CONFERENCE
CAHR 2022

CONGRÈS DE
L'ACRV 2022

VIRTUAL
April 27 to 29, 2022
#CAHR2022

VIRTUEL
27 au 29 avril 2022
#ACRV2022

www.cahr-acrv.ca

CAHR 2022 Virtual - Oral Abstract Presenter Instructions

Thank you for presenting an Oral Abstract at CAHR 2022 Virtual. This document provides step-by-step instructions on how to access your session via the online platform and tips for a successful presentation. Please read carefully and thoroughly before your session begins.

- Accessing the Conference Platform and your Session
- About your Live Presentation
- Presenter Tips
- Submit your Final Presentation Files in Advance

Accessing the Conference Platform and your Session

CAHR 2022 Virtual will take place in the OnAIR platform. We recommend you use Chrome, Firefox or Microsoft Edge to access the platform. Do not access using a tablet or mobile phone.

OnAIR uses Zoom for live presentations so your session will be facilitated via a Zoom meeting. If you do not have the Zoom application downloaded already, please download it in advance. You do not need a separate Zoom meeting link for your session as the online platform will take you there automatically.

To access your session:

1. Log into the OnAir platform with your personalized platform link, which will be sent to you via email by April 25. Look for the email titled "CAHR 2022 Virtual Conference; How to Access and Engage Fully". If you cannot locate your online platform access details, please contact conference@cahr-acrv.ca.

2. **Once you have received your personalized link, log in and find your session in the timeline** and click **"Preview" or "Join"** to enter your session as a presenter. *Note: The 'Preview' button will say 'Join' only when the session has started.
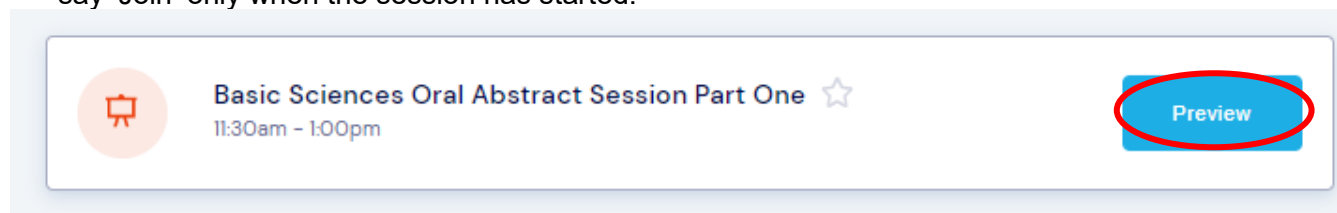

It is important to note that there will be multiple presenters in your session and we ask you to join 15 minutes prior to the start of the entire session and remain on mute until the moderator advises that it is time for you to present. For example, if your concurrent oral abstract session runs from 2:30pm to 4:30pm EDT, please join the session by 2:15pm no matter what time your individual presentation starts. To view the full conference agenda click here.

3. Once you enter the session, via the timeline in the online conference platform, you will see the screen below. Click **"Join as Panelist"** button at the top right and it will open a browser window for Zoom. Click "**Open URL:Zoom Launcher" to launch the Zoom App.** A will pop-up if you already have the Zoom application on your computer. *Note: it is important that Zoom is installed on your computer before your presentation.
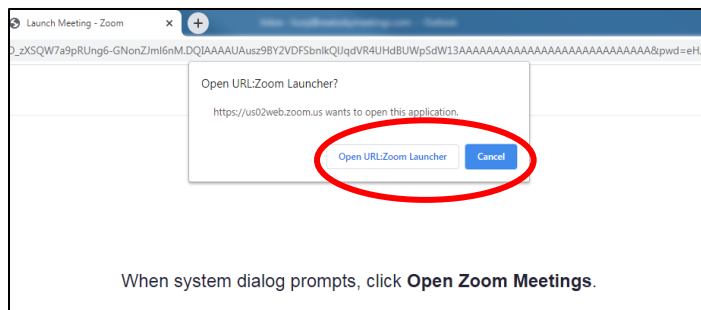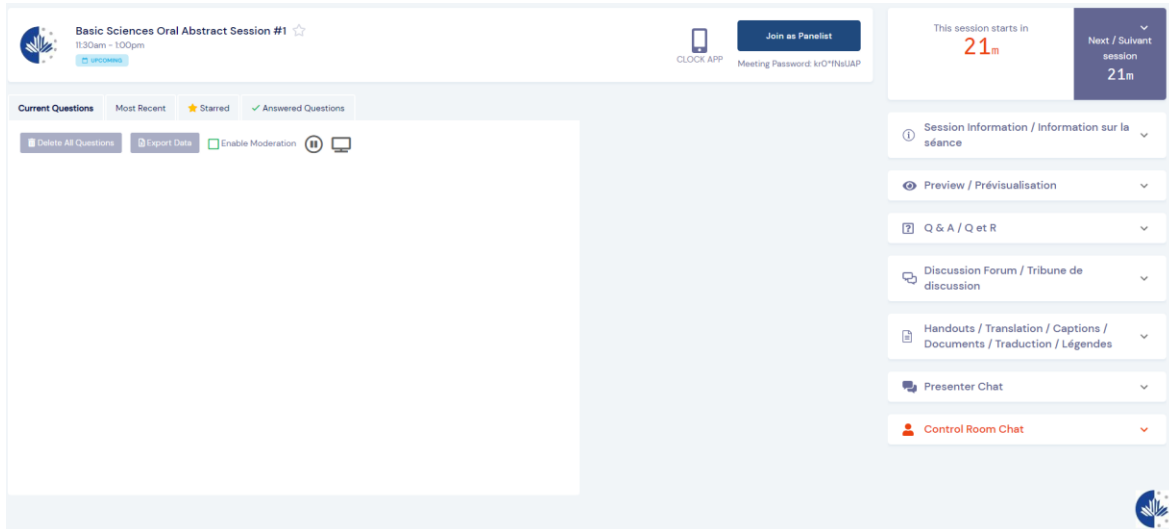
4. **Webcam and mic:** Once you are in Zoom, you may turn on your webcam and camera if the session has not started yet. Once the session starts, please remain on mute and camera off until the moderator calls on you to presentation.
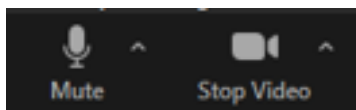
About your Live Presentation

