

APHA 2021 Annual Meeting Checklist for Planning Call/Zoom with Presenters

Two weeks prior to the Annual Meeting, all moderators should set up a practice call with their presenters and co-host. It is best if you set a Zoom call so that you can test functionality. Use your own Zoom account or create a new “free Zoom account.” Free accounts are limited to 40 minutes which should be plenty of time.

- Encourage presenters to review the [Oral Session Guidelines](#).
- Confirm date and time for the session. Remember that sessions are scheduled in Mountain Time.
- Remind everyone to join the session 20 minutes early. Set a calendar reminder (converted to their local time). The Zoom link will be hidden in the Virtual Meeting Platform until 20 minutes prior to session start.
- If meeting in Zoom, check webcam position, backgrounds, lighting and sound for each speaker.
- Review the order of presentations and run through the schedule for the session. APHA has provided a Sample Run of Show on the moderator guideline page.
- Have presenters practice sharing their screen if on a Zoom meeting.
- Remind presenters that they must verbally disclose any financial support or conflicts of interests.
- Ask presenters if they have embedded sound in their oral presentation. If so, when they share their screen they must also click on “share computer sound” so that the audience is able to hear.
- Ask presenters to send you a copy of their final presentation file no later than Oct. 18. You will need these as a backup in the event the speakers have technical difficulties sharing their screens.
- Remind presenters to upload their bios to the Speakers’ Corner by Oct 18.
- Determine how you and the co-host will manage the Q&A.
- Exchange cell numbers & emails to use as communication before and during the session.

Session Participant Contact Information

Role	Name	Email	Phone	Slides Received
Moderator				
Co-Host				
Presenter 1				
Presenter 2				
Presenter 3				
Presenter 4				