



**These guidelines provide important information regarding accessing and presenting at Teaching Prevention 2021: Promoting Adaptability, Resiliency, and Sustainability.**

### **Platform**

Teaching Prevention 2021 will use the Zoom Conference Webinar or Meeting Platform. The Q&A feature will be used for questions and interaction.

### **Virtual Conference APP**

A link to join the Whova conference App was sent to all presenters and attendees. Use the Conference App to locate your session date and time and update your information if you have not already. We encourage you to add your presentations to your electronic calendars (e.g. Outlook, Google).

### **Time Zone**

Teaching Prevention 2021 will begin on Monday, March 8 at 10:00 AM Eastern Standard Time (EST). The program on the Teaching Prevention website is shown in EST. However, once you login to the web or mobile conference APP you have the option to view the program in your time zone. **PLEASE ENSURE YOU ARE VIEWING THE CORRECT TIME FOR YOUR PRESENTATION.**

### **LIVE VIRTUAL SESSION**

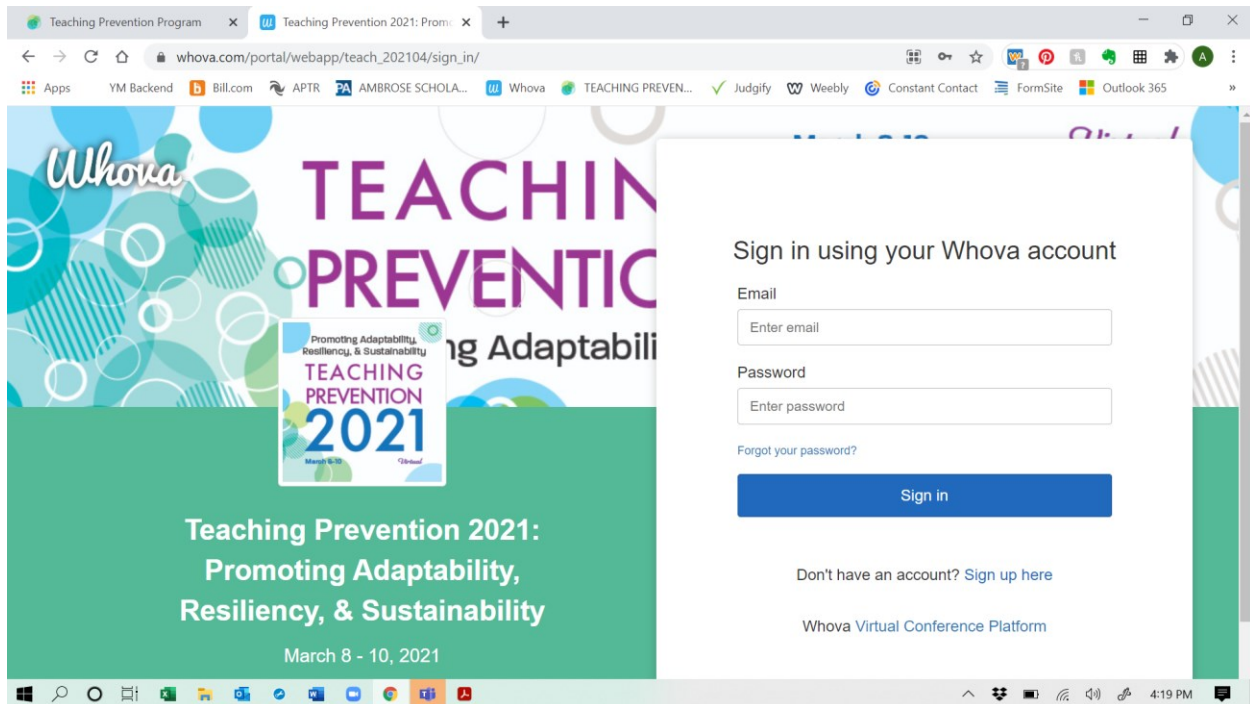
The live virtual session is conducted in real-time without any pre-recorded portions. The live virtual session may contain oral presentations, slide presentations, panel discussion, and attendee interaction using polling and/or Q&A.

- Presenters should enter their session 15 minutes before the scheduled session start time to ensure audio and video connection and to set your presentation to screen sharing.
- In preparation for the meeting, please download and test Zoom.
- When you are presenting live, you will “Share” your screen or document.
- Live Q&A will be held at the end of the session.
- A Facilitator and an APTR staff member will be assigned to your session to assist with Q&A. The facilitator will introduce all speakers, keep time, remind you when your presentation needs to wrap up, and will read the Q&A and chat questions during the Q&A period.
- Be sure to close other applications on your computer so that notifications do not appear during your presentation and have ready any files you wish to share. Be sure that you are sharing the specific PowerPoint and not your desktop.

## FINDING AND JOINING YOUR SESSION THE DAY OF YOUR PRESENTATION

Use the following URL to access the Conference Site

[https://whova.com/portal/webapp/teach\\_202104/sign\\_in/](https://whova.com/portal/webapp/teach_202104/sign_in/). You will be asked to log in using the same credentials used to register for the event.



Once you have logged in click on Agenda in the left menu and navigate to your session and click the View Session Button. Please review the formats below to determine which pertains to your session type and read instructions for accessing those sessions.

### Presentation Platform Formats

There are three Zoom presentation formats for the conference.

- **Format 1: Plenaries, Panels, Project Presentations**
- **Zoom Webinar Format**  
Presenters will be granted Panelist and screen sharing permissions during the 15-minute period prior to the start of the session.
- **Format 2: Workshops, Roundtables, Lightning Round Presentations**
- **Zoom Meeting Format**  
Presenters will be Joined to the session from the Waiting Room during the 15-minute period prior to the start of the session to be granted screen sharing permissions.
- **Format 3: Faculty and Student Poster Sessions**
- **Zoom Meeting Format with Breakouts**  
Presenters will be Joined to the session from the Waiting Room during the 15-minute period prior to the start of the session to be granted screen sharing permissions. During this time Presenters will enter the numbered Breakout Room listed in the program and will share a Title slide or poster image. We encourage Poster presenters to add to their Zoom profile name "Presenter".

**Attendee Access to Sessions**

Your Session will be presented live at the scheduled time and then available as a recording until May 30. Recordings will be available within 3 hours of the session end time.

**Recommended Checklist Prior to Your Session**

Review the [Presenter Guidelines](#) on the Teaching Prevention Website for the following:

Zoom Background – We recommend that you choose a Zoom template for your background. We have provided an optional Teaching Prevention Background for your use under SPEAKER TOOLS, ZOOM BACKGROUND & LOGOS FOR DOWNLOAD.

We encourage Poster presenters to add to their Zoom profile name “Presenter”.

**Whova Speaker Guide:** <https://whova.com/pages/whova-speaker-guide/>

Please email Vera Cardinale at [vsc@aptrweb.org](mailto:vsc@aptrweb.org) if you have any questions.

**SUPPORT**

An APTR staff member will join your session at least 15 minutes prior to the scheduled start time and go through the session checklist with the presenters. At the scheduled start time the Staff Member will start the session (at which time attendees can join and the recording starts).