Dear EHA 2020 Conference Registrant,

This email contains information to address many of the questions you may have about the upcoming virtual conference. This is a long email, but please use the links below to jump to the sections that pertain to your role(s) in the conference.

Information for all participants (add anchor link)
Information for people with speaking roles in a session (add anchor link)

**Information for all participants**

*This information is for all conference participants, regardless of role.*

**Prior to the conference:**

1. All sessions will take place via Zoom. 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

2. 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

3. More details about each session, including the session papers, will be added to the conference platform in the coming days so that you have an opportunity to review papers ahead of the sessions.

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.

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). The same applies to your video - by keep the video off you save bandwidth to keep the session video going smoothly and being accessible to all. Each paper session features three papers, with 30 minutes allotted for each (15 minutes for the presentation, then discussant comments and 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), which will be answered as quickly as possible.

Information for people with speaking roles

The information below pertains to anyone with a speaking role at the conference: session chairs, paper presenter, discussant, or any other role. As a speaker, your experience will be slightly different from those participating in the session.

Before Monday, September 7:

1. Please send Jari (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. If you cannot
make this deadline, please aim to email the slides at least a day before
the conference - after that, we cannot guarantee the backup option.
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](https://vimeo.com/437883969)

3. Register to attend a Q&A session for all conference speakers:
[https://helsinki.zoom.us/meeting/register/u5Ykc-qgpzsiHdGsKVPphzWLB
yrOfqNnSwi](https://helsinki.zoom.us/meeting/register/u5Ykc-qgpzsiHdGsKVPphzWLB
yrOfqNnSwi) (You will receive a confirmation email with a Zoom link to
connect.)

4. 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.

5. 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.

**Tuesday, September 8 at Noon eastern daylight time**

1. Attend the speaker Zoom practice session. If you are not able to attend
live, a recording will be sent out within a couple of hours after the session
concludes. You will receive an email with a link to the recording. To join
the session, follow these instructions:

Jari Eloranta is inviting you to a scheduled Zoom meeting.

**Topic:** Zoom Meeting for EHA Conference Presenters

**Time:** Sep 8, 2020 07:00 PM Helsinki

Join Zoom Meeting
https://helsinki.zoom.us/j/62943290875?pwd=dzgvZkJTQnc4c2VJTj1NiSeHFBZz09

Meeting ID: 629 4329 0875
Passcode: 150386
One tap mobile
+358972522471,,62943290875##,0#,,150386# Finland
+358341092129,,62943290875##,0#,,150386# Finland

Dial by your location
+358 9 7252 2471 Finland
+358 3 4109 2129 Finland
+358 9 4245 1488 Finland

Meeting ID: 629 4329 0875
Passcode: 150386
Find your local number: https://helsinki.zoom.us/u/cVmrQ96bC

Join by SIP
62943290875@109.105.112.236
62943290875@109.105.112.235

Join by H.323
109.105.112.236
109.105.112.235
Meeting ID: 629 4329 0875
Passcode: 150386

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. 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.
4. 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.
5. Paper sessions featured three papers. Each paper is allotted 30 minutes in total (15 minutes for presentation, then discussant comments, and questions from the audience). The time limit for the session on the whole is FIRM.

After your session:

1. Let the Jeremy Land (land25.jeremy@gmail.com) know if you do NOT want the paper on the conference website to be available after the conference. By default, we keep the papers there until the end of this year.

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We are getting closer to the conference, which is exciting. This is a new way for us to meet to discuss our scholarship, celebrate awards, and network. Remember to encourage your colleagues and students to register for the conference. If you have any questions about the conference activities, please contact Jari Eloranta for further details: jari.eloranta@helsinki.fi.