Live Q&A Broadcast Sessions – Most important points from training:

Not sure when your session is scheduled? Or on what channel? Conference Program Reference: https://TOS.planion.com/Z?122816143   All times are listed in Eastern (USA) time zone.

Use a hard-wired internet connection if possible.

If you must use WiFi, make sure you have a good connection and that no one else who is using it downloads something while you are live. Zoom video is a bandwidth hog.

Restart your computer right before your Zoom.

Arrival in the Zoom is based on Channel 1 or 2. You are to arrive approximately 30 minutes before the session is to begin. You will receive a calendar appointment that specifies the time you are expected to arrive in the Zoom ("call time"). We will have a quick audio/visual check and refresher.

Turn off everything else on your computer (and mute your cell phone) during the Zoom. This includes notifications that might ding, extra windows, VPNs, email.

Tell other people sharing your space that you should not be disturbed during the session. Put the dog outside, do not disturb sign, etc.

Have 3 sources of light if possible: natural, overhead, table lamp. Minimize backlighting.

If you wear glasses, check your video image in the Zoom – you might need to tilt your head or glasses a bit to prevent glare.

Check that the space behind you that will show on screen doesn't embarrass you, or use a Zoom background from the Speaker Resources page to cover it up. https://obesityweek.org/abstracts/speaker-resources/

Pre-load your photo into your Zoom account, just in case something goes wrong with your internet and you have to turn off the camera.

Use a headset, or at least have one at hand. If it has wires, tuck them into your shirt.

Set your video quality to HD:
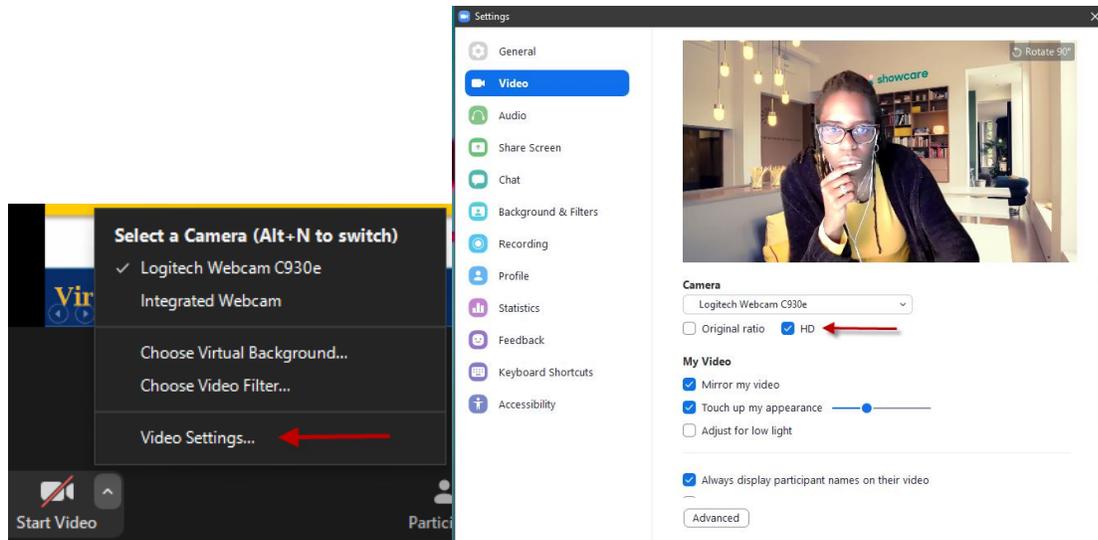
Keep the Chat box open at all times in the Zoom. Watch for producer directions in ALL CAPS. This is where time warnings will appear.

If you see a warning about your internet connection quality pop up during the Zoom, turn your camera off and keep talking – you will still be heard. Write into the Zoom chat box what happened so we can make adjustments on the backend.

Do not leave the Zoom or touch your camera until the Tech producer gives the ALL CLEAR in all caps in the Zoom chat or you hear them notify you.

If you are a presenter, DON'T look at the broadcast of your session at all – turn off the virtual conference completely during your session. The session chair will be the person that will be giving you the questions from the platform. The Zoom room will be streaming to the platform. There is a time lag so when you say something in the Zoom, people hear it in the broadcast 10-30 seconds later. This can confuse you. Please concentrate on speaking to the camera while on Zoom. Once the session is finished, you can log back into the platform to answer questions in writing that live Q&A didn't have time to ask, or you can let everyone know that you will be available using a roundtable to have further discussion.

If you are a chair, you must have the virtual conference open while the video recordings of slides + voice are playing to see the audience questions that are getting the most votes. It's useful to mute and minimize the virtual conference platform and just leave the Q&A part showing alongside the Zoom. **Jot down the questions that seem most interesting while the videos are playing, then turn off the virtual meeting and ignore Q&A once the live Zoom is about to start.**

Cell phone number for emergency:
Channel 1: Anita Wiler 703-608-7828
Channel 2: Darnella Parks 202-681-4198

General Questions: annualmeeting@obesity.org