

# **ASME 2021 Turbo Expo Session Participant Virtual Platform Training and Guidelines**

**June 2, 2021**



# Agenda - Show Care (virtual event platform company)

1. How to sign into your session via Zoom.
2. How Zoom works, functionalities, and key features. Messages you may receive from your technical producer (e.g., standby, live, wrap up).
3. General video dos and don'ts (e.g: lighting, clothing, background, device placement).
4. General reminders for your scheduled session.
5. Quick tour of the platform and how attendees will access your session.
6. Contingency plan for missing Zoom links and any technical issues. Any questions that you may have.

# Agenda

## 1. Run of event based on the type of session you are part of:

- Technical Sessions
- Panel Sessions
- Tutorial Sessions
- Keynote
- Plenary
- Honors & Awards Lectures: Scholar, AETA, and IGTTA

# Session Chair Responsibilities

**TECHNICAL SESSIONS** – peer reviewed sessions (not panel, tutorials, workshop, networking, lectures, keynote, plenary)

## Session Chairs are responsible for the following:

- **Join your session** - 15 minutes prior to the official start of the session. Use the zoom meeting link sent to you from Show Care.
- **Time Management** - Session chair(s) are responsible for starting and ending the sessions on time. It is important to monitor the time within the session so that each presenter gets the full time allotted to them for their presentation and Q&A portion.
- **Author Introductions:** In the interest of time, state the author's name and affiliation.

## Remind Attendees

- **NO** recording or taking of screen shots is allowed.
- **Q&A** will take place after each presentation.
  - Attendees can raise their hand to ask a question. The session chair(s) will manage the Q&A. Attendees can verbally ask questions by using the “raise hand” feature in zoom or by typing questions via the Q&A button while the presentations are going on, noting which author the questions are intended for.



# Session Chair Responsibilities

- **Deep Dive** presentations will be 20 mins long with 10 minutes of Q&A.
  - The first two scheduled papers in each technical session are Deep Dive “live” presentations. The Deep Dive presenting authors are to present “live” for 20 minutes. After the 20 minutes of “live” presentation time, the session chair(s) will open a 10-minute Q&A immediately following the Deep Dive “live” talk. Authors will share their screens to present the slides they have prepared. The on-demand videos will **NOT** be played during the “live” presentations.
  - If an author of a Deep Dive “Live” presentation does not join the session, the session chair(s) should be ready to play the VOD. The session chair(s) may find the VOD in the virtual event platform.
  - If an author’s presentation freezes, notify the author and advise him/her to continue without the presentation slides or to shorten the presentation and focus on the key points in order to finish on time.

# Session Chair Responsibilities

## “Live” Rapid Talks

- The 3rd, 4th, and 5th scheduled papers in each session will be “live” Rapid Talks. The Rapid Talk authors are to present “live” for 8 minutes. After the 8 minutes of “live” presentation time, the session chair(s) will open a 2-minute Q&A immediately following each “live” Rapid Talk. The authors will have to share their screens to present the slides they have prepared. The on-demand videos will **NOT** be played during the “live” presentations.
- If an author of a Rapid Talk does not join the session, the session chair should manage the session either by extending the Q&A from the previous presentation or by encouraging “live” participation between the attendees. It is important that the advertised start and end time for each paper be consistent for optimized participation.

# Session Chair Responsibilities

## Q&A

- It is **strongly** recommended that the session chair(s) prepare at least one question in advance of the session, per paper, in case the attendees do not have any questions.
- Will not be recorded.
- Will take place immediately after each presentation.
- It is the responsibility of the session chair(s) to ensure the presentations do not go over their allotted paper time.
- Prepare closing remarks for the conclusion of the session, closing remarks should take no more than 1 minute. In your closing remarks:
  - Encourage attendees to visit the exhibitors
  - Visit the student posters,
  - and encourage them to create their networking round tables so they can network with each other.

# Author Responsibilities

- Present your paper either **Deep Dive** or **Rapid Talk**
- The VOD will not be played on your behalf.
  - Authors need to present live.
  - Share your screen and present a power point presentation.
  - Answer Q&A



# Panel Sessions

## General Information

- These are “live” sessions.
- NO Video on Demand (VOD)

## Panel Session Chair Responsibilities

- Introduce session and panelists
- Make sure panel session starts and ends on time.
- Manage the Q&A.

## Panel Session Panelist Responsibilities

- Prepare a presentation.
- Share screen so session attendees can see the presentation.
- Answer attendee questions.

# Tutorial Sessions

## General Information

- These are “live” sessions.
- NO Video on Demand (VOD)

## Tutorial Session Chair Responsibilities

- Introduce session and panelists
- Make sure tutorial session starts and ends on time.
- Manage the Q&A.

## Tutorial Speaker Responsibilities

- Prepare a presentation.
- Share screen so session attendees can see the presentation.
- Answer attendee questions.

# Plenary Sessions

- Pre-recorded
- Live Q&A
- Plenary sessions will start at 8:00 am EDT and end at 9:00 am EDT.
- ASME IGTI awardees will be recognized following each plenary session from 9:00 – 9:30 am EDT.

# Honors & Awards Lectures

- Scholar      Zoti Spakovszky      June 11, 8-9 am
  - AETA      Guillermo Paniagua      June 10, 4-5:30 pm
  - IGTTA      Rich Dennis      June 7, 2:15-3:45 pm
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- These are “Live” sessions.
  - Live Q&A
  - NO Video on Demand (VOD)

# Other Information

## PDF version of the technical session schedule:

- On the TE21 homepage
- Virtual Platform

## Final Papers

- In the virtual platform
- On-line paper access email was sent on May 28<sup>th</sup>
- TE21 online paper [site](#)
  - You will need the email address you used to register to attend TE21.
  - You will need your registration id#

