# **Transcript**

February 25, 2025, 6:02PM

#### Parry, Kristen started transcription

Edmond, Lilly 0:08

This recording on the.

Conference website so they can watch it there and always reach out if they have any additional questions.

So you'll be hearing from me today. And you'll also be hearing from Jeff Schloss with noms.

I'm sure you've had a lot of emails with Jeff back and forth and I know you've probably heard from me as well.

And you'll Kristen and Devin are here as well to help answer any questions. There are conference contractors, so.

Hopefully we can get you all the information you need and again you can always reach out if you have any more questions after today and during the call.

So first I just wanted to say thank you for your patience as we are continuing to have to make adjustments to the agenda and the attendee list with travel cost cuts. I'm sure everyone is very familiar with that.

So again, thank you for your patience.

Ideally, by this time we would have the agenda ready to go, but unfortunately this year is a bit of a challenge with that so.

Yes, we really appreciate your patience as.

As we continue to make adjustments.

Alright so.

Our agenda today we'll go over some Hoover Basics, oral presentation format, reminders for presenters, moderator guidelines.

Talk a little bit about extended sessions, FA QS and then Jeff is going to take over for technical expert quidelines.

So I'll talk about the moderator aspect of the conference and then Jeff's going to we'll have, we'll have a chance for people to ask questions.

And then Jeff will take over and do technical experts and then we'll have a chance for questions then as well.

So yeah, this is a moderator presentation, but there there is information about presenters in here. Since you all are kind of corralling the presenters and making sure they know what they have to do.

So Hoover basics. Hoover is a virtual conference platform.

It's what we've used the past couple conferences.

Every registrant will receive a Hoover link and have a customizable profile, and the presenters in your session can edit their abstracts, post their pre recorded presentations, post other presentation materials like their slides or photos, or any papers that they reference, and moderators will be able to review the. Abstracts.

In their session through Hoover, once Hoover is live, which the plan for that is, I think, Monday but.

That's that's the current plan.

The and then there's a chat function as well to talk with all attendees.

And there's networking capabilities.

So I say, see the question, since so you so presenters should have already received a Hoover link presenter and presenters and moderators, right Devin and Kristen.

### Devan Moore 3:27

ls correct. Yes, that's correct.



## EL Edmond, Lilly 3:29

So if you are a presenter or moderator and you don't have a link reach out and we will get that straight.

Alright, so the session each session format just your are typical session is 4 talks per session. 15 minute presentation with a 5 minute window for questions after each presentation and then 10 minutes of Q&A with the group.

So for you all, if you could just remind presenters of these few things, they should meet at the designated room 15 to 20 minutes before the session.

Each room has a window, has a computer with windows and Ms. PowerPoint on it. Their presentation should be Windows compatible.

Presenters will not be able to use their own computers to present, and there is not reliable high speed Internet in each room, so they shouldn't plan on streaming it from. A website or something like that? And if there are technical difficulties for them, they won't be allocated any extra time since we are on this.

Set 15 minute window for each presentation.

So we are suggesting that presenters bring a backup copy of their presentation on Ausb flash drive, just in case there are any issues.

So for moderators before the conference, again, if you could remind presenters of these two sayings, you can point them to the presenter guidelines on the website. You can remind them to register for the conference and by February 28th, which is this Friday. It's a little bit of a loose deadline, but we are asking that each presenter has their biographical information on whova.

Dated, they have their slides presented.

Or their slides uploaded to OneDrive, which they have been provided with the link to OneDrive.

And up uploading their slides is required and then we have also and that's that's the most important thing. Getting their slides onto OneDrive for Kristen. So that way she's not scrambling trying to find everyone's presentations. This would it's so that's the most important thing.

And then we are also suggesting that presenters pre record their presentation on Hoover and this is this is for the virtual attendees and we have a good bit of virtual attendees this year. So if someone is registered virtually, they would be able to see the presentation as the.

Conference is occurring because it would be uploaded and pre recorded.

It's not like it would.

It won't be live streamed, but.

But they could watch recording of a presentation.

Otherwise, we are recording the sessions to the best of our ability during the conference with those uploaded until a little bit post conference.

Alright.

So moderators, before the conference, we're asking that you review moderator guidelines which are on the website.

Become familiar with all of your session abstracts via Hoover, so once Hoover's live, you'll be able to see your abstracts on there.

Communicate with presenters in synchronous, in person, asynchronous and poster. So there is a link to the presenter contact information. It's a spreadsheet.

And that should have all of your presenters in in your session, including in person,

asynchronous and posters.

So Devin, let me know this morning that the posters in each session might need a little bit of adjusting.

So it would be great if people could just delay their coordination with poster presenters just in case there is a mix up that she needs to get straight. So.



Ken Schiff 7:27 Replay.



### Edmond, Lilly 7:37

The goal is to have that straight.

The end of the week.

And then something we are asking of moderators is to populate a slide which I'll pull up on on the next slide here of just all of the presentations in your session.

And this will be on the screen when people come to your room.

So on SharePoint there is a template for this slide that we are asking you all to fill out.

And there's also a folder to save your.

Your slide, so it'll look like this and it'll just have each of the four presentations. And then if there's any asynchronous talks in posters associated with your session, there's a place to put that as well. So people know to check those out.

And then you would get the the date and time and location of your session from the conference agenda.

On the website.

So I I brought up the link that I believe was already provided to present to moderators.

Right. Devin and Kristen, did people already get this link to the spreadsheet?

# Devan Moore 8:58

Yes, I think it went out last night.



# Edmond, Lilly 9:00

OK, cool.

So yeah, on that spreadsheet there's a read me tab and that has information about this slide that we are asking you all to populate. So it has a link to the agenda and

then it has a link to the SharePoint or the yeah, the SharePoint folder where you. Should save this slide.

Much appreciated for your help with this.

Alright so.

During the conference, moderator should ensure that you are comfortable with the lighting and technology in the room.

Introduce yourself and briefly introduce same person presenters.

Highlight all presentations associated with session with your session.

So in person, asynchronous posters and then Jeff's going to get into the zoom recording.

But this year we are going to record.

Prior session via zoom.

And then moderators are responsible for timing and moderating the discussion that occurs in the room and ensuring the flow of presentations from one to the next. And.

