

# NCME 2021 Virtual Annual Meeting

## Guidelines and Tips for Participants

### Useful Links

- [NCME 2021 Schedule-at-a-Glance](#)
- [NCME 2021 Annual Meeting Page](#) (includes link to full program)
- Pathable (virtual conferencing platform) Resources:
  - [Speaker Experience Demo](#)
  - [Speaker FAQ's](#)
  - [Zoom Controls & Presenting at a Session](#)
  - [Poster \(eBoard\) session format](#)

This document provides information about the various sessions that will be part of the [2021 NCME Annual Meeting](#). This document is primarily intended for session **presenters, chairs, and discussants**. It includes information about the virtual conferencing platform, [Pathable](#), as well as guidelines and tips to help session participants prepare for the conference.

The program chairs will be hosting **virtual office hours** for session presenters, chairs, and discussants to go over the information in this document, provide updates, and answer questions. Here are the times for the virtual office hours:

- **Monday, May 17, 2021 @ 12pm to 1pm ET**
- **Wednesday, May 19, 2021 @ 4pm to 5pm ET**
- **Monday, June 7, 2021 @ 1pm to 2pm ET**

Click on the following links to access guidelines for:

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In advance of the conference, please contact the program chairs with questions at [NCME2021ProgramChairs@talley.com](mailto:NCME2021ProgramChairs@talley.com). During the conference, please contact the NCME office with questions at [NCME@talley.com](mailto:NCME@talley.com).

## Conference Overview

Because of COVID concerns, this annual meeting will be held virtually.

- *Pre-conference sessions* begin during the week of **May 18, 2021** every Tuesday and Thursday from 11am-12:30pm ET and 2-3:30pm ET.
- The main conference sessions will be held from 9am to 5:30pm ET on **June 9 to 11, 2021**. Please refer to the [Schedule-at-a-Glance](#) for specific session times and topics.

NCME has selected the [Pathable](#) virtual conference platform to host the conference. This system will be available to conference registrants on May 14, 2021 at which time attendees can:

- Create/update your profile in the system,
- Become familiar with the system, and
- Build your conference agenda and create downloadable calendar invites.

During the conference week, attendees will be able to:

- Watch live sessions and interact with presenters (Pathable is a Zoom-based platform),
- Download presentation resources (e.g., handout, paper),
- Engage with other conference attendees via messaging apps or by scheduling private meetings,
- Engage with the conference via networking opportunities and gamification.

During the NCME 2021 conference there are several types of presentations:

- **Coordinated Paper Sessions & Organized Discussions** are either 60 or 90 minutes and have been fully organized by the Session Organizer. The session flow and plan for allocating time to each presenter will be arranged by this individual. Please contact your Session Organizer for more information
- **Paper Sessions** are either 90 minutes (5 papers) or 60 minutes (3 papers) in length and allow 12 to 15 minutes per presentation (i.e., **15 minutes max** for transition + introduction + presentation). The flow of these sessions will be moderated by the Session Chair and the research will be reviewed by the Discussant.
- **Research Blitz** are fast-paced 60-minute sessions that include 5 to 8 presentations that will each be 5 minutes where the presenter can provide an overview of their research and then address questions via the chat function. The flow of these sessions will be moderated by the Session Chair.
- **Electronic Board** sessions allow presenters to prepare a “poster-style” presentation of their research and interact with conference attendees.

Session information is also available in the [Schedule-at-a-Glance](#) and full conference program at the [NCME 2021 Annual Meeting Page](#).

## Guidelines for Session Chairs

The session chair's primary responsibility is to ensure that the session occurs in its schedule time slot. The session chair will be assigned as the Host of the Zoom meeting for each session.

### Prior to the conference

- If your session has a discussant, please confirm the discussant has received all papers.
  - The deadline for submitting papers to discussants was May 3, 2021.
- Connect via email with all session attendees at least a week before your session to confirm:
  - The main presenters for each paper, the logistics of the presentations and discussions, and the amount of time each presenter/discussant will be allotted.
  - The order of presentations. The order that the papers are listed in the conference program for your session can serve as the default.
  - How screensharing with work during the session. The two general options are to have one person (e.g., the chair) share their screen for all presentations – this would minimize the need to transition to each presenter; or to have each presenter share their screen during their presentation – this would give the presenters more control of the slides, which may be helpful if the slides include many animation or transitions.
  - A method of notifying or warning the presenters when time is winding down (e.g., 2-minute warning, 1-minute warning, time is up!). One option is to use the Zoom chat in the Zoom window to do this. Other signaling options could include providing warning via video (e.g., with cue cards) or muting the presenter via Zoom (see below) after their allotted time has expired. *Muting, however, should be used as a last resort.*



- All presenters have uploaded their paper to the conference platform. You can confirm this by logging into [Pathable](#), navigating to the session, and reviewing the contents under the "Files" tab.

