

2022 Spring Research Festival

Presenter Access Information

Instructions for Accessing Webex Presentation:

1. Visit the Webex link below which coordinates to the day you are presenting
2. Click the 'Join Meeting' button
3. If you do not have the Webex app downloaded on your device, select 'Join from your browser'
4. Enter the information requested (name, organization, email, etc.)
 - Identify yourself using your first and last name so the web support team can differentiate you from spectators
5. Enter the meeting password which coordinates to the day you are presenting
6. Verify that the audio and video components are the tools you wish to present with (computer, headset, speakers, etc.)
7. Select 'Join Meeting'



OR

1. Visit www.webex.com and select the 'Join a meeting' tab in the top banner
2. Enter the meeting number access code in the text box that corresponds to the day you are presenting
3. Enter the information requested (name, organization, email, etc.)
 - Identify yourself using your first and last name so the web support team can differentiate you from spectators
4. Enter the meeting password in the text box that corresponds to the day you are presenting
5. Select 'Join Meeting'
6. Verify that the audio and video components are the tools you wish to present with (computer, headset, speakers, etc.)
7. Select 'Join Meeting'

The links, event codes, and event passwords will be available on the Spring Research Festival Website at <https://springresearchfestival.amedd.army.mil/> during the event. Users must be registered to view the Webex access information.

2022 Spring Research Festival

Presentation Guidelines

Presentation Conduct

- Your presentation slides will be displayed on Webex by the event support team
- A session moderator will welcome spectators and provide a brief introduction to your presentation
- The event support team will navigate your slides
 - To advance or reverse a slide, indicate so verbally
- Audience members will be muted for the duration of your presentation
- Audience members are permitted to use the chat function and the moderator will ask any questions
- There will be a question and answer session following your presentation, as time allows
- After your presentation, the moderator will provide closing comments
- Presenters are free to stay on the meeting and view any presentations/events to follow as a spectator

The event support team is comprised of individuals from the U.S. Army Medical Research and Development Command, the National Cancer Institute, and Public Affairs. The team is responsible for ensuring the success of the 2022 Spring Research Festival, minimizing technical difficulties during live presentations, and assisting presenters and spectators in accessing the events.

**With any issues, call:
(301) 846-1111 option 1**

Helpful Presentation Tips & Information

- Keep your presentation limited to the time allotted and leave room for questions, if possible
- The same meeting link is used for all live presentations so if you dial in early, please remain silent until the previous speaker is finished
- If you experience any technical difficulties during your presentation, the event support team will troubleshoot and work to resolve the issue
- If you get disconnected from the presentation, please re-attempt to enter the Webex meeting as quickly as possible
- Ensure you have access to a good and stable internet source prior to your presentation

**Thank you for serving as a presenter for the
2022 Spring Research Festival!**