Moderators should be prepared with a question for each presentation to spur discussion, so you all will have timing cards. So just to keep people on track as they're presenting so that they don't run over into someone else's.

Time and then something else in the spreadsheet that was provided is. Some presenters don't have permission for their presentations to be recorded, so if that's the case, they are put at the end of the of the session and you all would have to stop the recording prior to.

Them presenting so it doesn't.

Get included in what we post.

All right.

And then I just wanted to throw together some information about the as we call them extended sessions, which includes workshops and panel discussions and facilitated round tables.

So there's been a little bit of confusion about what's going to be live streamed and. Recorded so workshops will not be live streamed or recorded since they're kind of like a hands on situation.

And if you.

Are leading a workshop.

You'll be able to use your own laptop, but please coordinate with Jeff Schloss so that way he is aware of if you have the necessary ports and other features on your laptop.

He did say that he has received information from most.

Workshop leads, but if you haven't let him know about your laptop, please do that. And then for panel discussions and facilitated round tables, the laptop will be provided.

If you need to use your own laptop, it would need to be used the entire for the entire session and please reach out to Jeff if you need to do that. So again, he can make sure that your laptop has all the necessary features and then there is.

Going to be a technical expert in in the room for the entire session, for panel discussions and facilitated round tables, and they will be live streamed and recorded. By this technical expert.

And then there are also workshop guidelines and panel and table guidelines on the website that people can check out.

Alright, so I threw together some FAQs based on previous.

Webinars that we've had so.

One of my presenters did not show up.

Should I rearrange my presentations?

This is a no.

Please leave them in the order that they are listed on the agenda, even if this causes a gap and this is because people may be hopping from room to room and we want them to be able to come to your room and rely on the schedule.

What if I have technology issues in the room?

So I know I brought up the technical experts on the previous slide.

Volunteers will be checking in these technical experts to each session as they start to make as they start to make sure all is going well. So.

They'll they'll check in on you and make sure everything's good.

And if there are any replacements that are needed, they'll make sure to get those for you.

And then one of my presenters cannot have their presentation recorded.

What should I do? Like I mentioned earlier?

For presentations that cannot be recorded will be placed at the end of the session. So you will.

You would just stop the recording prior to that person presenting.

And then if you have any other questions, you feel free to reach out to me.

Technical questions can go to Jeff and then any agenda issues can go to Kristen.

And then any Hoover questions can go to Devin.

So do you all have any general moderator questions that you'd like to ask? Alright, go ahead.



SR Selbig, William R 14:26

Yeah, hi. This is fresh off the press.



Edmond, Lilly 14:27 Hi.



SR Selbig, William R 14:29

Here is a recent e-mail as recent as like 30 seconds ago. What if we, a moderator, is no longer able to attend?



# EL Edmond, Lilly 14:39

You could just reach out to reach out to us by e-mail and we will get a new moderator for your session.



Thank you.



Handler, Amalia 15:08

Yeah. So. Did we receive a list of people who have confirmed? Their attendance as of yet. Or is that just still shifting? Uh huh.



Edmond, Lilly 15:22

So if they're in your spreadsheet, they should have confirmed that they are

presenting. If they're in your in the tab that the spreadsheet. If you know, do you know what I'm talking about? The spreadsheet that was sent to everyone. Your session has a tab in it, and if.

Yeah. If they're included in that, then they should have confirmed their present that they're present, that they're going to present.



HA Handler, Amalia 15:46 OK, I will look for that spreadsheet.



Parry, Kristen 15:48 Hey, Lilly, this is Kristen. I just wanted.



Edmond, Lilly 15:50 Yeah.



Parry, Kristen 15:51

I just want to say that.

They confirmed the speakers confirmed, but that doesn't necessarily mean 100%. I would say that they're going to be there until I would say the day of the session.



HA Handler, Amalia 16:03 Frankly.



Parry, Kristen 16:06 I'm not counting on anything until then.



HA Handler, Amalia 16:11 Makes sense. Thanks.



SM Stackpoole, Sarah M 16:23

Lily, or can you remind me what I look for in my e-mail to figure out where that spreadsheet is that you were just talking about with Amalia?



Edmond, Lilly 16:35

Sure. Yeah.

So I think Devin said that it got sent out last night, but is someone able to paste a spreadsheet link in the chat?



Devan Moore 16:46 Yeah, I can do that.

Edmond, Lilly 16:51 So an e-mail should have come from.



Devan Moore 16:51 I'll do the whole OneDrive.



EL Edmond, Lilly 16:57

OK, cool.

Yeah, so the OneDrive link will have.

That.

We'll have that.

Thanks, Jason, and thanks everybody.

We'll have a link have the spreadsheet and also the folder where you would put that slide that we're asking you all to put together.



# SM Stackpoole, Sarah M 17:14

So, Willie, you're saying Jason Hill posted presenter information for modders xlsx.



SM Stackpoole, Sarah M 17:22 Yeah, I have. Access is denied for me. I don't know if others are having that issue.

Edmond, Lilly 17:26 EL Interesting.



# Devan Moore 17:31

#### Does it?

Is it still denied with a link I just sent in? I'm afraid that if someone shares their link like it's, it's a little different just based on. The sharing rules it should. I am denying too. OK, that is.

# SM Stackpoole, Sarah M 17:46

I'm also going to Kristen Perry's e-mail for Monday, 2/24 at 3:27, PMI received that and that I am able to get into now. Thanks.



Edmond, Lilly 17:46 OK.

Great, alright. So it sounds like people have to access it through the e-mail.



# SM Stackpoole, Sarah M 18:03

Barry, about diverting things there.



# Edmond, Lilly 18:08

That's OK. All right. Who's next? Is it Rebecca?



# **RB** Rebecca Bond 18:20

Yeah, I have two questions.

The first is.

As things shift around, if we were to receive another session to moderate, would we get an e-mail about that or do we need to be constantly scanning that spreadsheet to make sure a session hasn't been?

Reassigned to us. That's my first question.

And my second question is when did the e-mail go out with the Hoover link for moderators?

