

## 2021 POMS CONFERENCE

### Responsibilities for Track Tech. Managers:

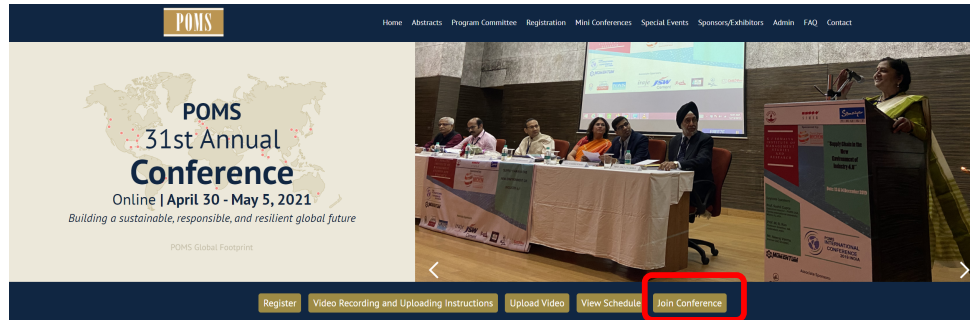
- For the first session of the day, please start the zoom session at 8:45 AM (**EDT or current NEW YORK time**). Leave the zoom session open for the rest of the day. For all sessions other than the 1<sup>st</sup> of the day, please arrive at the zoom meeting 10 minutes before the session is to start. If you are leaving the zoom room, please make sure to assign host privileges to another tech. manager before you leave the room.
- There may be a few times during the day that the zoom session may need to be restarted if it stops working.
- Give co-host permissions to the session chair and the presenters at the start of each session.
- Provide any help with zoom during the session.
- In case of emergency, *open the google sheet here and enter your issue. Someone will help you right away*

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

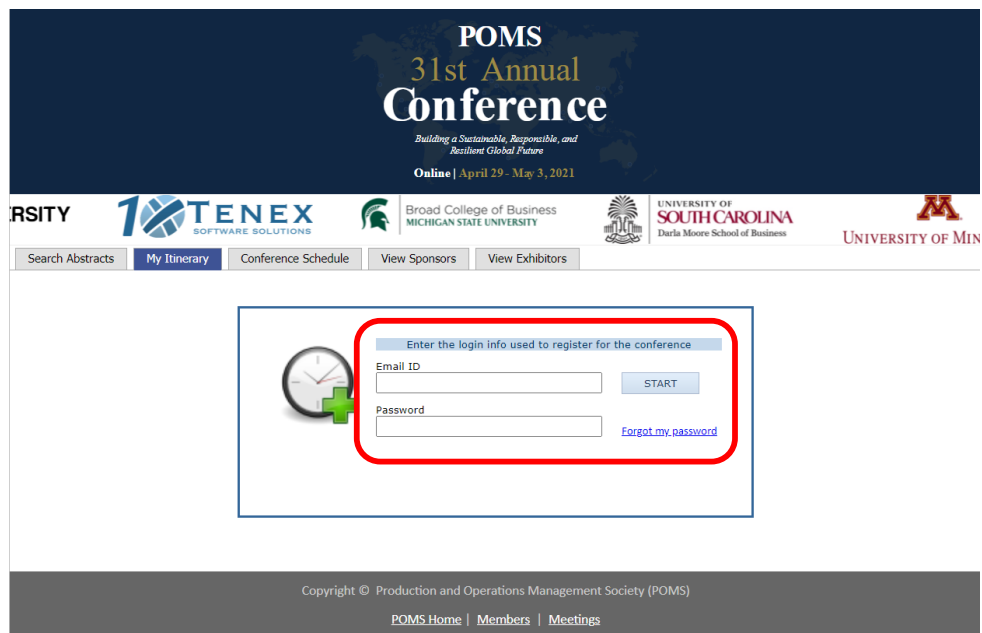
**Instructions to start the session are provided in Page 2 of this document. Also on the last page of the document, I have answers to the questions that you may have.**

