show the results automatically as they come in or push them out to the audience once the poll has closed.

View this video on How to Manage Polls.
Welcome to the ASHG 2021 Virtual Meeting. Thank you for joining us and thank you to the Program Committee. You are attending “xx session (say title).”

- **Plenary/Platform Sessions Only**: Each speaker will give their presentation followed by a 5-minute Q&A. Questions can be submitted through the Q&A box.

- **Invited Sessions Only**: Each speaker will give their presentation one after the other. The Q&A for all speakers will be at the end of the session. Questions can be submitted through the Q&A box.

- At end, thank the speakers and audience and remind them to continue the conversation by using the networking tool for interactive video chat rooms.
Attendee view

Audience sees:

- Pre-recorded talk with slides
- Q&A
- Polling
Attendee Experience During Q&A

- Attendees can submit questions using the Q&A Widget (see image to the right). Attendees can type in their question under “ask the speaker.”
- The moderators will select questions and try to get to as many as possible during the allotted time.
- Attendees can also vote for questions using the Q&A feature “like” button.
• When a poll is opened, the attendee’s widget will automatically switch to the poll
• The attendee selects a polling option & clicks “Send”
• When the polling is closed, the attendee’s widget automatically switches back to the Q&A widget
• The results of the poll will appear automatically as results come in or they may be pushed out once the poll has closed
Questions? programs@ashg.org