# Devan Moore 18:52

That he's going out a couple of times. It seems that like the moderator information I have, is a little different. So guite possible that if you don't have it, you didn't get it 'cause

I don't have you listed, so if you could just put in the chat what session you're moderating, I will get you added to that.

### Edmond, Lilly 19:14

Yeah. And then ask for your first question. We we wouldn't put you as a moderator for a session without letting you know.



**RB** Rebecca Bond 19:26 Sounds good. Thank you.

Edmond, Lilly 19:28 No problem. Alright, Adeline.

#### Magee, Madeline R - DNR 19:36 Μ

Yeah. Related to people not being able to come at the last minute, if we have somebody who isn't able to come to their talk, what should we do as moderators? Like, should we just sit for 15 minutes? Do we show if they posted something online? Try to show that what should we do?



### Edmond, Lilly 19:57

Yeah. So you should just maybe have a few questions just to get kind of a discussion going.

We're not expecting you to pull anything, any materials from online to fill that time. I mean, people if they need a bathroom break, you know. But ideally, yeah. You'll just maybe just try to get, have a conversation going.

That's relevant to your session.

Magee, Madeline R - DNR 20:23 OK. Thank you.



EL Edmond, Lilly 20:25 No problem. All right. Any other questions? And I think Rebecca's hand is still up, but. Not seeing anything else. All right, Mike.



PM Paul, Michael 20:54

Yeah, I've got a quick question. So on the on that slide, you want us to make is the session code. The like. There's like our special session code has a code like S6 right? But then there's the the letters that are on the top column.



Edmond, Lilly 21:08 Yes.



Paul, Michael 21:12

Which one do you want us to put in there like? It's the A through the L or something.



Edmond, Lilly 21:19 Yeah, it's the top. Yeah, yes.



Jeffrey Schloss 21:19

Yeah, put the put the letter in the number that relates to put the letter in the number that relates to your.

# PM Paul, Michael 21:21 OK.



Jeffrey Schloss 21:26

To your session.

The the other, the other coding, even though it shows up on some agendas but not all, and shows up on the spreadsheet I believe are just are tracking for for submitted session proposals.



# PM Paul, Michael 21:40

OK.

So use the letter and the number that are on the top, not the letter and the number that I write above. The name on the 2nd.



# Js Jeffrey Schloss 21:42

But.

The letter and the numbers essentially that are generally above each of the columns in the agenda that's posted online. I'd have to take a look and see what Hoover looks like, but.



# Devan Moore 21:58

Yeah, we don't want to use the like S 41 the the one that starts with S is not what we're using.





# Jeffrey Schloss 22:04

If the number if the number goes over 10, you're doing it wrong.

Paul, Michael 22:09 OK, good.

# Edmond, Lilly 22:11

This this one is an actual example of what's of, of something that's on the agenda. So if people need to reference, they can. They can look at this one.



# PM Paul, Michael 22:24

And if we have a session that spans like three time periods, can we just make 3 slides in one PowerPoint? Is that cool? Or do we have to make three separate ones?

DM

Devan Moore 22:34 Yes, please do that.

PM Paul, Michael 22:35 OK, cool. Very good.

DM

Devan Moore 22:37

As long as it's up on the computer, you'll be it'll be fine.



Edmond, Lilly 22:46 RH Matt.



# Bolt, Matthew 22:55 Oh, sorry, I on your example. I don't think Nick is the moderator for that.

I don't think he's available to attend.



# Parry, Kristen 23:07

Yeah, that's right.

I just had made this a while ago and we yeah, this is not. That's everything else on this slide is correct, except for his name.



# Edmond, Lilly 23:20

Thanks for the heads up.



## Parry, Kristen 23:21

And I think actually at this time, we are still looking for a moderator. So if anyone on here wants to volunteer, that would be fantastic.



# Js Jeffrey Schloss 23:28

Apparently it looks like it looks like Matt did volunteer.

Bolt, Matthew 23:32 BM Yeah. Thanks.



Bolt, Matthew 23:34 BM Yeah. Thank you.



Handler, Amalia 23:41

So

I'm not under, so I'm in the moderator spreadsheet or presenter information for moderators and I can't find my session number.

How do I?

It seems to be organized by these other numbers and I don't know which of those is associ.

Can you help me? Sorry.



Edmond, Lilly 24:04

Yes. So the agenda is helpful for that. Knowing knowing where these other numbers are tied to your session, but it should be like the second set.

So if you right so there's like.

L1 S.

20 or something S 20 should be right, am I?

Am I speaking correctly? Devan Wright shouldn't the second part of that tab number be what they're familiar with?



Handler, Amalia 24:31 Yeah. It's just that there's like.



Devan Moore 24:31

So the session number is in the top left hand corner and I think that's what you guys were are familiar with.

That's like the S 21. And then what it is has been assigned to on the agenda is now the E3G4 examples that, like all of the ES, are on this at the same time, and then all the GS are at the same time and.

So.

I that is the the thing that G4 and the TAB title is the new identifier for.



# HA Handler, Amalia 25:04

So where would I find something like the chief for information?



# Devan Moore 25:11

So it's in order of of the agenda.



# Edmond, Lilly 25:11

Yeah.

So so, Devin, I'm wondering, would it be easy enough to just kind of throw together like on the 1st of like another tab of like a key for people to, you know if because it seems like everyone is familiar with their S number?



Handler, Amalia 25:16 In.



## Devan Moore 25:32 Yeah.



# Edmond, Lilly 25:32

And not this other number. And rather than, you know, I guess looking through the whole agenda and then.

Or just through each tab it it could be easy enough if we just had.

Kind of a key on the 1st. Tab.



OK.

Devan Moore 25:50

Yep, I can work on getting that.



SM Stackpoole, Sarah M 25:51 That sounds like a great idea really.

Edmond, Lilly 25:56 Thanks.



HA Handler, Amalia 26:07 I actually I just had to look that up. lt's S 59.

Devan Moore 26:12 DM 59, OK.

HA Handler, Amalia 26:14 Oh, I found it.



# Devan Moore 26:19

And then are are you doing all four of the blocks associated with S 59?



HA Handler, Amalia 26:26

Neither of my other.

Co.

Presenters or Co moderators of this session are able to make it so I think so.



Devan Moore 26:36

OK.

