



## GSA 2021 ANNUAL SCIENTIFIC MEETING

NOVEMBER 10-13 | ONLINE

# Essential Instructions Speakers

## Pre-meeting Instructions

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- Complete assigned Speaker Tasks are due October 25. Credentials were sent via email on August 20 and October 14. **Speakers are defined as chairs/co-chairs, individual symposium first authors, and first authors of papers/posters.**
  - Speakers are required to register for the meeting. Please register as soon as possible and complete the “Confirm Registration” task.
    - Speaker and abstract data will not display on the GSA 2021 Meeting Program Portal unless this task is completed.
  - ON-DEMAND NOTE: Symposium, paper, and poster speakers are still required to complete the upload and audio record speaker tasks for on-demand. The live presentation cannot be recorded in place of the on-demand recording.
- Download Zoom onto the computer that will be used for the live presentation.
  - All symposium and paper speakers will be presenting via Zoom Meetings technology during the scheduled date and time of the sessions. Speakers can download and create an account at [Zoom.us](https://zoom.us).
- View scheduled presentation dates and times, available in the following locations:
  - The October 14 email to all speakers included live presentation times that are now displayed in Eastern Time Zone.
  - See the Speaker Tasks under the presentation data section.
  - On November 1, the GSA 2021 Meeting Program Portal will go live. This will be the destination to view the GSA 2021 Annual Scientific Meeting program. This includes, but is not limited to, viewing sessions and presentations, abstracts, the session and presentation schedule, and the poster gallery. It is highly recommended that you navigate and familiarize yourself with the Meeting Program Portal prior to your presentation date, find your presentation, and select add to favorites for easy access.

## Format of Presentations and Roles

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- Symposium and Paper Speakers present via live Zoom meeting platform (not recorded).
  - Symposia Chairs/Paper Session Chairs are responsible for managing the timing of presentations: length, start time, and end time.
  - Discussants/Paper Session Chairs: Facilitate session discussion among speakers and audience participants in Zoom meeting.
- Posters: Access only via the GSA 2021 Meeting Program Portal poster gallery with no live presentation. Attendees will have the opportunity to engage in Q&A with presenters asynchronously.



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### Day of Live Video Presentation

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- The session-specific “join session” button will become available 30 minutes prior to the start of the session. This is the method that both speakers and attendees will use to join the session held on Zoom. All attendees will initially be muted and have their video off when they join the session.
- On the date of your presentation, speakers should navigate to their session/presentation within the GSA 2021 Meeting Program Portal. Speakers should click the “join session” button located at the bottom of the window 15 minutes prior to the designated session start time.
- A GSA-designated conference technician will initially be in the video conferencing Zoom meeting and will provide co-hosting capabilities to all pre-identified speakers for the session. The technician will unmute and display the video functions for all co-hosts, allow share screen functionality, and answer any last-minute questions.
- All speakers will have the functionality to share their screen to deliver their presentation live and they will also have administrator permissions to moderate Q&A from attendees. During the 15 minutes before the session, you should:
  - Clarify what you want to accomplish during the session, including timing for each part of the session. Having a structured meeting is even more important in a virtual setting.
  - Consider: Who is serving as the “Host” and “Co-Hosts”? Who will welcome participants? Who will facilitate discussions? Who will capture notes and action items, if needed?
  - Determine how you want participants to contribute to the conversation:
    - Use the “chat” function —or—
    - Use the “raise hands” function
      - Assign one person to be responsible for monitoring questions from the chat/hand raising.

**IMPORTANT NOTICE: All speakers need to join their unique Zoom meeting link through the GSA 2021 Meeting Program Portal 15 minutes prior to the listed presentation time to ensure appropriate speaker access and designations within the Zoom meeting platform.**

### Additional Resources for Speakers

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- [GSA 2021 Annual Scientific Meeting Is Going All Online from November 10 to 13!](#)
- [GSA 2021 Speaker Procedures and Speaker FAQ—Updated for New Online Format](#)