

We **STRONGLY RECOMMEND** that you download the latest version of the Zoom app for your computer (PC, Mac, Linux) or mobile device (Android, iOS).

To download/update to the latest version of Zoom, click [HERE](#).

Terminology

Live Session

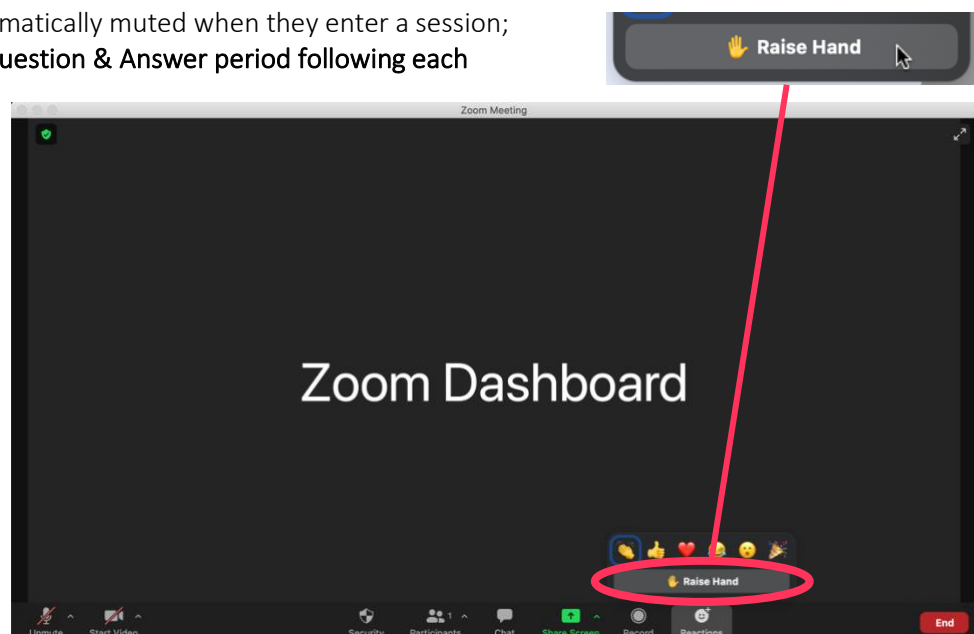
The term *Live Session* refers to the timeframes during which presentations will be delivered on Friday, June 4th and Saturday, June 5th. (This term is distinctive from the “Playback Period” during which registered attendees may view recordings of the Live Sessions for two weeks following conference.)

Playback

Presentations delivered during the Live Sessions will be recorded. For two weeks following the Live Sessions, registered attendees of the conference will have access to watch the recorded presentations. Thus, the conference schedule will be available for *playback*. Attendees will receive an email following the Live Sessions with instructions for how to access the recordings during the playback period (June 8th–22nd).

Raise Hand

Attendees will be automatically muted when they enter a session; however, **during the Question & Answer period following each presentation**, you will have the option to select “Raise Hand” to indicate to session moderators that you would like to speak. When called upon by a moderator, select unmute to ask your question aloud.



Main Session vs. Breakout Rooms

Keynote and Oral Presentations will be delivered to the full conference audience in a general meeting context referred to as the **Main Session**. When attendees “enter a session”, they are entering the **Main Session** along with all other registered attendees.

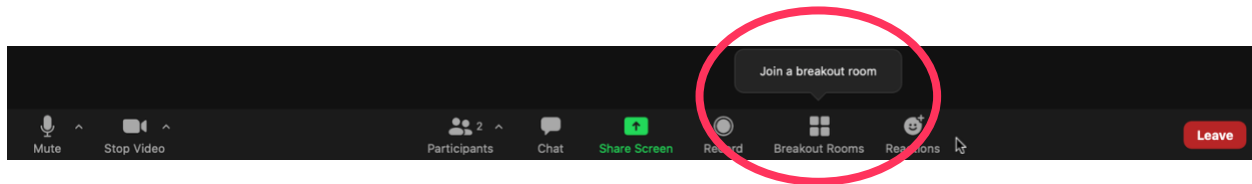
At the designated time in the schedule for **Roundtable Sessions**, attendees will have the option to enter what Zoom refers to as **Breakout Rooms**, which are smaller, concurrent meetings with limited audience capacity. If attendees choose to leave a Breakout Room, they will be redirected to the Main Session.

Roundtable Session (held in Breakout Rooms)

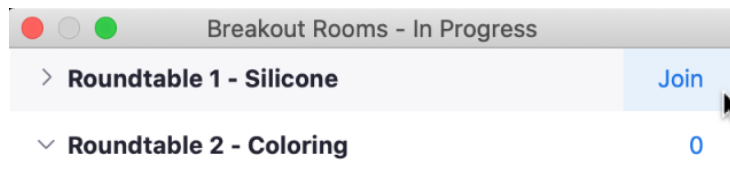
Roundtable Sessions provide an opportunity for discourse and exchange within a smaller group setting. There are a total of 4 Roundtable Sessions (two on Friday and two on Saturday). During these sessions, “Breakout Rooms” will be designated for two concurrent Discussion Topics.