OK, I think part of the issue of not everyone getting Hulu links is that I don't have Co moderators.

I only have that first name.



HA Handler, Amalia 26:45

Gotcha.

So I can put my name on this spreadsheet if that's helpful.



Parry, Kristen 26:53 Honestly.



Devan Moore 26:56 I got it. I just added it.

HA Handler, Amalia 26:57 Oh.



Parry, Kristen 27:02 I think honestly as we.



Ps Peel, Sara 27:02

Billing. There's some good questions in the chat if you haven't seen them. If they only have 3 presenters, do they have to keep to the 20 minute presentation time?



# EL Edmond, Lilly 27:12

#### Yeah, I saw.

I actually saw that and it it looks like Dave answered yes.



**Peel, Sara** 27:17 And then.



#### Devan Moore 27:17

Yeah, that allows so that if you are looking, if you would like to see multiple presentations, you can room hop.



#### **Peel, Sara** 27:24

And then there was one about upgrading poster presenters to full presentations. If they have cancellations.



### Devan Moore 27:38

That's a question from Jeff question.



### You may have.

You may have a situation 'cause we have told.

Some presenters that were pushed to posters if they're coming in person, that they should bring their presentation as a back up and check in with the moderator before the session starts. If they're missing any people to fill in. But.

That's not going to happen for a lot of poster presenters, since we're having a lot of cancellations from some of the agencies right now.

So there, So what?

So those that have said they were coming and a poster presenter might not be coming as opposed to presenter anymore.

But if you have someone who who was in that who is in that session some way and they have a presentation to give, feel free. Of course it won't be.

It it won't be advertised as going on, but it'll essentially take up the space you have until your your next speaker starts on the time they're allotted.

### Ps Peel, Sara 28:41

There's a question from Sarah about whether who is reaching out. Who's responsible for reaching out to confirm that slides are posted to Hoover. Is the moderator responsible or someone else doing that by the end of the week?

# Js Jeffrey Schloss 28:54

So remember that initially.

Remember that we're talking about the deadline for posting to the OneDrive is the 28th.

Don't confuse that with uploading your session to Hoover.

There are two different things speakers can do.

They they have the option and we have encouraged them to put up a their present, their pre recorded presentation, hopefully either with audio or captions or something that they can put up as Hoover for all of the.

Attendees both both in person and virtual.

That missed their presentation because they're they're either not there or they're at a different session.

Can access it easy and it'll it'll be captured the way they want it as their presentation. The second thing is so that we have our most of the presentations loaded on the laptops in each of the various rooms ahead of time. So we don't have to deal with that.

That loading and the things that can happen that go wrong is that you need to have your presentation that you're going to give.

Without any audio or anything else, because the fact that you're there to speak. Those are.

Those are that that deadline is is Friday.

The 28th.

You have some time to put up a pre recorded presentation on Hoover anytime up to the the time that the conference starts is what we'd recommend as well as the the conference website, the Conference Hoover for people that are attendees, either virtual or in person, will have access.

**Edmond, Lilly** 30:09 Yeah, the 20.

### Jeffrey Schloss 30:26

To programming up to about three months.

So if you're a little late getting those up on Hoover, feel free to put them up when you can.

But we're hoping that you'll get us the presentation.

So we can prepopulate.

Top computers we're using for presentations.

By by that deadline date that you have.

### Edmond, Lilly 30:48

Yeah, we did encourage people to get their recording up by the 28th as well. It's kind of like our general deadline, but the slides are most important by the 28th. And yes, as if people are pre recording that, that deadline is more way more flexible because we appreciate everyone doing that, but yes.

Mainly the slides for Kristen and then who is responsible for making sure that they are uploaded?

So I know I'm assuming we're asking moderators to encourage their presenters to upload them, but Kristen, are you? I I I assume if they're not uploaded then you'd probably reach out for that information, right?



# Parry, Kristen 31:32

#### See it uploaded.

Then it probably will not be that I I wouldn't reach out until very close to the conference date to make sure either that someone can the presenter can e-mail me their presentation uploaded on OneDrive, or that they're going to bring that presentation with them to the conference on. Ausb.



#### **Peel, Sara** 32:01

There's another question about presentations that cannot be reported. Liz doesn't see any in her sessions.

So can she assume that the hers are all fine?



#### Yes.

And then I see the note about how will roomhappers know which presentation is what time.

So so that information will be on Hoover, right?

The once a couple days before, maybe a week prior, right to the conference, there will be a detailed agenda.



Yeah, Hoover Hoover goes online to just the regular registrants, not moderators, presenters or workshop leaders or facilitators. A week before the conference starts, which probably Monday, this coming Monday. That way, everyone has access, will have access to the populated agenda in Hoover, which essentially they can set their.



Devan Moore 32:32 Yes.



# Jeffrey Schloss 32:52

Own agendas. Each of the sessions will that they select, it'll show. It'll show the the order and the list of.

The presenters you can click on the presenter to get the biographical information. You can also Click to get the abstract for that particular talk, and it'll also include within that session, although it'll also be listed under the virtual scheduling if there's a asynchronous talk that that goes with that session and and they have uploaded that talk and and that as.

Presenter has uploaded the talk.

#### David E. Chestnut 33:32

Hey, Jeff, this is Dave.

Regarding order of presenters, other than the people that do not want their presentation recorded, the moderators, are they able to assign an order of presenters as they desire it?

And if so, how do they do that?



#### Jeffrey Schloss 33:57

The impression that that should have happened already, Dave, in terms of what the

moderators thought were in there.

If they haven't, then I think Kristen or Devin have essentially said that so that we can get that on the schedule, populate the Hoover schedule before it it it becomes live. So if moderators want to make a change.

To the order that is currently listed. Then they should.

They should contact Kristen and Devin very soon. Confirm that.

The speakers that you wanna change.

I have given permission to record and and capture and then just so that because those have to be at the end to make it easier to control.

Capturing the sessions that and the talks that we can, which we'll be talking about in a moment, but that should have happened already.

When the moderators were going through their their selective sessions to tell you the truth.

# Edmond, Lilly 35:01

Yeah. So in general, people should stick to the order that they're listed in the spreadsheet.

And then what do we say or do with asynchronous?