## Instructions to Track Tech. Managers on How to Start the Session:

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



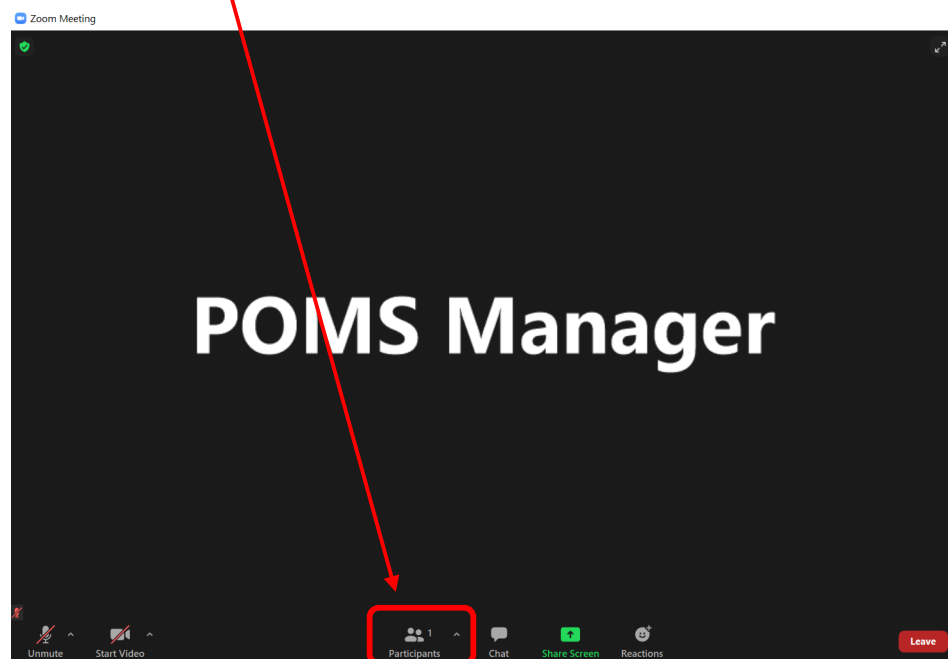
2. To start the session, navigate to your track by searching by track. Then, click on the blue box – **“CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK”** on the day of the session. This will take you to the zoom room meeting room. Use your own zoom credentials to start the zoom.

Search by Date

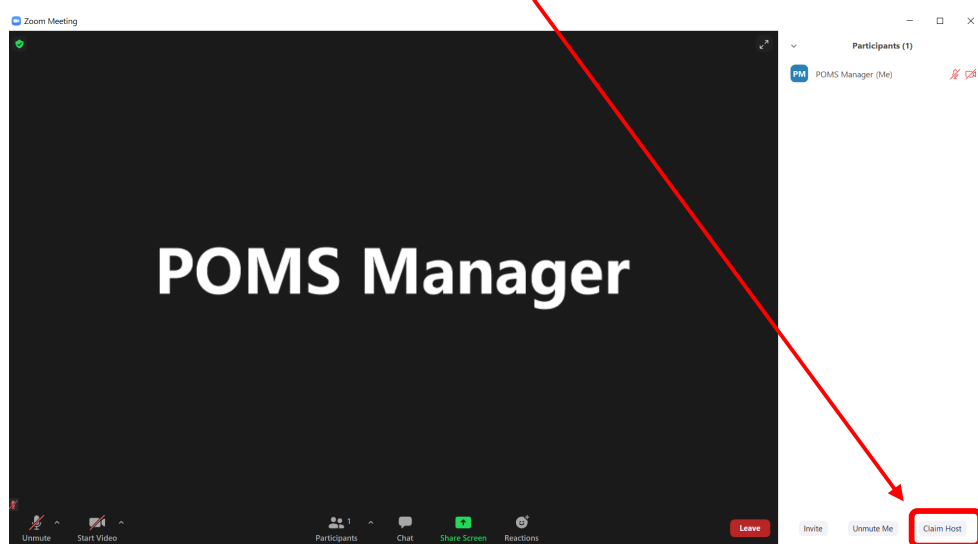
Search by Track Covid-19 and Other Pandemics

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  <a href="#">CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK</a>	<b>Behavioral aspects</b> Sushil K. Gupta MENA culture and its impact on COVI... The Impact of Covid-19 on Global Ret... Modelling the factors affecting mode c...	(No session of this track during this time slot)	(No session of this track during this time slot)	<b>Economic aspects</b> Cristiane Maria Do Nascimento The Effect of COVID-19 Shocks on G... Withstanding the economic recessio... Aging of the Brazilian labor market, a ...	<b>Collaboration against pandemics</b> Fernando Coelho Martins Ferreira 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  <a href="#">CLICK HERE TO JOIN PRESENTATIONS IN THIS TRACK</a>	<b>Non-Pharmaceutical Intervention</b> ANA CLAUDIA DIAS Homebound by COVID19: The Benefi... Designing Pandemic Response Polic... The elderly and the COVID-19 pande...	<b>Delivery and distribution</b> Vipulshardeo Impact of the COVID-19 Pandemic on... Delivering Sales: Pre-Pandemic and ... Spatial agent-based modelling to acc...	<b>Forecasting</b> Dian Huang A Framework for Applying Demand F... Calibrating Sales Forecast in a Pande... Forecasting Automobile Consumer D...	(No session of this track during this time slot)	<b>Healthcare Capacity/ Supply chain 1</b> Reza Zanjirani Farahani Resilience of the healthcare supply ch... The Impact of the Covid-19 Pandemic... Optimal Configuration of Patient Tran...
	Tuesday, May 4, 2021				