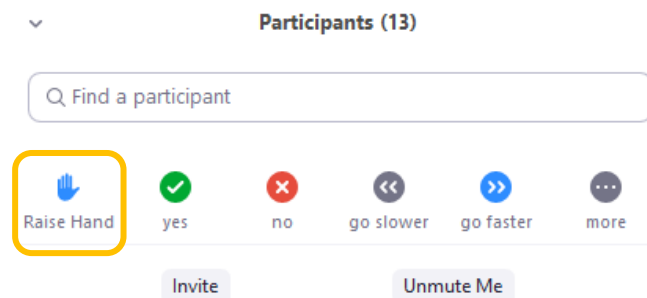
### On the day of your session

- Join the session at least 10 minutes in advance and perform the following tasks<sup>1</sup>:
  - Ensure all participants in the session arrive prior to the start of the session and confirm their audio/video/screen sharing functionality.\*
  - The session will automatically start at the designated time, please make sure the presenters are aware when attendees begin entering the session.
  - Confirm with the Conference Room Manager that the recording has started.\*
- Encourage attendees to ask questions or raise concerns Chat window. To note, there is a chat window in the Pathable platform as well as the Zoom window. You can encourage attendees to use one or another but please monitor both.

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<sup>1</sup> A Conference Room Manager will be assigned to your session and can help with the tasks marked with \*.

- Keep track of time during the session. Make sure each main presenter finished their presentation in the allotted time.
- Monitor the Chat (both Pathable and Zoom) for issue or concerns about *session quality or experience* (e.g., cannot hear the presenter, unable to see the shared screen, etc.)
  - The session chair is *not* responsible for answering questions in the Chat about the presentation content. The presenter(s) should answer such questions at their earliest convenience.
  - The session chair should *not* interrupt the presentation *except* for critical session quality or experience issues.
- Time permitting, facilitate a Q&A time after all presenters and discussant(s) have finished their presentations.
  - Encourage attendees to ask questions via the Chat window or use the ‘Raise Hand’ feature in the Zoom Participants window (see below).



- Stop the recording and end the session at the designated time. Sessions cannot run late as this will interfere with the setup time for the next session. \*

## Guidelines for Discussants

The discussant’s role is to provide commentary about the papers presented during the session. Individual paper sessions will have one assigned discussant. Coordinated paper sessions and organized discussion may have none, one or multiple discussants.

### Prior to the Conference

- You should have received all session papers from the presenters by May 3, 2021. If you are willing to give the presenters more time to submit their papers, please specify an acceptable alternative due date and notify the session chair and all presenters.
  - Note that, as the discussant, you have the right to *not* provide commentary on a paper that is not submitted after the specified due date.
- Review the papers and prepare feedback that you can share during the session. Each discussant may adopt their own perspective as to how to review the set of papers, but we recommend evaluating each paper (e.g., value of the research question[s] to the field, strength of the research methodology, and the interpretations/importance of the research findings) as well as the set of papers in the session as a whole (e.g., key takeaways for session attendees).

## On the day of your session

- Join the Zoom session at least 10 minutes before the scheduled start time.
- Once in the Zoom session, please verify that your audio and video are functional and that you can share your screen, if you will be sharing slides for your discussion.
- When it is time for your discussion,
  - We recommend turning on your camera during your discussion.
  - Please pay attention to cues from the session chair about the time remaining.
- After your presentation, review the Chat (Zoom and Pathable) to see if the presenters or attendees asked questions about your commentary. Address the questions directly in the Chat or during the Q&A time at the end of the session (time permitting).
- Please plan to stay for the entire session.
  - Time permitting, there may be a Q&A time at the end of the session.