So we're just asking that, you know, you just let people know that there's some asynchronous talks associated with your session and we have also asked that asynchronous presenters, if they are going to be present in person, they just try to be in the room of that session. So.

That way they can get a shout out and people can chat with them about their presentation.

And same as posters. Amalia.



# HA Handler, Amalia 35:59

For my session, posters are are listed.

Using the same annotations as.

When an in person session is happening.

And.

I'm just a bit confused about how to figure out when the posters for my session are happening.



#### Devan Moore 36:28

So the goal with including those posters in this session is more to give those authors a shout out just to bring more visibility to posters.



HA Handler, Amalia 36:34 Gotcha.



#### Devan Moore 36:36

All posters will be presented midday on Wednesday, not during the session times.





# Js Jeffrey Schloss 36:43

Here's your so for the posters, there's the reception on Tuesday night, which is an exhibitor and poster exit reception.

There's also extended time for lunch break for lunch, which is an hour and a half or more on Thursday.

I think it's either Wednesday or Thursday.

We on Wednesday we have an extension to particularly view posters Wednesday afternoon posters we're not will not just be listed in Hoover related to the session, but they will be.

Go, go. Be listed for the for the.

They'll be listed As for the reception and then.

Just as posters think you can do a search on the agenda just to show posters.



Handler, Amalia 37:28

Thanks.



#### Edmond, Lilly 37:39

Liz, you should have received an e-mail with the link, I think because the link was pasted in the chat from people that maybe don't have.

You know the right, like, I don't know exactly what the terminology would be, but like the rights, the sharing rights for the link.



Devan Moore 37:54 Like sharing rights.



# EL Edmond, Lilly 37:58

It's it's blocking it for people, but if you access it through the web, through the email that you should have received from Kristen, I believe yesterday evening you should be able to access it.



#### Devan Moore 38:10

It should work through the link from me as well. That one says information for moderators.

EL Edmond, Lilly 38:10 If you did. OK.



# Liz Chudoba 38:18

Can I ask a follow up question so I see that to get the. Like spreadsheet for the presenters. I'm talking about the folder where presenters are uploading their presentations. I'm not seeing that.

Edmond, Lilly 38:36 OK.



# Liz Chudoba 38:36

Anywhere and when I click on the link from the moderator packet, that's like presenter should upload their files here. That's where it takes me to this. Like I can't see any of the files that have been uploaded.

EL

Edmond, Lilly 38:55 Gotcha Devon or Christie?

# Devan Moore 38:58

So the OneDrive for the presenters is separate. And we've, I mean, we've said that that's not, that's not public. So the goal for the up like for you guys to see the abstracts is through huba next Monday.

Jeffrey Schloss 39:28

Bob's question, yes, they were told a number of times.

It's in the presenter instructions.

It was asked when they were filling out their presenter information.

If you if you did not respond correctly then then feel free to get to Kristen and Devin and.

And they'll try to reorder a presentation that that was put earlier to make sure it's towards the end, so it it'll not be recorded.



#### Edmond, Lilly 40:03

OK. For the interest of time, I'm going to switch it over to Jeff here, but please continue to reach out if you have questions.



**Jeffrey Schloss** 40:24 Do you have? Do I have share screen?



Edmond, Lilly 40:28 Yes, you should. I stopped sharing.



#### Js Jeffrey Schloss 40:38

Are you seeing my screen in terms of the presenter view or are you seeing my screen in terms of just a single slide? We're not seeing anything.

David E. Chestnut 40:50 Not seeing you yet, Jeff?



Js Jeffrey Schloss 40:53

OK

Hold on

I was having some technical issues myself.

Earlier to get on, let's see what we can do here. Share screen people. Alright, thanks.

Why is it showing?



EL

Edmond, Lilly 41:33 We can see it now.



Edmond, Lilly 41:36 Yep.



OK.

So if your concurrent session chair, that means the 20 minute presentations.

We have this set up to try to be as simple as possible to capture the session using zoom meeting.

It won't be live streamed. No one else is going to be on that zoom.

We're just using zoom within.

We're just using zoom to capture the to capture the session.

The way that that laptop is going to be set up.

And the reason that we're.

Not allowing presenters to switch laptops in and out for a number of reasons, but mostly so we can do the capture correctly.

Is because the way that it's going to work hopefully seamlessly is that the laptop will already have been set so that it's an extended view in terms of using two screens, one screen being the screen of the laptop and the other screen being the actual projection that the.

Audience sees so.

The audience does not have to see the the zoom interface zoom being the. Video recording capture system we're using within Hoover.

They'll they'll eventually be linked to those recorded sessions after they're they're checked and edited.

It will be a whole.

It will be the whole session that's recorded, except for those presentations that were not given permission to be recorded.

So the onus of getting presenters having their own presentation up there singly allows folks to go directly to that presentation.

They're not going to be able to select a certain presentation to see for the from the capture what they're going to see in the capture that will be posted a week or so after the conference ends will be just those the whole session as one single video. That will be populated on a private YouTube channel, but only accessible through the Hoover app if for.

People that were registered for the conference, we don't expect to post any of these videos afterwards.

Like the Council has done previously, posting just PD FS of PowerPoints that have been given permission, but we will get rid of those videos.

After the three months that Hoover allows visibility to those folks that were registered either as in person or virtual attendees.

First thing you're gonna do.

Is load any missing edited presentations into the session folder?

It's imperative that you load presentations into the specific session folder for your session, and since you're gonna be making those slides talking about what your session is, that session folder will have the A1B2C3 or whatever. Session.

Listed is the title. If you can make sure all the presentations are in their folder, please do not post anything on the on the. On the desktop there's a number of reasons for that.

The laptops that we've acquired for use have limited hard drive space. When you start posting on to the.

On a desktop, you're using a very important virtual memory space, and by the end, by the end of the day, if there's things that are really located or so many windows open.

On a given laptop, it will crash the.

The rented computers don't have the most.

Memory. Nor do they have very big hard drives. They do have an operating system and A and a processor that's going to allow us to do what we want, but just. So you're really pushing it in terms of having a a laptop breakdown. If you start placing things on to the desktop and not in the specific folder, that will also help our service providers who are gonna follow up with.

With taking PDFs and posting them on the future NWQMC website like we have in the past, assuming permission has been given.

