

## POMS 2021 VIRTUAL CONFERENCE

### Responsibilities for Session Chairs:

- Each session is 1hr long with 3 presentations (15mins each) + 15 mins of Q&A.
- Enter your session at least 5 mins before the session start time (see instructions below) and start it on time.
- A track tech manager will be in the zoom session to help with the technology. S/he will give co-host permissions to the session chair and the presenters so that they can share the screen.
  - If the tech manager is not present, report this in the following google sheet:
  - <https://docs.google.com/spreadsheets/d/1SiX1VQ5ctcYoVxdmbFbp8laOV-2Gueyam4Axih8sOao/edit?usp=sharing>
- *Verify if the presenters are present.* If the presenters are present in your session, the presenter has the option to play the recorded video or present live.
- If the presenter is not present, the session chair will automatically play the recorded video in the system. (see instructions below).
- Ensure that the session ends on time. Overflow of 5 minutes is acceptable. (Attendees may want to chat informally after the session, and that's OK until about 5 minutes before the next session starts.)
- Provide any help to the presenters and participants with zoom during the session.

### Frequently Asked Questions

Q. What if the track tech manager is not present?

A. Please report your problem here:

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

Q. The length of the recorded video is more than 15 mins, what do I do?

A. As the session chair, use your discretion to either stop the video at 15mins or play it till the end.

Q. Can the session go beyond the finish time?

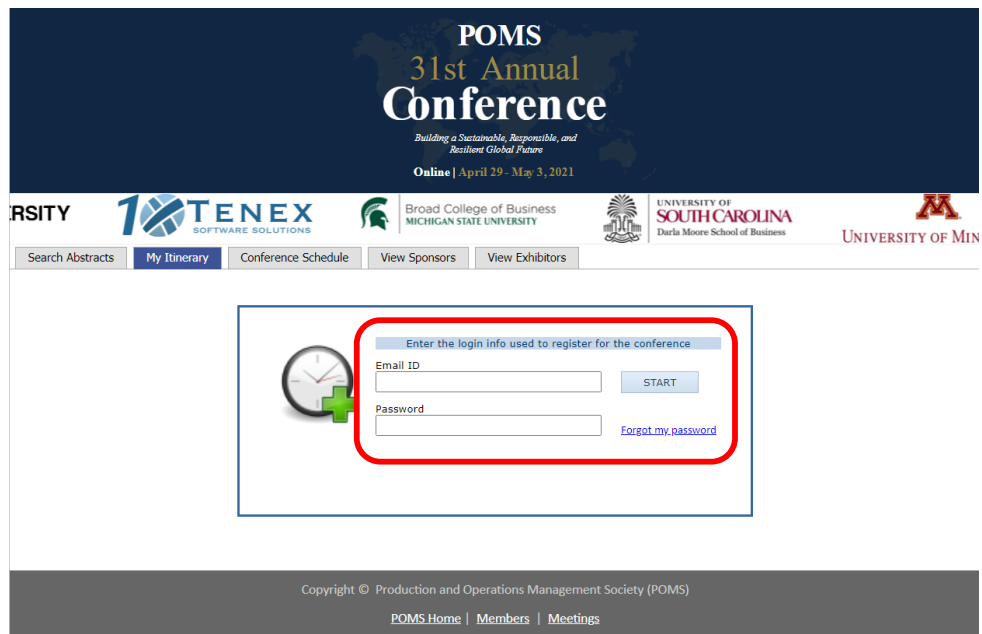
A. An overflow of up to 5 minutes is acceptable.

### Instructions to the Session Chairs:

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.



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

The screenshot shows the 'Conference Schedule' tab of the POMS 2021 Annual Conference. At the top, there are two search filters: 'Search by Date' (set to Saturday, May 1, 2021) and 'Search by Track' (set to Covid-19 and Other Pandemics). The schedule is organized by day and time slots. A red arrow points to a blue button labeled 'CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK' in the 'Behavioral aspects' track on Saturday, May 1, 2021.

