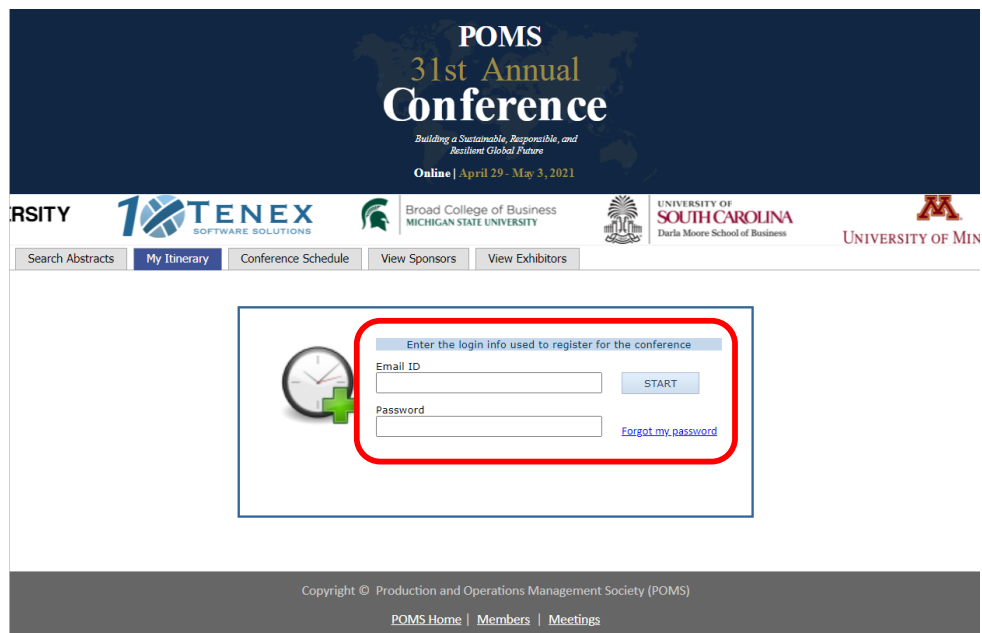


## INSTRUCTIONS TO JOIN POMS CONFERENCE:

1. Login to conference system.
  - a. Go to <https://pomsmeetings.org/conf-2021/>
  - b. Click on **Join Conference** button.



- c. Login using your POMS credentials



- d. After logging in, click on **Conference Schedule** tab to attend presentations, or click on **View Exhibitors** to connect with exhibitors. To search abstracts by author name, use the **Search Abstracts** tab and come back to the Conference schedule tab to join the conference.



2. In the conference schedule, can search by date and/or track. (if you want to search for an author, go to Search Abstracts).

The screenshot shows a conference schedule interface. At the top, there are two search filters: "Search by Date" and "Search by Track (Covid-19 and Other Pandemics)". Below these, the schedule is organized by day: Saturday, May 1, 2021; Sunday, May 2, 2021; Monday, May 3, 2021; and Tuesday, May 4, 2021. Each day has a grid of time slots (09:00 AM - 10:00 AM, 10:15 AM - 11:15 AM, 11:30 AM - 12:30 PM, 12:45 PM - 01:45 PM, 02:00 PM - 03:00 PM) and tracks. The "PAND Covid-19 and Other Pandemics" track is highlighted. A blue box with the text "CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK" is visible in the Monday, May 3, 2021 section. Red arrows point from the search filters to the corresponding dropdown menus and from the blue box to the text below.

To join the current session in a track, click on the blue box – **“CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK”**. This will take you to the zoom meeting room for the current session.

## INSTRUCTIONS TO PRESENTERS:

3. If you are the presenter, you will have a choice to either present your research live during the session or play the recorded video. To play the recorded video from your computer, follow the below instructions.
- a. First step is to click on **share screen**. A pop-up window opens see below:

The screenshot shows the Windows 'Select a window or an application that you want to share' dialog box. It has tabs for 'Basic', 'Advanced', and 'Files'. Under the 'Basic' tab, there are four options: 'Screen 1', 'Screen 2', 'Whiteboard', and 'iPhone/iPad'. Below these, there is a preview of a document titled 'Responsibilities for Track Manage...'. At the bottom, there are two checkboxes: 'Share sound' (checked) and 'Optimize for video clip' (unchecked). A red arrow points to the 'Share sound' checkbox. A 'Share' button is located at the bottom right.

- b. Select the correct screen (if presenter has more than one monitor) and enable **“Share sound”** and click on **Share**. You can now play the video.

It is important to click on “share sound” to allow the audience to listen to the sound on the video. Failure to do so will result in the attendees watching the video without audio.

#### **NOTE:**

The session chair will start the session on time. In case the session chair is not present in the session, one of presenters is asked to take over the role of the session chair. There will be a track technical manager to assist the session chair and speakers with zoom related questions.

Each session is 1hr long with 3 presentations. Each presentation is 15 minutes plus 5 minutes for Q&A).

Every session will also have a track technical manager to assist you with zoom related questions.

#### **NEED HELP:**

Please report your problem here:

<https://docs.google.com/spreadsheets/d/1SiX1VQ5ctcYoVxdmbFbp8laOV-2Gueyam4Axih8sOao/edit?usp=sharing>