You're going to the first thing to do is open PowerPoint if it's not already open, and select your first slide, which might be your session slide.

That can be up there while you're waiting for everything else to happen.

And then eventually it'll be your first PowerPoint presentation.

The zoom icon should already be open on the taskbar.

On the bottom where all the little programs you have are, it's APC.

So it'll just have the all the different icons for the various software that's available.

Zoom should already been be logged in and ready open, so you can click that once and it'll open up the zoom console.

Once you have zoom open, it'll be most likely maximized on the computer, which is fine.

You just gonna work from the laptop and you're gonna click the share button and zoom.

And.

It's it's important that when you take a look at the share, I'm gonna. I'm gonna try to demo this after we go through these slides. If you look at the share, there are gonna be a number of options to choose for what you're sharing. OK the the 1st. The first.

Choices you're gonna have are screen one or screen two. Do not choose either screen one or screen two. If you look a little further down and you might need to Scroll down, it's hard to say without knowing the resolution of the laptops and not having a laptop that.

We're actually using in front of me, but when you when you look down from your screen one screen two, you'll see a group of selectable.

Other choices for sharing, which are found under the title application.

He knows and he wanna pick the application window that says PowerPoint slide show.

There will be an application window that shows PowerPoint slide show when you open that up. What's going to happen? Go. Go to the next slide. So now it's working. Sorry, let me start that again. Are we seeing that first slide?

David E. Chestnut 48:55 Yes.

Jeffrey Schloss 48:56

OK.

JS

There we go.

When you click share, you shall now see the presenter screen on the laptop, but the actual.

Projected screen will still show that first slide you have up.

Or the essentially the slide that's in that's in the PowerPoint. Without seeing any of the zoom console and that's what we're trying to do is make sure the audience doesn't have to worry about taking a look at all the things that you or the presenter might be doing.

And also the presenter will essentially.

Have the presenter view on the laptop.

Not what you're seeing currently, but the actual presenter view which shows which has the navigation slides that the chance to choose a pointer as well as what the next slide looks like.

The zoom screen is still gonna be there on the on the screen of the laptop, but it's just gonna be minimized.

You can maximize the zoom screen then, and nothing's gonna show to the audience or to what's being transmitted out, and you can start recording.

You want first thing I wanna do is turn captions.

And then you can start recording to the cloud. If you don't see those selections in the zoom choices.

Laid out as an icon without doing anything.

Go to where it says more.

It's a circle with three dots.

Click on more and you'll see both the the selections for captions as well as to turn on recording it.

It really it's really dependent on the resolution and the size of the screen of the computer whether or not you see all the icons or if they stick a bunch of them in more so we really won't know until we get.

A look at the computers that we're using, but generally.

Worse comes to worse if you don't see the captions button or the record button. Just click the little circle with three dots and that will give you your choices within the zoom window, the zoom console and that will give you the ability to trim captions on and you.

Want to record to the cloud? You do not want to record to the computer for reasons I briefly explained.

Talk talking about not putting things on the desktop. We don't have the hard drive capacity for that and it'll be easier for us to edit in the end and to deal with all all. All the capturing and converting to mpad so. So make sure that you zoom you you capture to the cloud in zoom do not capture to this.

The other choice is capture to this.

Computer do not do not do that.

At the last slide of any presentation hitting the slide, advance will stop the share. And and then that will allow you to load up the next presentation.

You're going to still keep everything going.

You can pause the recording and again with zoom you need to be sure that when you go to when you have the recording on, you'll see two different selections for stopping the recording.

One is the pause sign, which is the two vertical lines and one is the end, which is usually the circle little square inside.

Be sure to always pause the recording throughout your whole session.

We don't want to break up.

And into separate pieces.

Otherwise it'll it'll be a nightmare to try to be able to put single session presentations up.

You're gonna you can use the pause if you're if you don't. If you wanna get the next slide ready.

For presentation, but make sure then you you hit play again.

So the the double vertical bars will change to the hour sign.

Make sure you hit the hour sign when you get to a speaker who does not want to be recorded.

Yeah. So continue doing what you were doing in terms of selecting the PowerPoint presentation to show, but stop the, but don't stop the recording, but pause the recording because at the end of each session, if there's time, there might be some additional discussion. So be sure to PA.

The recording after the first speaker come after the first speaker that comes on that did not get permission for recording.

Any speakers after that will also be the same.

And so do not turn the recording back on until the end of the session if you have. Time to have some further discussion with all of the speakers, which is what you've already been given instructions for in terms of how the time should work within a given concurrent session.

So you're gonna just continue to repeat these instructions until the session ends, or you come to speakers not given permission to pause, and you should be there. So important details for concurring session chairs do not change the extended screen settings or try to get into the screen that were just protect projecting to the LCD projector that the attendees are seeing.

Do not load anything on the desktop if the zoom icon is not visible in the taskbar. As I mentioned, we'll have zoom login info for that particular room.

Right next to the laptop.

So it will allow you to login.

With the.

With the zoom count number in the code, remember to hit caption.

Remember to hit record to cloud and record to this and not record to this computer. And remember to use the pause icon not the end recording icon.

Always minimize the zoom window.

Do not close it. If you close the zoom window, you essentially will be asked if you want to end the session. So don't end the session 'cause. We want to capture it. The the thing you can do is minimize it so that it.

It goes back down to being an icon.

Or it minimizes down to where you can move it.

So it's not in the way for the presenter to see their slide that's showing as well as the

the next slide that might cover up their notes.

So they can move that around, but do not close the zoom window and and make sure your presenters know not to close the zoom window. They can move it but don't close it if they need to move it away from.

From something that's being blocked, particularly if they have notes for the PowerPoint presentation, but that would be the only thing because the zoom window.

Can be placed in in in a space, which typically is not always populated. So with that.

To go going to end my I'm going to end this for a second and then.

You can answer any questions before I do.

Any questions that have come up before I do a demo for for you all. Let's go to teams.

# Edmond, Lilly 55:41

Hey Jeff, I I think it's probably there are questions in the chat that we've been trying to answer.

I do think people are a bit intimidated when it's just in writing, but hopefully with you all walking through everything it'll provide some Peace of Mind.

