System Requirements

- We strongly suggest using Google Chrome or Microsoft Edge
  - Safari and Firefox can have issues viewing webinars.
- All Mac users MUST use Google Chrome to join the live webinars.
- **VERY IMPORTANT! Make sure the most up-to-date Zoom software is downloaded to your device as possible. Download for free https://zoom.us/download**

Logging into the System

- You will be sent an email invitation with link to log in to the platform. (Around July 19th)
  - Email will come from asee@conferencedirect.com
- When you first attempt to access the platform you will need to create a password and complete your profile. **bookmark the page for easy access during the week
- Once logged in to the virtual meeting, proceed to your name on the top navigation bar, select "Edit My Profile"

Viewing Posters

- To locate the Poster Session page, go "Schedule" tab (located on the top right) and select "Poster Presentations"
- Select the Poster/Author you would like to view.
- You are able to select the blue + button to add the poster session to your "My Agenda" page.
- Then, to add a specific poster, select the "Reserve Spot" button.
- A timer displays the number of days and time left before the session begins

Outside Events

- The Meet & Greet, Lightning Talks, Tuesday Night Social, Wednesday Lunch Trivia, Round Table Discussions, and the EEC Meeting will all take place outside of the ASEE Platform.
- Fill out the Google form to be kept up to date: https://bit.ly/3q6Hd7M

Attending Business Meeting

- A Meeting ID will be available 20 min prior for Program Chairs to send out to their members who are not registered for ASEE conference but filled out google form.
  - **Be advised this link is call-in only "No Video" -

Virtual Sessions

- All ELD sessions will be in "Meeting" Format no "webinar"
    - the audience is live with ability for video and audio
- A "green room" is available 15 minutes prior to each session
- All sessions are 90 minutes
- Moderators must click on broadcast to start their session "Join/Start Live Meeting"
- Moderators need to end the session
- After the conference, the moderators should work with the authors to collect the slides and handouts to preserve on our website.

Technical Sessions

- Sessions are 3-4 papers per session
- Papers will be linked to the sessions automatically
- All authors registered by June 18th will be listed as "speakers"
- Moderators will introduce each paper (request biographic info beforehand)
- Presentations time is recommended to be: 15 min for 4 papers & 20 min for 3 with time for Q&A.
- Moderators can decide to do Q&A between each or all at end.
- One moderator can collect slide and share screen while second moderator can monitor chat. Do not share screen during Q&A, so presenters can be seen.

Panel Presentations

- Moderator will introduce each panelist and assist with Q&A
- Technical moderator will assist as needed and monitor chat

Poster Presentations

- Moderator is assigned to each poster to assist as needed and monitor chat
- Recommended that moderators have a digital backup of slide incase of technical issues.
- Remind Poster Presenters about "Best Poster Award"

Business Meeting

- Meeting ID will be available 20 min prior for Program Chairs to send out to their members who are not registered for the virtual platform. Be advised this link is call in only "No Video"

Virtual Sessions

- Check that you have the latest version of Zoom installed and strongly recommend Chrome
- All ELD sessions will be in "Meeting" Format not "webinar"
    - the audience is live with ability for video and audio with ability to mute
- All sessions are 90 minutes
- A "green room" is available 15 minutes prior to each session to check sound levels and screen sharing
- The moderator will push the broadcast button to start session
- Select "Share Screen" at the bottom of the Zoom window. If sharing a video clip, select both of the below checkboxes when sharing your video Share Computer Sound Optimize Screen Sharing for Video Clip

Technical Sessions

- Papers will be linked to the sessions automatically
- All authors registered by June 18th, will be listed as "speakers"
- Presentations time is recommended to be: 15 min for 4 papers and 20:3 with time for Q&A.
- Moderators can decide to do Q&A between each or all at end.
- There are two moderators per session so one can introduce everyone and share screen while the second monitors the chat.

Poster Sessions

- As a poster presenter, Poster Sessions are automatically under "My Agenda"
- Papers will be linked to the sessions automatically
- Each poster has been assigned a moderator to assist as needed especially with chat.
- Authors should create a one slide poster of their paper to share during their designated time that will be judged for ELD Best Poster Award
- Approximately 20 minutes prior to your poster presentation:
    Inside the ASEE virtual conference platform: go to 'My Meeting' -> 'My Agenda' -> select your session -> Click the 'Manage' button in the upper right ->
    Click 'Start/Join Live Meeting' to join and start the meeting.

Panel Presentations

- Moderator will introduce each panelist and assist with Q&A
- Technical moderator will assist as needed and monitor chat