ISPP 2020 Virtual Meeting

ATTENDEES

Due to the COVID-19 pandemic, ISPP's leadership made the decision to convert our 2020 Annual Meeting to an all-virtual event. This is the first time that we are doing a virtual event, so it is important that you run a test on the computer you will be using to attend online. PLEASE DO THIS BETWEEN 29 JUNE AND 6 JULY. If you run into problems, this will allow time for you to get assistance and ensure that you have a good experience. Please use THIS LINK

(http://webcasts.presentationsoft.com/ispp-test) to run the test. **PLEASE NOTE:** If you are on a computer or network with robust firewalls and/or protection software that prevent the test site (and thereby, the event site) from functioning properly, you will need to consult your IT department for assistance with that. Those restrictions are beyond our control and will need to be modified by those who own the computer and/or network you're on. **The test link will be available from 29 June-6 July.**

The online schedule can be found <u>HERE</u>. The PDF of the program booklet can be found near the top of the page <u>HERE</u>. Please check the scheduled dates and times of the sessions you want to attend. If you are in a time zone other than CET or EDT, please use a tool such as the <u>World Clock</u> to determine your local time of the presentations, so that you do not miss them.

To use the conference app to search the schedule, take the post-conference survey, and so on, please log in <u>HERE</u>.

Because this is our first-ever virtual event, gathering feedback and lessons learned to help inform us on the virtual aspects of future meetings (be they in-person/virtual hybrid, or all-virtual) is important. ISPP staff cannot be everywhere at once, even in a virtual environment, so we need your help in gathering feedback on the virtual event experience. Please take the time to complete our post-conference survey to provide us this information.

<u>EVENT WEB SITE:</u> Everyone will receive a link, with a unique username and password embedded in the link. Please use this to access the event. The e-mail will come from MB4 Productions.

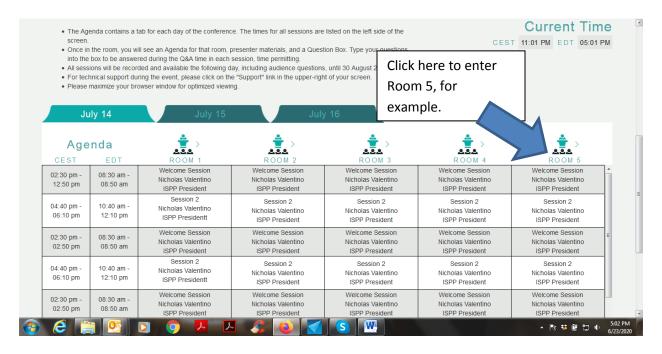
WHAT YOU WILL SEE: The virtual event will bring you to a landing page – the "lobby" of the venue, if you will. There you will see some general information at the top of the page, and the agenda for the meeting overall. You will see that the agenda has a tab for each meeting date, and then each date has five virtual meeting rooms. Think of this like a physical venue: there is a lobby or foyer where you come and get your name badge and materials, and from there you go to one of the meeting rooms. But there is a session going on at the same time in each of the rooms. This is no different: you click on Room 1, or Room 2, and then you will find yourself in that virtual meeting room (as if you've just walked in the doors in the back of the room), and you will see whatever is going on in that room LIVE at that moment. You can leave the room and go back out to the lobby via the "HOME" link in the top right of the page, click on a different room number in the agenda, and then you will enter THAT room and see what is going on live at that moment.

Maximize your browser window.

The "lobby" page (i.e., Home):



Scroll down a bit:



NB: The Agenda will be updated from this placeholder version.

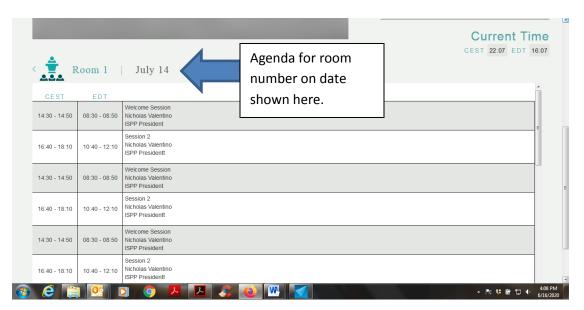
In the virtual meeting room, there will be a screen where you will see the slides and a thumbnail of the presenter (if they are using their webcam). There is also a Q&A text box where you can type in questions, and there is an agenda for each room for that date. You can expand the slide screen to see the slides more clearly. As an audience member, you will be muted and in a listen-only mode; no one will be able to see or hear you. There will be Q&A at the end of each session, moderated by the Chair, who will direct questions typed in to the relevant panelist(s). The panelists will then respond audibly.

At the time the session ends on the agenda, the virtual room will close – there will not be any running overtime. The technicians managing the virtual event for ISPP need a few minutes between each session to change the files over in each virtual room from the session that has ended to the next session that will begin.

Room 1, Audience View:



Scroll down a bit:



<u>THE SCHEDULE:</u> The schedule is arranged like one very long day (~14.5 hours each day). This is because we have a lot of people for whom European time zones are most convenient, and then others for whom a time zone for the Americas is most convenient. And then there are several hours of overlap that is convenient for both. Please attend the sessions you want to attend, but do not feel like you have to get up at 3 AM your local time to attend a session.

RECORDINGS: All sessions are being recorded. So, for example, if there is a session in which you're interested that conflicts with one that you are attending, or it's running at 3 AM your local time (especially if in Asia/Australia regions), you will be able to watch it on-demand. Recordings will be posted roughly 12 hours or so after the end of all sessions on a given date. The only thing you will not be able to do in the on-demand sessions is ask questions. But we will be providing e-mail addresses for all participants (unless you did not give us permission), so you can always e-mail a presenter after the conference and ask whatever questions you might have.

The on-demand recordings will be available until 30 August 2020. So if you miss anything you want to see, please make certain to watch the recoding(s) before then.

ELEVATOR PITCH WORKSHOP: For audience members taking part in the Elevator Pitch Workshop, please enter the meeting room at the designated time. There you will see displayed a URL for you to go to so that you will be able to participate in the workshop. Go to that URL and you will be able to see and hear everyone in the workshop.

AWARDS CEREMONY (PRESENTERS AND RECIPIENTS): Award presenters and recipients will be provided a specific URL to go to. We ask that everyone remain muted and keep webcams off until it is your turn to speak (i.e., until it is your turn at the microphone at the podium, so-to-speak). Then you can un-mute and turn on your webcam. Once you are finished speaking, then please mute and turn off your webcam again. **Recipients should please remember that this is an opportunity to be recognized, accept your award, and say brief words of thanks.** We have a lot of awards to get through in the allotted time, so this is not the venue for lengthy speeches. Thank you for your cooperation on all points noted above.

MENTORING LUNCH: All mentees accepted into the Mentoring Lunch should receive details on how and when to meet with your assigned Mentors. The Mentoring Lunch sessions will be held outside of the virtual conference site via means set up by the Mentors (Zoom, Skype, etc.). If you do not receive information from your Mentor to meet, please contact the Mentoring Lunch organizers at MentoringLunch@ispp.org.

If you need to switch devices during the event, there may be a delay of a few minutes before you can log back in again. Each log in is unique to you and can only be logged in on one device at a time. It may take a few minutes for the system to clear and allow you to log in again on a different device.

Unfortunately, we have not found software to provide a suitable way to have a virtual reception. As such, we encourage friends and colleagues to reach out to one another and set up online calls outside of the conference to meet, socialize, network, and collaborate.

Thank you! **Again, please be sure and use the test link before the event.** We hope you enjoy the virtual conference!