# **Jeffrey Schloss** 55:58

Yeah, so this is what I'm doing. I'm just gonna.

Going to zoom, I'm gonna have. I was having some trouble logging into teams. I had to unload from zoom so.

I will just.

Log into my zoom account and then we'll go back to sharing my screen. So give me a SEC.

# Edmond, Lilly 57:28

Sure, I can say something. About USGS quickly I we're meeting with the Co lead for the conference, Pam today about USGS attendance.

Yes, we have heard that they are not able to attend in person.

So we're planning on discussing that with Pam this afternoon and EPA is.

Currently attending, yes.



Js Jeffrey Schloss 58:09

There we go. OK. I'm going to get back into share screen. Window window where is it? So. OK. Hoping you can see the zoom window. Is that correct?



Parry, Kristen 59:01 We cannot see it, Jeff.



Mettler, Martha Clark 59:01 Nope.



Jeffrey Schloss 59:03 OK, it said I could do it. Let's see why teams doesn't let me do it. Turn this one down. It's window 10 screen. It's not letting me share. How about now?



EL Edmond, Lilly 59:44 We can see your face in a picture, OK?



**Jeffrey Schloss** 59:47

Yeah, you can see a picture. Can you? OK, alright, so.



Parry, Kristen 59:48 Yeah, looks like a zoom. Yep.





## Js Jeffrey Schloss 59:53

#### Again.

I have PowerPoint on so I'll show you.

You would open the zoom window.

You'll you'll get the. You will get the.

The Council here.

The.

First thing I mentioned was how to share the PowerPoint.

You've already have your PowerPoint presentation open and in presentation mode like I do, I will hit share.

And notice up here. You've got your two screen.

You have your two screen connections instead.

I'm gonna go down below where it says application windows.

And I'm going to go to where it says PowerPoint slideshow and it'll show you the title of the slide.

And then of course, once you select that, you still need to hit that share button button on the bottom and then that will happen.

What? What then will happen?

Is that your PowerPoint should show.

Let's get rid of that.

That.

Your PowerPoint should show on your console and you have.

It's not showing right now, but it will.

'Cause I'm running zoom in teams at the same time. The computer's acting a little funky. You can.

Make your zoom full screen.

No, I'm still in share.

Hold on.

Let me get to.

You you can make your your zoom full screen by hour there.

Once you're ready to go, you see your first slide showing. You're then going to go. In this case, I don't see record, so I'm going to hit the more button.

And then you'll see there's a caption selection.

I can hit that.



**Devan Moore** 1:01:51

You're not Sharon anymore, Jeff.

David E. Chestnut 1:01:53 Seeing anything?



Jeffrey Schloss 1:01:54 Not sharing anymore. Hold on.

David E. Chestnut 1:01:54 Yeah, no.



## Jeffrey Schloss 1:01:57

Sorry, the computer's not being very happy with sharing teams and zoom up at the same time.



### **Peel, Sara** 1:02:06

Jeff, it may make sense to record a short video of the steps.



# Js Jeffrey Schloss 1:02:07

Nuance

Yeah. Let me do this.

I'll record a video that shows the steps and and post it on the the website.

Where it says program and then all the drop downs have all the instructions and guidelines for folks just to show it.

But again, it's really a two step process as long as you select the right. Screen to share.

Things should go smoothly and it's just a question of being sure again of.

Making sure that you pause and don't stop the recording you remember to put captions on and you do stop the recording for those folks that don't want to share you do pause the the program for those that don't want to share. But if it looks like you have.

Time you're going to have time for a discussion in terms of the the total session time you can turn turn it on.

On again after those. Presentations are given.



**Edmond, Lilly** 1:03:18

Thanks Jeff.

Yeah. Just to remind everyone, there will be technical experts walking around to make sure that you're comfortable.

We're just asking you to do your best with all this.

So we don't expect you to memorize all the steps that you have to take before the conference.

And.



Js Jeffrey Schloss 1:03:37 We'll have.

We'll also have instructions.

Edmond, Lilly 1:03:39 Some. In the room.



Js Jeffrey Schloss 1:03:41 Near in the room nearby.

El Edmond, Lilly 1:03:44 Sounds good.

Js Jeffrey Schloss 1:03:45 With with the with the same steps.

Edmond, Lilly 1:03:48 Great. All right. Any questions? I'm sure you have lots.

But again, don't don't sweat it too much. Aaron.

Μ

EL

Μ

Marti, Aaron M - DNR1 1:04:12 Thanks. Can you hear me?

**Edmond, Lilly** 1:04:14 Yep.

Jeffrey Schloss 1:04:14 Yes.

Marti, Aaron M - DNR1 1:04:15

OK.

Thank you.

So just a clarifying question.

Dealing with the pause versus stopping session in relation to, you know having some presenters who might not be able to have their presentations recorded.

So if we have a present, the presenters who are able to have their stuff recorded. We're supposed to hit pause at the end of the last presenter.

We're not recording those who can't have their presentations recorded and then we're restarting it for the discussion. The 10 minutes that's supposed to be at the end.

Am I understanding that correctly?



Jeffrey Schloss 1:04:54 That is, that is correct.

Marti, Aaron M - DNR1 1:04:58 Μ OK. Thanks.



Js Jeffrey Schloss 1:05:00

That way, for those folks that missed a session, they won't be able to see the presentations, but I'm assuming the Q&A is going to be fine for folks since they're not showing their presentations and they're just answering, they'll be just answering questions or if or or.

Discussing all the presentations together.



Marti, Aaron M - DNR1 1:05:20 OK. Thanks.



Edmond, Lilly 1:05:25 Good question. His caption and obvious key.



# Jeffrey Schloss 1:05:42

Yeah. Essentially, when you when you go to the little circle with three dots, which says more, it's one of the first things you say 'cause, they're in alphabetical order. So captions is above record.

You just hit captions and it will. It will most like it.

It'll most likely turn on or it might, depending upon the version of zoom you have it that we have loaded on the computers it might ask might confirm that you want it captioned in English, which it will be doing.

And then right below that, once you hit captions, you hit that same button again for more annual. You'll get the video.

The video recording and it'll give you 2 options.

It'll say record to the cloud, which is what you want to do or record to this computer which you don't want to do.

