

General information

Q. Will any of this information be provided in writing? It's challenging to follow/capture all this information!

A. View the [guidelines for roundtable moderators](#).

Q. How long will the live presentations be?

A. Your live presentation should be 5-10 minutes long followed by up to 15 minutes of discussion with the attendees in your breakout.

Q. I really don't understand what these roundtable sessions will be like from the presenter or audience perspectives.

A. From the Attendee Perspective: They will join a Zoom meeting and at the start of the session, a moderator will introduce the session topic and the panelists. After the moderator's introduction the attendees will be randomly moved into a breakout room. They do not get to select which breakout room they are moved to. Once in that breakout room they will hear a 5-10 minute presentation from the presenter. There will be 15 minutes left at the rest of the session to ask questions. Roundtable presentations are designed to be informal and allow the presenters and the attendees to ask questions of one another.

From the Presenter Perspective: The presenter will join the Zoom meeting **20 minutes before the session starts**. They will let the Confex Tech know that they are a presenter and will rename themselves in Zoom as a speaker. They will also be made a Zoom co-host. A breakout room will be created for them. After the moderator introduces the session all attendees and presenters will be randomly assigned a room. The presenter, who has co-host privileges, will move to their breakout room. The presenter will give a 5-10 minute presentation using their slides and will then have a 15 minute discussion with the audience.

Q. Why are the topics grouped together if the audience cannot view more than one? Clearly the audience will have interest in multiple topics.

A. They are grouped together for on-demand viewing. We are asking all roundtable presenters to record and upload their presentation prior to the meeting for those who wish to watch on-demand.

Q. If we can present the PowerPoint live, is the pre-recording only required for later if someone wants to listen after the session?

A. The recording is for someone who wants to watch your session on-demand. The on-demand recordings will be available before the start of the meeting, Oct. 19. This is to allow attendees to view many roundtable sessions in advance before they have a chance to speak to the presenter. The recordings will also be up until Aug. 31, 2021 for on demand viewing. Since the recordings are available before the meeting, we need them by Oct. 13.

Q. What is the role of the moderator?

A. To introduce the topic and the panelists at the beginning of the session and to stick around in the main breakout room to answer any general questions.

Q. In the Speakers' Corner that was sent to me by e-mail, there is a special section for uploading a short bio and photo. Is it necessary to upload a personal photo of the speaker?

A. No. You do not need to upload a photo.

Q. Does the prerecorded 5-10 minute session get played during the live roundtable session or do we just present the same information live?

A. You will present the same presentation live. The pre-recorded presentation is for on-demand viewing.

Q. Clarifying that the PowerPoint can be a presentation not just a poster? In the past it's just a poster?

A. Your prerecorded presentation should be a PowerPoint presentation and not a poster slide.

Q. Does the pre recorded session platform allow for a speaker announcement or addendum to the presentation?

A. You have until Oct. 14 to make any changes to your recording. Once your recording is live it cannot be changed. However, you can upload a PPT or a PDF as a handout. Handouts can be uploaded into the Speakers' Corner.

Q. Where is the presentation time defaulting to our time zone? Speaker corner?

A. The Speakers' Corner will always display the time in Mountain Time. The [Virtual Meeting Platform](#) displays in your local time. Look at the top left corner of the platform and you will see a clock. The clock will either say MDT (mountain time) or My Time.

Q. Is there an option to use a poll?

A. There are no polls in Zoom Breakout Rooms.

Assigning Breakout Rooms

Q. In the in-person roundtables at APHA, audience moves from table to table. Sorry if I missed this, but in the virtual format will we be moved from one breakout room to another or will audience move?

A. In the virtual setting you will only present once. If someone wants to watch your presentation and they were not assigned to your breakout room, they can watch your pre-recorded presentation and leave questions on your discussion board.

Q. Why are the attendees assigned randomly? That means that they might be completely disinterested and uninformed about my topic.