5. **Live Presentation:** The order of presenters will match what is indicated in the online agenda and what as been previously confirmed to you. The moderator will review the order with each presenter before the session goes live. Each presenter has a total of 15 minutes. 10 minutes are allotted for your actual presentation with slides and 5 minutes to address questions from the audience. If there are no questions the moderator will proceed to the next presentation.

   When it is your turn to present, turn on your camera and microphone and click the 'Screen Share' button in your zoom window. Have your power point presentation ready to go in full screen mode on the first slide. If you have speaking notes to go along with your slides, we recommend you print these out on paper to follow along in the instance that you are not able to see your notes on screen.

   The audience will be able to submit questions via a Q&A chat box in the virtual session room of the OnAir platform. If you have two screens, you may be able to see the questions that have come in via the Q&A chat box. Regardless of whether you can see the chat box, the moderator or technical support team will address the questions to you.

6. **Viewing Zoom and OnAIR:** If you have multiple monitors connected to your device, position the Zoom window on one and the OnAIR browser window on another. If you do not have multiple desktop monitors, you can adjust your screen to show both Zoom and the OnAir Platform on one screen. See the image below as an example. Otherwise, just ensure your Zoom window is open as it is not vital for you to see the Q&A chat box.
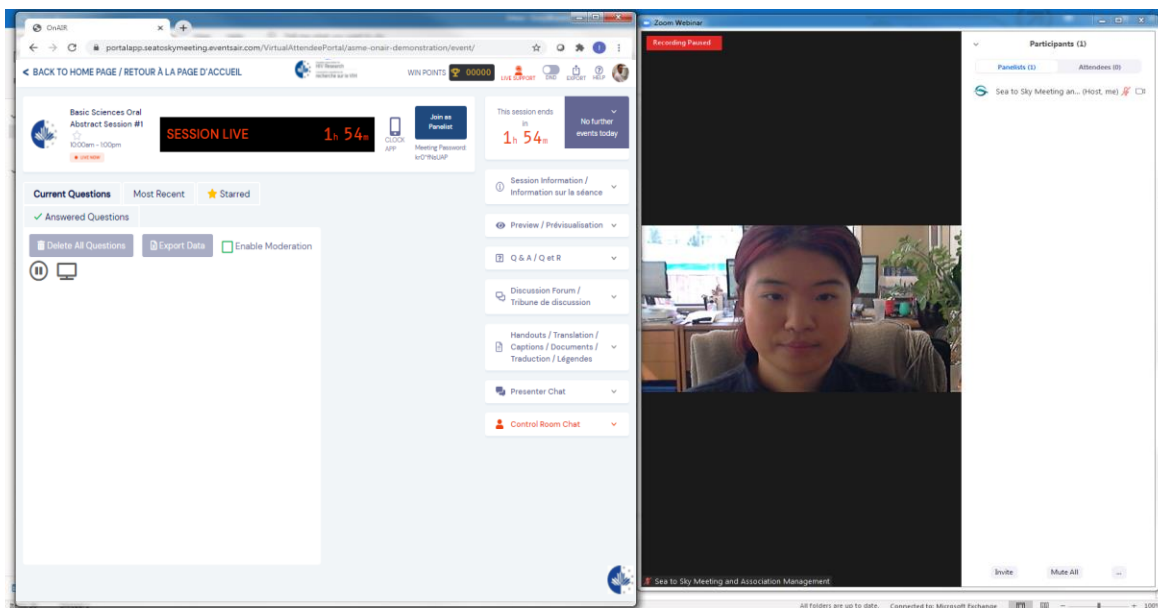
Presenter View of the Conference Platform in your Live Session

Zoom for your webcam and audio. This video is what the audience will see.