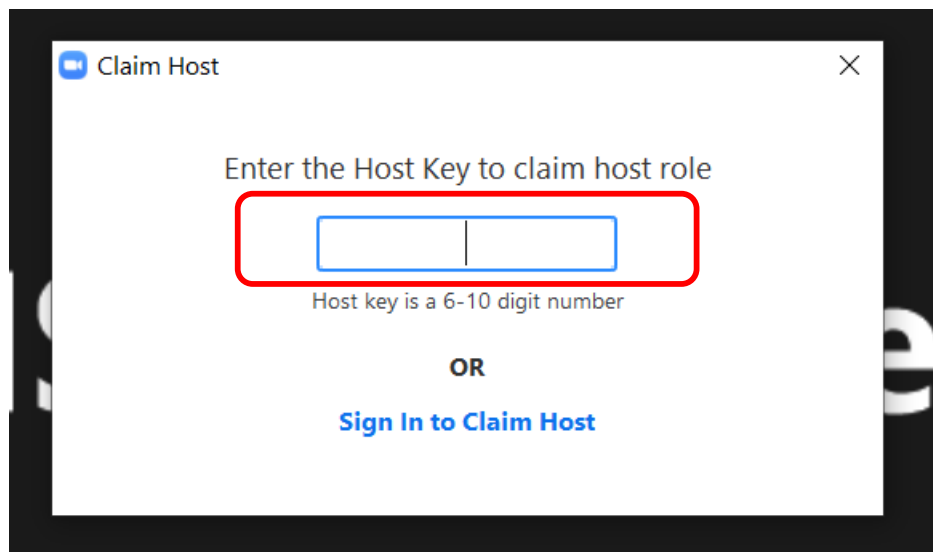
3. You can now claim the host of the zoom meeting. By following the below steps:
  - a. Click on **Participants** in the zoom window.



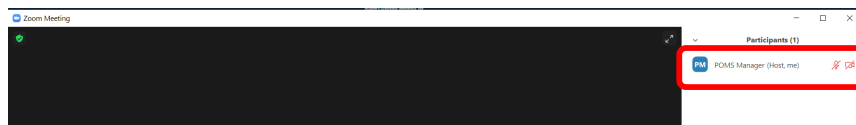
- b. Under participants console, click on **Claim Host** button.



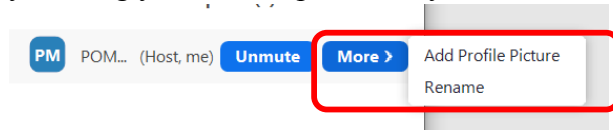
- c. Enter your **Host Key**. This will be provided to you. **You cannot share this key with anyone.**



- d. Check if you are the host. Host should appear beside your name.

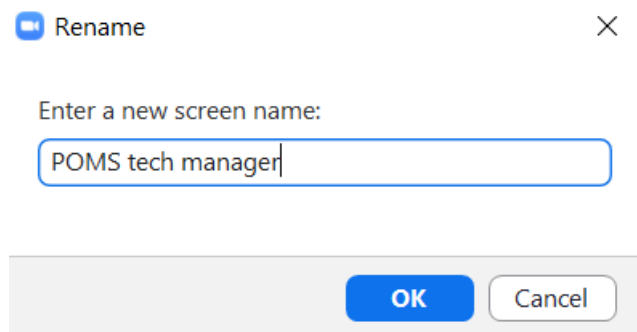


- e. Change your name by moving your mouse pointer to your name and clicking on



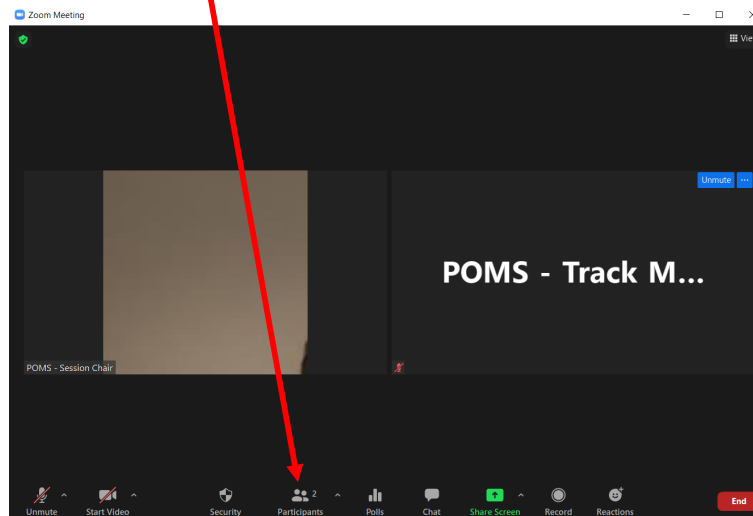
**More** and **Rename**.

