



# Annual Meetings 2021



San Antonio, TX  November 20–23

## Instructions and Information for Virtual Session Presenters

revised 4 Nov 2021

### Platform and Format for Session

While the meeting platform for the app and online planner is EventPilot, the sessions themselves are done through Zoom. By default, sessions will be meetings (allowing all participants/attendees access to mic and video) unless a webinar has specifically been requested by a program unit chairs. Webinars are noted in the app/meeting platform as a “webinar” in the Online filter, while meetings are simply listed as “Virtual.”

### Joining a Session as a Presenter

72–48 hours before the start of the session, you will receive an email with some platform-specific information about your participation in the session. This email will come from [alerts@ativsoftware.com](mailto:alerts@ativsoftware.com), so you may wish to add this email address to your email account's accepted senders list to be sure it does not go to a junk mail folder. The link in the email is unique to you and your role; **please do not forward or give it to anyone else**. Ten minutes before the start of the session, you will be able to click the link and join. You must use the link from the email in order to join the session 10 minutes early. Once you join the session, the technical assistant will promote you to the role of co-host so that you can share your screen during our presentation.

### Gathering in Session Prior to Start

Ten minutes prior to the scheduled start of the meeting, listed participants can join using the link in the email. This is a good time to make sure everyone's equipment is working properly and that everyone is familiar with the basic schedule. Attendees will be able to join the session around two minutes before the scheduled start time. Due to the fact that the platform using the same Zoom accounts throughout the meeting, we are not able to schedule test runs for sessions.

### Technical Assistant

A technical assistant will be present during the session. This person will be able to assist participants and attendees, including with functions like screen sharing. If you are experiencing a problem, you can ask the technical assistant for help. If you have an issue that needs to be addressed before the session, please contact [programs@sbl-site.org](mailto:programs@sbl-site.org).

### When to Start Your Presentation

The session presider will introduce you and let you know that the floor is yours.

## **Time Allotted**

The time allotted to your presentation is shown in the mobile app and on the desktop planner. It is very important that you stick to the allotted time and not exceed what is scheduled. Running over may cause other presenter's not to get their allotted time or limit any time for discussion. The session presider will help to keep the session on schedule, and you must follow their instructions when your time is up.

## **Presentation Files/Handouts**

It is a good idea to have the file ready to share before the session starts and to close any unnecessary files/programs. At the very beginning of the session, alert the technical assistant that you plan to share a document so that they will know to be ready to grant you permission. During your presentation, tell the technical assistant that you would like to start a screen share. At that point, you will be able to select the Share Screen function, select the appropriate window from your computer, and share it with the session's attendees. When you are finished, click the read "Stop Screen Share" button to end.

Please note that you can also share presentation files and even full-text papers ahead of time the meeting platform. Be on the lookout for an email with instructions on how to do that from [alerts@ativsoftware.com](mailto:alerts@ativsoftware.com).

## **Session End**

When the session is brought to an end by the presider, the meeting/webinar will be ended for all participants and attendees. You do not need to do anything. Please note, however, that all sessions will end automatically 15 minutes after the scheduled end time if they are not already been ended. This is a hard limit in the meeting platform that cannot be extended by the technical assistant.

## **Handouts and Full-Text Papers**

Handouts and full-text papers can be uploaded to the app/meeting platform. Look for an email inviting you to do this from [alerts@ativsoftware.com](mailto:alerts@ativsoftware.com). Uploaded documents will not be immediately available.

## **Presenting Virtually while in San Antonio**

While you are welcome to present and participate in virtual sessions if you are coming to San Antonio, you must provide your own equipment and internet access to do so. We are not able to provide meeting space dedicated for virtual participation onsite.

## **Session Recordings**

If all participants in the session submitted forms authorizing the recording of the session, it will be recorded.

## **Time Zone for Listed Times**

All listed times are in US Central Standard (UTC-06:00).

## **Professional Conduct Expectations**

All participants and attendees are expected to foster an atmosphere of respectful academic dialogue, following the [SBL Professional Conduct Policy](#) in particular. Any behavior in violation of that policy should be reported immediately to the SBL Executive Director or the chair of the Professional Conduct Committee.

**I have a question not addressed here about my presentation. Whom do I contact?**

Please contact [programs@sbl-site.org](mailto:programs@sbl-site.org).