7. **Stand By and Live:**
   Stand By: This shows how much time is left before your session starts.
   Live: This shows how much time is left before your session ends, once the session is live, please remain on mute with camera off until the moderator introduces you.

   ***Please note that as soon as the stand by time hits 0s, your video and audio will be live automatically, and participants will be able to see and hear you.**
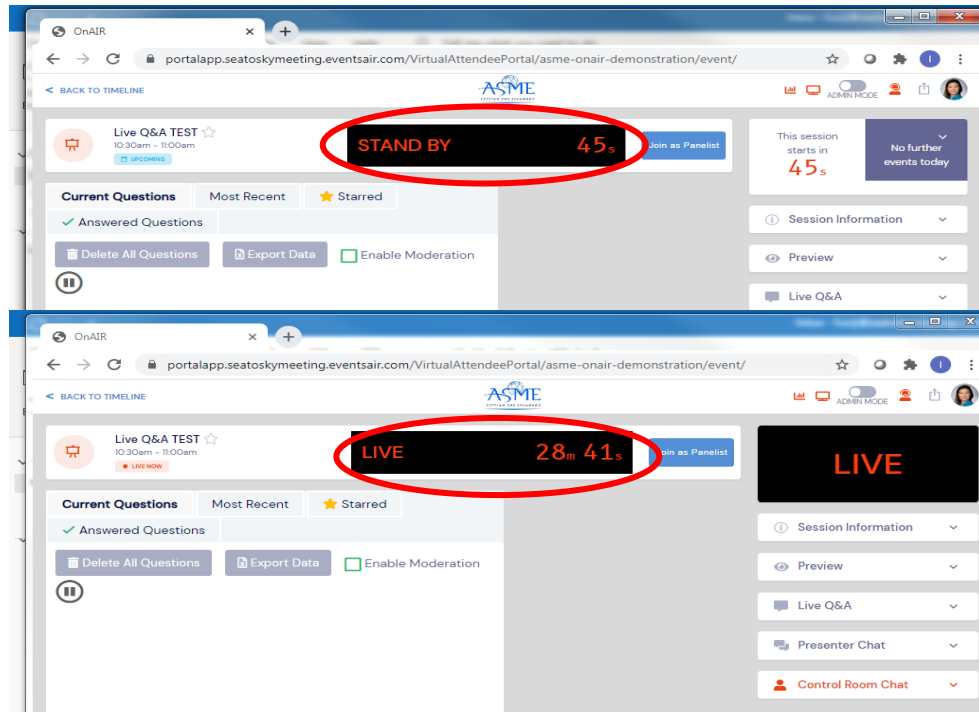
8. **Sea to Sky Support:** A technical support team member will be on the Zoom call with you and will confirm your webcam and microphone are working, and will give you an update on how much time is left until your session starts. The team member will stay on the call with you for support. Keep an eye on the chat function in Zoom in case the technical support team needs to send you a message.

Presenter Tips

- Join your session **15 minutes prior** to the start time
- Download the **Zoom app** in advance: https://zoom.us/download
- Be in a quiet space with minimal background noise
- Use a quality headset (or earbuds) with a microphone. External speakers can cause feedback
- Ensure you have a strong internet connection (Wired Internet is preferred)
- Your computer or laptop should have i5 or equivalent processor (i7 preferred) and a minimum of 8GB of RAM. Presenting from a tablet or smartphone is not recommended as they often do not have enough processing power, and the presenter controls can be difficult to access, and will not show up on smartphones due to the small screen size.
- Use the **Google Chrome browser** from a desktop computer or laptop.
- Close all other applications on your computer that you do not need during your presentation. We recommend only the conference platform, Zoom and your presentation (if you have one) are open.
- Turn off all notifications on your device
- **Test your equipment and environment** prior to the conference
- Ensure there is no window or light behind you as this will darken your video
- Review this document prior to your presentation to ensure you are familiar with the process

Submit your Final Presentation Files in Advance

As a back up in case there are technical issues during the live event and you are not able to share your slides, we are asking all presenters to submit a copy of your final PPT file to the conference coordinators in advance of your live session. If technical issues arise, the technical support team can screen share your slides on your behalf. In this case, presenters are asked to say 'next slide' to prompt the tech team to move to the next slide.

Please upload your final presentation file to the shared drives linked below under the track you have been assigned and ensure you label your file with the first name of the presenting author, followed by the first few words in your presentation title. *I.e. Michael Moore – A study on advancing HIV care*….**Please ensure your final files are uploaded no later than Monday, April 25.**

Basic Sciences Oral Abstract Presenters upload your files here

Clinical Sciences Oral Abstract Presenters upload your files here

Epidemiology & Public Health Sciences Oral Abstract Presenters upload your files here

Social Sciences Oral Abstract Presenters upload your files here

Key Populations Oral Abstract Presenters upload your files here