- f. Rename yourself as “POMS tech manager”.

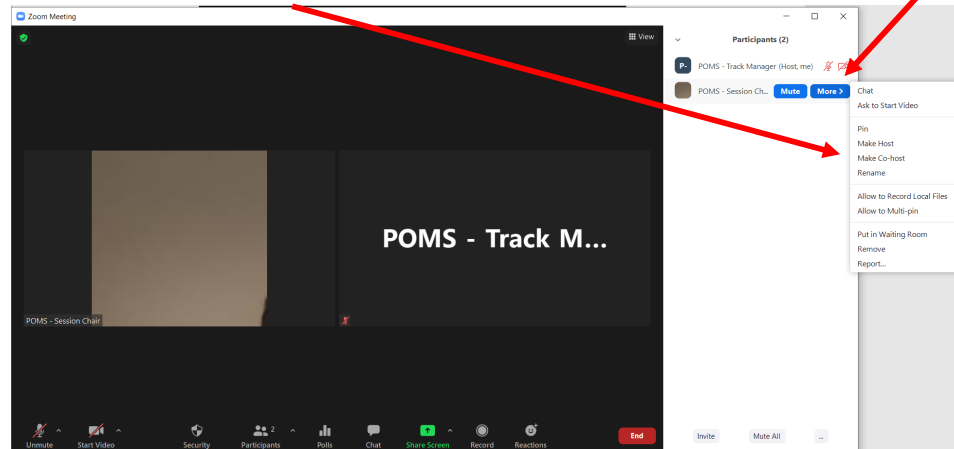


4. Assign co-host permissions to session chairs and presenters. To assign participants as co-hosts, follow the following steps.

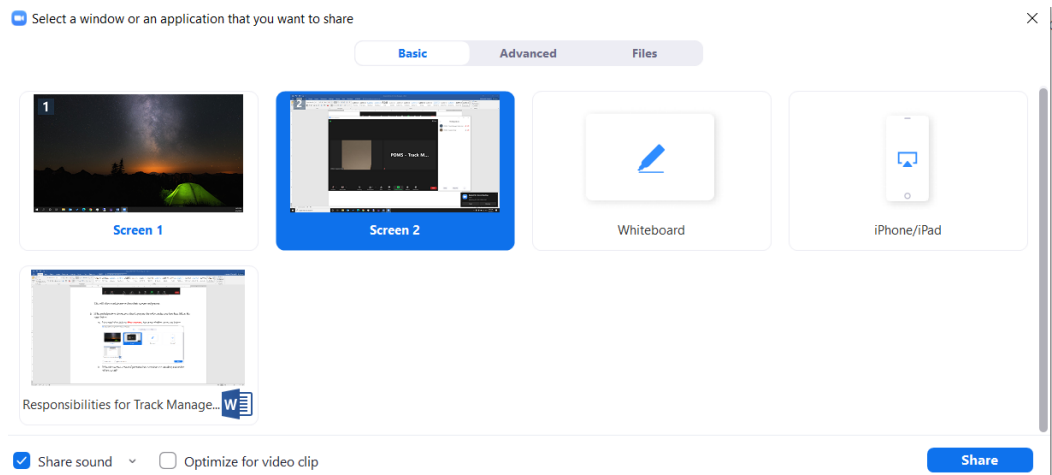
- a. Click on **Participants** in the zoom window:



- b. Hover your mouse pointer over the session chair's name and click on **"More"**. Next click on **"Make Co-host"**



- c. Follow the above steps to assign all the presenters in the session as co-host. This will allow participants to share their screens and present.
5. If the presenter or the session chair is playing the video, make sure that they follow the steps below:
- a. First step is to click on **share screen**. A pop-up window opens see below:



- b. Select the correct screen (if presenter has more than one monitor) and enable **"Share sound"** If the person sharing their video does not click on share sound then the audience will not be able to listen to the sound on the video.
- c. If the presenter ignores the above steps, then tell them to stop share and do the above steps.

## FREQUENTLY ASKED QUESTIONS

### Q. What to do if you accidentally logged out of the meeting.?

In case you logged out of the zoom meeting, one of the co-host will automatically become the host. You will need to go back to that zoom meeting and ask the host to make you the host for the meeting.

### Q. How to become a host when you are logging into the evening sessions?

If there is a tech manager from the pervious session, ask him/her to make you the host. If you do not find any host for this meeting, you can claim host using the host key.

### Q. What to do in case a participant is causing trouble.

“In case of any “zoom-bombing” incidents, please talk to the session chair and do the following to stop screen sharing.

- Click on Security and then select “Suspend Participant Activities”
- Click on Security and then select remove participant and select that participant.