Attendees will have the option to select which breakout room they would like to enter. Capacity for each breakout room will be limited to 50 attendees, first come-first served. Once a breakout room reaches capacity, attendees will have the option to enter the other breakout room. (RSVP is no longer required for roundtable sessions.)

Breakout rooms will become available at the scheduled start time of the Roundtable Session. A message will appear in the icon menu at the bottom of the dashboard inviting you to “Join a Breakout Room”.




Upon selecting the “Breakout Rooms” icon, attendees will be presented with the option to select the Discussion Topic of their choice. Hover your cursor over the blue attendee count number, then click “Join” to be directed to that room.



More information about Roundtable discussion topics and the *Small Talk* roundtable option can be found on the conference website: jaavirtual.com. **Please note:** Roundtable sessions will not be recorded/available for playback.

General Instruction/ FAQs

How do I join the LIVE Session?

1. Visit iaavirtual.com.
2. Click on “Enter Sessions” from the navigation menu at the top of the webpage.
3. The password to enter this area is [*password**].
4. Click “Enter Session” button  for the session you would like to attend.
Note: The session schedule lists the presentations that will take place during each session. Multiple presentations may occur in one session. The [Conference Schedule](#) is split up by breaks, dictating the start and end of a given session.
5. “Waiting rooms” will be available 15 minutes prior to the start of each session.
6. You will be placed in a waiting room until the session begins at the scheduled time. At that time, you will automatically be directed to the session.
7. To join another session at a later time, repeat the steps above.

**password – All presenters and registered attendees will receive an email prior to the conference with password to access these sessions.*

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Can I use a computer, phone, or table to access the audio for the LIVE Sessions? Is one more reliable than the other?

Attendees are able to use either a computer, tablet, or phone to hear speaker presentations during the live sessions.

If you choose to join via phone, Zoom will provide you with the dial-in information. **Note that dial-in access is limited to audio only. You will only be able to view the presentation slides if you join on a computer, smart phone or tablet (using wi-fi internet or mobile data connection).**

When you join a session, Zoom will ask whether you prefer to “Join with Computer audio”. **To optimize your experience, we recommend that you use “Computer Audio” rather than a phone if possible.**

If you use a phone to join the sessions, you may not be named properly in the attendee list. Only individuals who have registered for the Conference will appear on the attendee list. Upon trying to enter a session, attendees will automatically be placed in a “virtual waiting room” until the attendee’s name is confirmed as registered. If the IAA Host is unable to identify your name in the waiting room, you may not be admitted.

What if my Zoom account has a different name from the one I used to register for the conference?

To rename yourself once you have signed into Zoom:

1. Select *Participants*  from the icon menu at the bottom of your Zoom dashboard.

2. Beside your name in the participants list, click the blue “More” button.



3. Click “Rename.” Please include both your first and last name used to register for the conference.

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Can I ask a question?

Yes. You will be automatically muted when you enter a session; however, you may select “Raise Hand”, to indicate to session moderators that you would like to speak during the Question & Answer period following each presentation. The “Raise Hand” feature is accessed by clicking on the “Reactions” icon in the menu section at the bottom of the Zoom meeting dashboard. Session moderators will call on attendees in order. When called upon, you may unmute by clicking the “unmute” button at the bottom left of the screen to ask the question.

Please Note: We ask that you please be respectful of other attendees and speakers by remaining muted for the entirety of the presentation until called upon to ask a question. IAA reserves the right to block audio of any attendee if inappropriate or disrespectful behavior is observed.

To *unmute* your microphone so that participants can hear you speak, click on the microphone icon from the bottom left menu at the bottom of your dashboard.

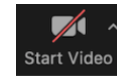


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Can I share my video (webcam) during the Main Session?

