ACS Presenter Responsibilities:

- Presenters should log into the virtual meeting platform as a registered attendee at 30 minutes before the start of the live session time and navigate to their assigned session.

- Once logged into the session, Presenters should change their zoom screen name to Presenter – [insert your name]. This name change along with a pre-set list will allow the technical room producer to move you to a co-host of the session.

- ACS Producers will walk all presenters through video and microphone checks, sharing screen steps, and discuss how the question and answers will work via the chat box.

- The session will open to all meeting attendees 10 minutes before the start of the session. A general slide deck of opening and housekeeping information will be shared as attendees are joining.

- The session Presider will welcome all attendees at the session start time and share final housekeeping notes.

- The session Presider will introduce the first presenter, who will share their presentation and turn on their microphone.

- The presenter will keep to the scheduled presentation times, allowing time for questions and answers.

- Once the presentation is completed, the presenter will tell the Presider that they are open for questions as time permits.

- Questions will be asked through the Presider, who will ask questions based on the chat box. Attendees will not ask verbal questions.

- Once the allotted time is completed, the Presider will thank the presenter and introduce the second presenter. This will continue until all presenter have completed their presentations.

- The session will automatically close 5 minutes after the 3 hour block of the session. The Presider will need to wrap up, thank the presenters and attendees before the Zoom room closes. There will be no extensions to the ending of the session time.

**NOTE** – if you are unable to log into the live presentation before it begins, you can still access the presentation once it has started. Just log in and follow the steps above.