

## EHA 2020 ATTENDEE / SPEAKER CHECKLIST:

### Prior to the conference:

1. Make sure you are registered. You can login to the conference website from its Home page: <https://eha-annualmeeting.secure-platform.com/a/organizations/main/home>. Just click on the Login/View Schedule -button. **If it is your first time logging in, it will prompt to ask you for the email address that you registered with. If the email is in the system, it will send a login link to that email address. Once you click on it, then you will have full access to the conference website.** If you have problems, please do the following first: 1) make sure you have completed your registration; 2) check your email to make sure it is the one you used; 3) use the link that the system will send you. If you still have problems after that, contact either Jari Eloranta ([jari.eloranta@helsinki.fi](mailto:jari.eloranta@helsinki.fi)) or Jeremy Land ([land25.jeremy@gmail.com](mailto:land25.jeremy@gmail.com)). We will try to resolve the problems as soon as possible, and/or refer you to the OpenWater support staff.
2. All sessions will take place via Zoom. **The Zoom rooms are built into the system, so you do not need separate session invites. Just click on the Schedule, then a particular session, and you will see the Zoom room link on the right-hand corner.** Make sure you have Zoom downloaded ON THE DEVICE you intend to participate from. Zoom has apps for Android and Apple smart phones, as well as tablets, and laptops/desktop computers. Links to all Zoom apps can be found here: <https://zoom.us/download>
3. Review the conference schedule to see all of the sessions and their times. Please note that all times are listed in US Eastern Daylight Time. The schedule is listed here: <https://eha-annualmeeting.secure-platform.com/a/gallery/rounds/1/schedule>
4. The schedule also includes calendar links so that you can add each session you plan to attend to your personal calendar.

### To attend the conference:

1. Go to the conference website: <https://eha-annualmeeting.secure-platform.com/a/gallery/rounds/1/schedule> and navigate to the scheduled session you would like to attend. If you have logged in before, the system will recognize you automatically.
2. If the session is live, you will see a link to join the live session. Clicking the "Join" button will launch the Zoom app on your device, and you will connect via Zoom.
3. During the Session, you will be entering the Zoom room with your microphone muted. Please keep it muted throughout the session, unless selected to ask a question (see below). **Each paper session features three papers, with 30 minutes allotted for each (15 minutes for the presentation, then 5 minutes for discussant comments, and 10 minutes for audience questions).** It is up to the session Chair to organize and oversee how the sessions are conducted. The time limit for the sessions is FIRM.
4. During the Session, you will be able to request permission to ask a question at the end of the session via the Chat option. It will be up to the session

Chair to call on you if he/she so wishes. If selected to ask the question, the Chair will ask you to unmute your microphone and turn on the video. Please keep your question brief as the schedule is very tight.

5. If you have any technical difficulties accessing the session,
  - a. Check the SUPPORT tab in the conference site - any widespread technical problems affecting everyone will be posted here.
  - b. If the problem is not platform-wide, there will be a live chat support button on the same web page as the session where you join the conference. A software representative will be available to help you as best they can.
  - c. If you are not able to resolve your technical difficulties during the session and are unable to participate, a recording of the live session will be available on the site. We will keep you informed about when to expect access to the live session. You can also send an email to Jari Eloranta ([jari.eloranta@helsinki.fi](mailto:jari.eloranta@helsinki.fi)), which will be answered as quickly as possible.

## Information for people with speaking roles

### Prior to conference:

1. Please send Jari Eloranta ([jari.eloranta@helsinki.fi](mailto:jari.eloranta@helsinki.fi)) the Power Point (or PDF) slides for your presentation. If everything goes smoothly, you will be presenting your own slides by sharing your computer screen on Zoom. However, if there are any technical difficulties, having your slides allows one of the graduate student moderators to be able to share your slides while you deliver your talk. **If this is needed, you will simply need to request "Next slide, please".**
2. If you are not familiar with Zoom, this recording provided by Open Water will help prepare you - the whole video is 15 min, but only the first 6:45 min are relevant. (Open Water is the company that provides the conference registration platform/website.) <https://vimeo.com/437883969>
3. Familiarize yourself with how to turn off all COMPUTER NOTIFICATIONS - like email, calendar reminders, and any other messaging platforms. If you have shared ONLY Power Point when you share your screen, participants will not see these notifications but they may be very distracting to you while presenting.
4. Get a headset with microphone to use while presenting. Most computer built-in microphones do not provide high-quality audio. A plug-in or bluetooth headset will provide much better audio quality for both speaking and listening.

### During your session (starting September 11):

1. Plan to join your session from the Open Water conference platform listing for your session: <https://eha-annualmeeting.secure-platform.com/a/gallery/rounds/1/schedule>. The tech team will admit all "speaking roles" ahead of time (please join *at least* 15 min ahead, the room will open *30 minutes* before for the appropriate persons) so that there is an opportunity for "backstage discussion" before admitting regular participants to the session.

2. Remember: all regular participants (everyone without a speaking role) will be muted and will not appear on camera.
3. All sessions are recorded automatically, and they will appear linked to that session within 24 hours.
4. The chair will be reviewing requests to ask questions submitted through the Zoom chat, and will call on people individually to unmute themselves and ask the question.
5. Paper presentations should NOT be any longer than 15 minutes, to keep the session on schedule. If you go over time, the Chair will cut you off. Otherwise there will not be enough time for comments and questions.
6. Please take time to visit the graduate student poster gallery, which will feature their dissertation research. They will not present the posters formally, but are available at designated times, one hour per day, to discuss their work with you via Zoom, email etc. EHA wants to provide a great conference experience for them.