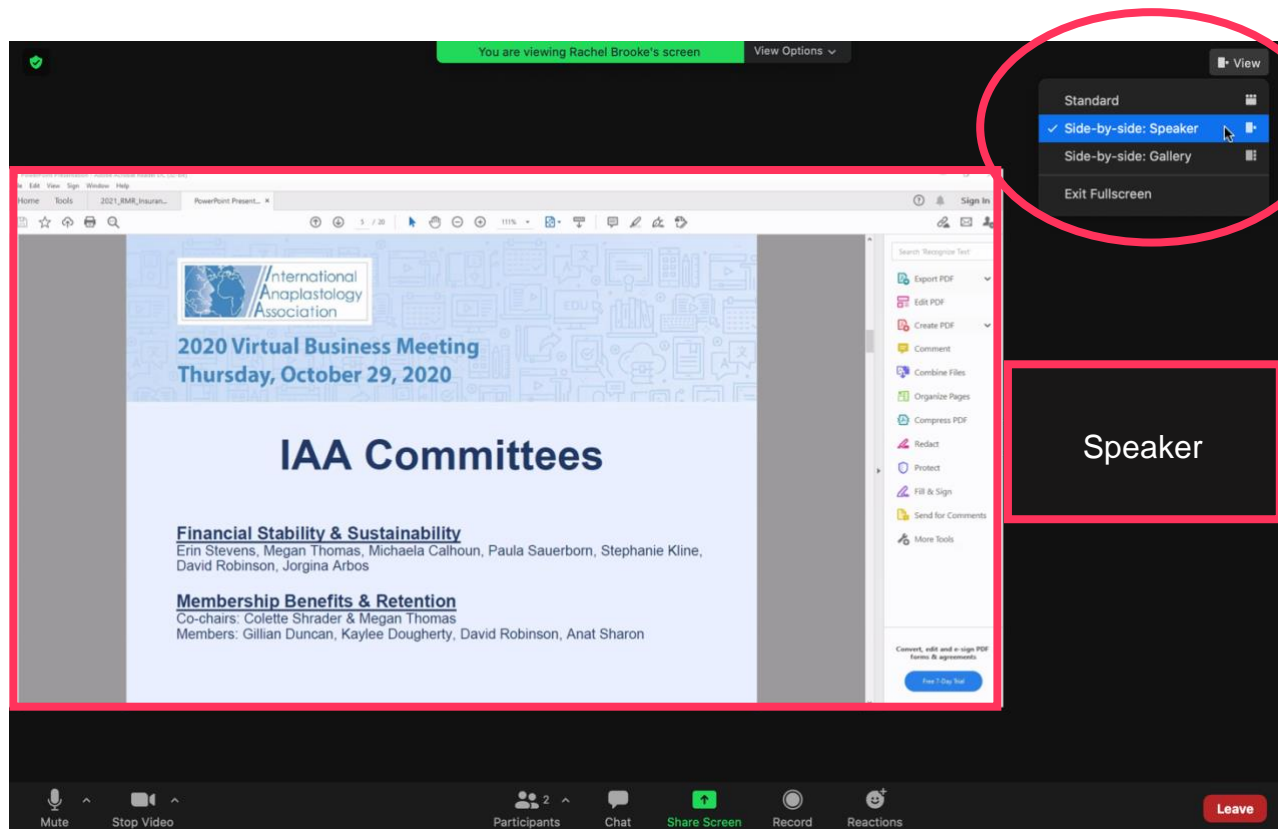
Yes, attendees may have their video camera (webcam) turned on.

To activate your camera so that participants can see you, click on the video icon from the bottom left menu at the bottom of your dashboard.



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For optimal viewing of presentation slides, we encourage attendees to click "View" at the top right corner of the dashboard once they enter a session, then select "Side-by-Side" mode so that both the speaker and the presentation appear on the screen. If the speaker is not using a webcam (showing slides only), the "Standard" view will provide the largest display window for presentation slides.



Please Note: We ask that you please be respectful of other attendees and speakers and BE MINDFUL of what is visible in you video window. IAA reserves the right to block video visibility of any attendee if inappropriate or disrespectful content or behavior is observed.

If I miss the Live Session, how can I watch the recording?

Once recordings have been processed and saved, you can access the recordings by following the below instructions.

1. Visit iaavirtual.com.
2. Click on "Enter Sessions" from the navigation menu at the top of the webpage.
3. The password to enter this area is [*password**].
4. Click the  button for the session you would like to attend.
5. You will be prompted to "Log in"
 - a. Enter the email address you used to register for the conference
 - b. Enter the password **password*.
6. Once you have logged in, you will be able to access the recordings.

**password – All registered attendees will be receive email notification with the new or changed password for playback access.*

Please allow 24-48 hours from the scheduled lecture time for live sessions to be recorded, processed and posted for playback.

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What should I do if I have difficulty access a session?

If you have difficult accessing a session, not to worry! Because all of the sessions will be recorded, you will be able to view the session for 2 weeks following the Conference using the instructions to access the recorded version (above). You may e-mail executivedirector@anaplastology.org if you are having problems during the Conference. However, please note that at times there will be a delayed response as our staff will be in the session assisting the speaker and attendees in the live session. We will do our very best to address your problem as quickly as possible.

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How, where, and when are CEUs reported?

A link to access the CEU Verification Form will be available on the conference website (iaavirtual.com) once the conference has begun. When you are finished watching all sessions of your choosing, complete and submit the CEU Verification Form.

This form must be completed by June 22, 2021 in order to receive a certificate of completion.

CEU code for the session?

Towards the end of each session, unique CEU codes will be provided for each session. We encourage you to print this page and write them down for each session you attend. Retain this page for your records.

Session Time	Course Code
Friday, June 4 - Session #1 - 9:30 AM	
Friday, June 4 - Session # 2 - 10:45 AM	
Friday, June 4 - Session #3 - 3:15 PM	
Saturday, June 5 - Session #4 - 11:15 AM	
Saturday, June 5 - Session #5 - 12:30 PM	
Saturday, June 5 - Session #6 - 2:15 PM	
Saturday, June 5 - Session # 7 - 3:30 PM	

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