Track Name	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
Saturday, May 1, 2021					
PAND Covid-19 and Other Pandemics	Behavioral aspects Sushil K. Gupta	(No session of this track during this time slot)	(No session of this track during this time slot)	Economic aspects Cristiane Maria Do Nascimento	Collaboration against pandemics Fernando Coelho Martins Ferreira
CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK	MENA culture and its impact on COVI... The impact of Covid-19 on Global Ret... Modelling the factors affecting mode c...			The Effect of COVID-19 Shocks on G... Withstanding the economic recession... Aging of the Brazilian labor market, a ...	Firm Responses to the COVID-19 Pa... Humanitarian Supply Amid the COVI... Mobilizing a Task Force to Save Lives...
Sunday, May 2, 2021					
Monday, May 3, 2021					
PAND Covid-19 and Other Pandemics	Non-Pharmaceutical intervention ANA CLAUDIA DIAS	Delivery and distribution Vipul Shah	Forecasting Dian Huang	(No session of this track during this time slot)	Healthcare Capacity/ Supply chain 1 Reza Zanjirani Farahani
CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK	Homebound by COVID19: The Benefi... Designing Pandemic Response Polic... The elderly and the COVID-19 pande...	Impact of the COVID-19 Pandemic on... Delivering Sales: Pre-Pandemic and ... Spatial agent-based modelling to acc...	A Framework for Applying Demand F... Calibrating Sales Forecast in a Pande... Forecasting Automobile Consumer D...		Resilience of the healthcare supply ch... The Impact of the Covid-19 Pandemic... Optimal Configuration of Patient Tran...
Tuesday, May 4, 2021					

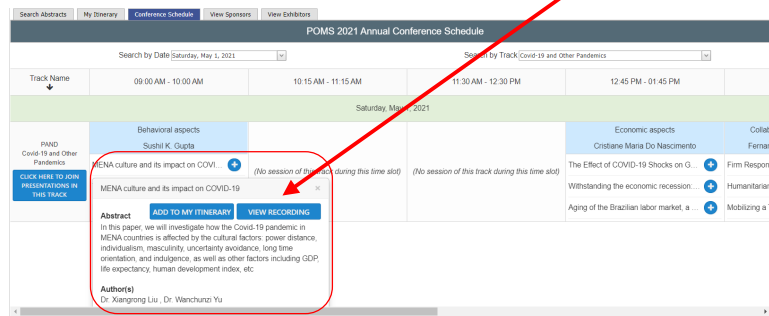
To join the current session in a track, click on the blue box – **“CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK”**. This will take you to the zoom meeting room for the current session.

3. The presenter will have a choice to either present their research live during the session or play the recorded video. Ask them to carefully, read the document: *“Instructions to Join the Conference.doc”* on how to play the recorded video from their computer correctly.
4. If the presenter is not in the session, the session chair will play the uploaded recording.
  - a. First step is to find the recorded video. Go to your session in the conference schedule page, and click on the title of the paper.

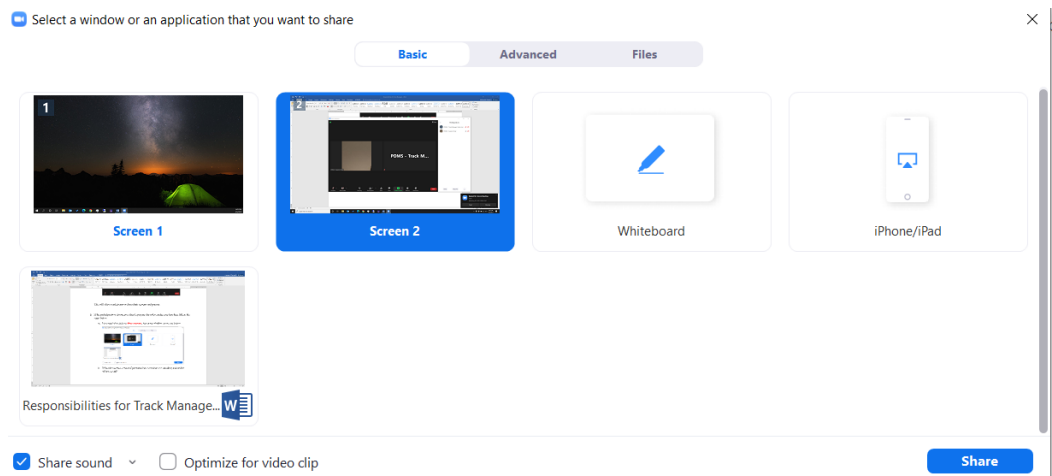
This is a zoomed-in view of the same conference schedule table. A red arrow points to the title 'MENA culture and its impact on COVI...' in the 'Behavioral aspects' track on Saturday, May 1, 2021.

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- b. A pop-up window will appear. Click on View Recording to play the video.



- c. Pause the video and then go to zoom window and click on **share screen** to share the recording with the attendees. A pop-up window opens see below:



- d. Select the correct screen (if you have more than one monitor) and enable **“Share sound”**. 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.