

## Oral Session Sample Run of Show

Sample is for 10:30 am session

Time	PRE-MEETING
10:10 a.m.	<p><b>Zoom link becomes available in the Virtual Meeting Platform</b></p> <p><b>Confex Staff</b> enters the Zoom room and monitor the chat throughout the session</p> <p><b>Presenters, moderator and co-host</b> will rename themselves in Zoom indicating their role + their name (speaker: John Doe; moderator: Jane Smith). Each should test their sound and screen sharing.</p> <p><b>Moderator: Once testing is done, share screen and put up the title slide</b></p>
INTRODUCTION	
10:30 – 10:35 a.m.	<p><b>Moderator will: Change to housekeeping slides</b></p> <ul style="list-style-type: none"> <li>• Welcome attendees to the session</li> <li>• Share housekeeping notes.</li> <li>• <b>Change to presenter slide:</b> introduce panelists by name, organization and abstract title in order of the program</li> </ul>
PRESENTATIONS – Each presentation is 15 minutes long	
	<p><b>Moderator:</b> Be prepared to share your screen and show a presenters' slides if there is a technical error</p> <p><b>Co-host:</b> Keep an eye on the chat and answer any general questions (ie, will this presentation be recorded). Save questions for the moderator to ask during Q&amp;A.</p>
10:35 – 10:36 a.m. 10:36 – 10:51 a.m.	<p><b>Moderator:</b> Introduce first panelist. Use bio as a reference.</p> <p><b>Presenter #1</b></p> <ul style="list-style-type: none"> <li>• Share screen, turn on video camera and begin presentation</li> <li>• <b>Must turn off screen sharing when finished</b> as only one person can screen share at a time.</li> </ul>
10:51 – 10:52 a.m. 10:52 – 11:07 a.m.	<p><b>Moderator:</b> Introduce second panelist. Use bio as a reference.</p> <p><b>Presenter #2</b></p> <ul style="list-style-type: none"> <li>• Share screen, turn on video camera and begin presentation</li> <li>• <b>Must turn off screen sharing when finished</b> as only one person can screen share at a time.</li> </ul>
11:07 – 11:08 a.m. 11:08 – 11:23 a.m.	<p><b>Moderator:</b> Introduce third panelist. Use bio as a reference.</p> <p><b>Presenter #3</b></p> <ul style="list-style-type: none"> <li>• Share screen, turn on video camera and begin presentation</li> <li>• <b>Must turn off screen sharing when finished</b> as only one person can screen share at a time.</li> </ul>
11:23 – 11:24 a.m. 11:24 – 11:39 a.m.	<p><b>Moderator:</b> Introduce fourth panelist. Use bio as a reference.</p> <p><b>Presenter #4</b></p>

	<ul style="list-style-type: none"> <li>• Share screen, turn on video camera and begin presentation</li> <li>• <b>Must turn off screen sharing when finished</b> as only one person can screen share at a time.</li> </ul>
	<b>Q&amp;A</b>
11:39 – 11:55 a.m.	<p><b>Moderator:</b></p> <ul style="list-style-type: none"> <li>• <b>Share screen review Q&amp;A slide</b></li> <li>• Stop screen sharing and turn on video. Ask all presenters to turn on video</li> <li>• Read questions fielded by the co-host. Be sure to include who asked the question. For example, Kate Questioner wants to know why your research discovered this.</li> </ul> <p><b>Presenters:</b> Turn on your video for the Q&amp;A</p>
	<b>THANK YOU</b>
11:55 a.m. – 12:00 p.m.	<p><b>Moderator:</b> <b>Share thank you for attending slide</b></p> <p>Thank attendees and remind them of final housekeeping notes</p> <p>Session concludes</p>