## Guidelines for Presenters

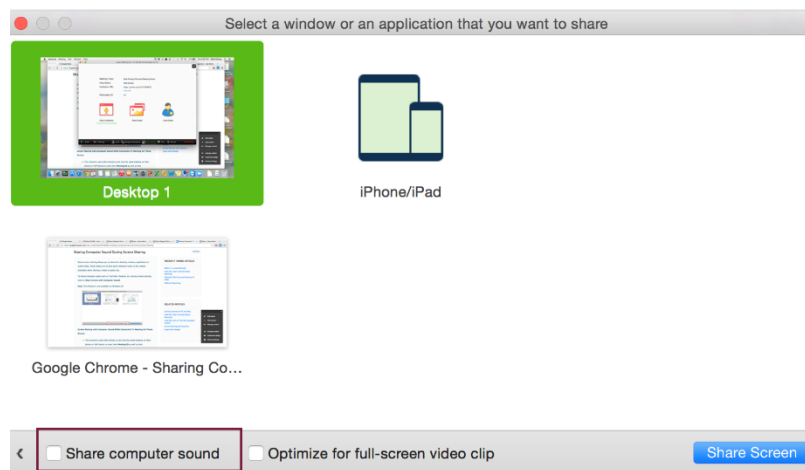
### Paper Sessions & Research Blitz

#### Prior to the conference

- All paper presenters are asked to prepare a paper to accompany their presentation. The purpose of the conference paper is to share more information about your research with conference attendees.
- If your session has a discussant (e.g., paper session), the discussant will review your paper before the conference to have a more in-depth understanding of your research before providing their feedback during the session.
  - The deadline for submitting papers to discussants was May 3, 2021.
  - There is no required format for the conference papers. However, we encourage presenters to include within their papers, information on the research question or problem, their research methodology, the results from their research, and then the implications of these findings (conclusions and implications for practice).
- All presenters should upload their paper into the system by **May 24, 2021**. To do so,
  - Navigate to your session in [Pathable](#). It should be available under *Schedule > My Personal Agenda*.
  - Select the session title to see the session details,
  - Select “Manage”,
  - Select “Add New File”,
  - Select “Upload” to add your file,
  - Add a file name in the “Display Name” field,
  - Select “Save”,
- Prepare for your session by creating any presentation visuals (e.g., PowerPoint) and practicing your presentation. NOTE, if you are in a paper session, you have a **maximum of 15 minutes TOTAL** for transition, introduction, and presentation.

## On the day of your session

- Join the Zoom session at least 10 minutes before the scheduled start time.
- Verify that your audio and video are functional and that you can share your screen (if you will be sharing your presentation).
- Please turn on your camera during your presentation.
- While presenting, please pay attention to cues from the session chair about the time remaining.
  - If you choose to have co-presenters (multiple presenters) for your paper, then please discuss ahead of time the logistics, such as the amount of time for each presenter, how to transition between presenters, etc.
- If you plan to share a prerecorded video for your presentation, make sure to click on the ‘Share computer sound’ box (see below) when you share your screen in Zoom so that the attendees can hear your presentation.



- After your presentation, review the Chat (Zoom, Pathable) to see if the attendees asked questions about the content of your presentation. Address the questions directly in the Chat or during the Q&A time at the end of the session (time permitting).
  - If your co-author(s) are in attendance, they can respond to questions in the Chat during your presentation.
- Please plan to stay for the entire session as there may be time for Q&A at the end.

## Electronic Board Sessions (includes the Graduate Student Electronic Board Session)

Electronic Board sessions (or eBoards) are either 60 or 90 minutes and include 20+ presentations that session attendees can visit during the scheduled session time.

## Prior to the conference

- Prepare a “poster” that can be displayed with your session. [Pathable recommends](#) a PDF with a 16:9 aspect ratio. Feel free to be creative in developing your poster.
  - One simple approach is to create one Powerpoint slide (click on *Design* in the PowerPoint menu, then “Slide Size” and then select “Widescreen (16:9)”).
  - Attendees will have the ability to zoom into the poster and read each section.

- All presenters should upload their poster and/or paper into the system by **May 24, 2021**. To do so,
  - Navigate to your eBoard session in [Pathable](#). It should be available under *Schedule > My Personal Agenda*.
  - Select the session title to see the session details,
  - Select “Manage”,
  - Select “Add New File”,
  - Select “Upload” to add your file(s),
  - Add a file name in the “Display Name” field,
  - Select “Save”.
- Please note that the files (i.e., poster and/or paper) uploaded by the presenter are available for conference participants to preview immediately by selecting the session in Pathable. Participants will also be allowed to post questions for the presenter. Presenters may choose to answer these questions in advance OR wait until your poster session day/time.

#### On the day of your session

- All presenters should join their session in [Pathable](#) at least 10 minutes before the schedule start time.
- During the session, attendees can browse the presentation titles and topics and select eBoards to visit.
- During the session, you will still have the Chat feature for interaction but will also have a Zoom meeting space that appears along with your poster and abstract. In this Zoom space, attendees will have the opportunity to join and discuss your poster.