A. After the moderator introduces the panelists. All attendees will be randomly assigned a breakout session. When APHA decided how to handle roundtable sessions earlier this year we were limited by Zoom's breakout ability. At the time, there was no option for attendees to select and move into a breakout of their choice. The decision was made to randomly assign attendees to breakouts. All presentations in a roundtable session focus on a similar topic. The attendee should be interested and informed on the overall scope of your work. Being randomly assigned is a fun way for attendees to hear from a presenter that they might not have listened to in the more formal setting.

Q. So the breakout room we first enter will not be our breakout room for our presentation?

A. That is correct. You will probably be moved to a room that is not yours and will then need to move to your breakout room.

Q. Why would we as presenters move around into different rooms?

A. Presenters need to move to a different room because when we automatically assign attendees to breakouts, the presenters will also randomly be moved to breakout rooms. You will probably not be randomly assigned into your own breakout room. You will then need to move to your breakout room.

Q. For people who are specifically coming to see my presentation, they cannot do that?

A. That is correct. Attendees will be randomly assigned to a breakout room. However, you will be pre-recording your presentation so that any attendee can watch your presentation on-demand. They can then leave you questions through the discussion board associated with your presentation.

Q. How many people will be in each breakout session?

A. We do not know this as it depends on how many people attend the session. Since the attendees are assigned randomly you can guarantee an equal number of attendees in each breakout room.

Q. Is each breakout room for only a single presentation? Thank you.

A. Yes. Only one presenter is assigned to each breakout session.

Co-Presenters

Q. My presentation was meant to be done with a colleague, but it looks like we might be being assigned to different breakout rooms. How can I make sure we're able to present together?

A. You and your co-presenter must both be registered for the Annual Meeting. You should both arrive at the session 20 minutes early and introduce yourself to the Confex Tech. Let the Tech know that you are presenting at the same session and to make one breakout for both of you. You will be assigned to the same breakout number with one of your last names. You will also both be made co-hosts. Once you are made co-host you can move from breakout room to breakout room. You will both be randomly assigned to a breakout room and should then both move to the breakout room that was assigned to one of your last names.

Q. Can my co-author attend the roundtable, without registering for the conference?

A. No. You must have a registration ID number to log into the [Virtual Meeting Platform](#). Only when you are logged in will you have access to the Zoom session.

Recording your presentation

Q. For the recording, do you need us to show our video along with the slides or will audio be sufficient?

A. You do not need to show your video though that is a nice option. However, you should show your slides. Instructions for recording can be found in your Speakers' Corner

Q. Do we need to include audio captions or other ADA compliance measures for the pre-recorded presentation?

A. It is not required but it would be greatly appreciated. If an attendee is deaf or hard of hearing and would like your presentation to be captioned, APHA will provide that service but it will take up to three weeks to have presentations captioned. You should make sure that your PowerPoint and your presentation is accessible and inclusive. Read our [accessibility guidelines for presenters](#).

Q. So we can change our PowerPoint between Oct 13 and our actual presentation?

A. Yes, you can edit your PowerPoint presentation after you record if you discover an error or there is more information you need to share. However, you cannot upload a new recording after Oct. 14.

Uploading your presentation

Q. Can we have a few extra days to upload our pre-recorded presentation?

A. Yes. We are allowing presenters to upload their presentations by 11:59pm PDT on Oct. 14.

Q. What if you need to change the recorded presentation? Can you do it again?

A. Yes, you have until Oct. 14 to remove and replace a recording that you previously uploaded.

Day Of Information

Q. Will these instructions be repeated by moderators? We may need a refresher on the day of.

A. Please arrive 20 minutes early to your Zoom session. The moderator or the Confex Tech can remind you how to move to your correct breakout room.

Q. Is there a moderator or someone to attend to technical issues in each breakout room?

A. No. There are no moderators or techs in the individual breakouts. However, you can ask for help while in a breakout room. If you click the **Ask for Help** button it will notify the Confex Tech that you need assistance. They will be asked to join your breakout room.

Q. Can we record our session?

A. You are welcome to record your breakout on the local level however, APHA will not use this recording.