I agree, Michael.



# **Edmond, Lilly** 1:06:39

All right.

Is there aren't any more questions? I think we'll wrap up, but please people continue to reach out. If you do have questions and need any links to anything, go ahead.



Remember there that the just before, before we close, we were supposed to also. For the panel for the tech, the tech folks, I have slides for them.

EL

# **Edmond, Lilly** 1:07:05

Oh, oh, sorry. Yes, go ahead.

# Jeffrey Schloss 1:07:06

'Cause it's it's a whole different. Yeah. Before you, you cut it off. For those of you who are just session moderators or presenters that were just interested that are dealing with concurrent sessions. My next talk presentation is really for those tech folks who are on that will be.

Positioned in each of the rooms in each of the facilitated discussion or panel discussion rooms. Because we're going live with those.

In some ways it's a little even simpler than what you're doing. 'cause. We're gonna be using two laptops, but in other ways, they need to be a little bit more of a director. So that's why we have independent people. Besides the moderators of those sessions dealing with with that. And we have the extra laptop in there.

So if we've taken a lot of your time, if if you're good with what it is and I will post a video demonstration of.

What to do in zoom?

Then.

Then you're good for those folks that have volunteered to be tech experts.

Stay on if you can, and I can quickly go over.

Go over those.

Which isn't it isn't very different and sometimes just as almost easier than than the moderators because of the fact that what you're doing on your laptop is not going to be shown anywhere.

Are we good?

**Edmond, Lilly** 1:09:00 Yes, are.

**Jeffrey Schloss** 1:09:02 OK.

El Edmond, Lilly 1:09:02 Do you need? Yeah, go ahead.

Ps Peel, Sara 1:09:04 It looks like we're down to 8 people and it's just two people that are not members of the planning Committee, so.



David E. Chestnut 1:09:13 And I'm jumping off now.

Peel, Sara 1:09:14 I don't know if we're. You're allowed to. I'm just pointing out.

**David E. Chestnut** 1:09:19 DC Yeah.



Jeffrey Schloss 1:09:20

Well, why don't we since we're recording this, right? Why don't we record this and post it for those people that missed it? And then if they have questions, they can contact me.



**Devan Moore** 1:09:39 Works for me.



Js Jeffrey Schloss 1:09:39 Sound like a plan?

**Devan Moore** 1:09:41 DM Yep.

**Edmond, Lilly** 1:09:41 EL Yep.



# Js Jeffrey Schloss 1:09:43

OK.

Alright, so I'm gonna go to share.



# **Ps Peel, Sara** 1:09:51

Actually, just down to the planning committee. So it may make sense to have for you just to record a video and post that.



## Jeffrey Schloss 1:09:53

Oh, in that case.

At this point, yeah.

While I record a video and post it, although when I'm going to have time to do that I have no idea because.

**Edmond, Lilly** 1:10:02 EL Oh.



Peel, Sara 1:10:03

It will stress your system less though than trying to do both at the same time.



Jeffrey Schloss 1:10:06

Yeah.

No, that that sounds good.

That'll give me a chance to get off here anyway, before we have our USGS conversation.



El Edmond, Lilly 1:10:18

Great. Well, thank you, everybody, and I'll send over my slides and then Jeff, I guess.



Yeah, I can get it posted.



Edmond, Lilly 1:10:26 Sounds good.



### Jeffrey Schloss 1:10:26

You want to talk? You. I I can send over my slides too. We might wanna separate them between. The regular one and the and the tech training one. So that there's no confusion.



Devan Moore 1:10:41

Do you want them on the OneDrive as well as the website or just the website?



# Jeffrey Schloss 1:10:46

I think the website is fine, although it sounds like some people are counting on the web.



**Devan Moore** 1:10:46 Or just what? Just OK.



#### Jeffrey Schloss 1:10:50

It's having more problems getting to the OneDrive than they should be to the website, so that should that should help. I can have my folks put it up on the website.



**Devan Moore** 1:10:54 Yes, OK.



Edmond, Lilly 1:10:55 Yeah, I think the website's good.



**Devan Moore** 1:10:59

I updated the links in the spreadsheet Lilly so I think coming from me they should be fine.

Js Jeffrey Schloss 1:11:00 Did you?

**Devan Moore** 1:11:05 DM They should work now.



**Jeffrey Schloss** 1:11:09 So I I did have a.

Edmond, Lilly 1:11:12 Proposing the key. I don't know how easy. I hope that's not too much work to pull together.

# Devan Moore 1:11:20

I don't particularly want to be like I5 in session 59.

I kinda just put a note in to say if you don't know it, it's an agenda order. If you don't know it, just control find for your session number and like hopefully that's OK and then I put information about what to do for posters and asynchronous.



Edmond, Lilly 1:11:31 OK. Yeah.

OK.



#### **Parry, Kristen** 1:11:38

Yeah, especially because it sounds like now people are gonna have a lot of different moderating.



Jeffrey Schloss 1:11:38 So.

**Devan Moore** 1:11:44 DM Yeah.

**Parry, Kristen** 1:11:45

Things to do than what we originally thought they were gonna have to do.



Edmond, Lilly 1:11:51 You mean was like recording it?



# **Parry, Kristen** 1:11:53

No, I well I not necessarily. But I mean like. If if people really can't come from USGS, then we're gonna need a lot of different people to step up and be moderators that we definitely do not have listed as moderators currently.



### Jeffrey Schloss 1:12:11

Yeah, we don't know who those people might be until we get all the final approvals from all of different agencies and if something something can easily happen, just like at USGS where they cancel.



### **Edmond, Lilly** 1:12:12 Gotcha.



# Jeffrey Schloss 1:12:24

Where they essentially cancel their travel cards. We can still work with invoicing, but then again you want to make sure that you're going to that, that. If that's done they you will be.

They will be able to pay an invoice because of the fact that other restrictions were put in place, which we don't know of.

EPA is getting around most of that because of the recording off.



EL Edmond, Lilly 1:12:49 No.



Parry, Kristen 1:12:50 Hang on, I'm gonna. Pop that right now.

Js Jeffrey Schloss 1:12:53 Yeah. We can.

Parry, Kristen stopped transcription