**R/Medicine Cognitive Walkthrough**

Friday 8/20

* Last day of workshop sign-ups
* Last day of poster/talk submissions

Saturday 8/21

* Participants receive invites to workshops [also TAs and workshop instructors]
  + Need to close sign ups; send out calendar invites
  + Need to send lists of emails to workshop leaders
* Set up SpatialChat
  + Main room done – including sponsor tables
  + BoF rooms done – 2 BoFs per room?
* Send nagging reminder to folks who haven’t submitted posters/talks

Monday 8/23

* Participants receive welcome email for the main conference <- LF
  + Crowdcast link – Daniella setting things up (sessions, Zapier)
  + SK will draft welcome email – add bit about switching sessions, link to poster sesh
* Poster presenters receive an email
  + Time / location
  + Only 4 posters per room
  + Within your room, 1h 10 min
  + Stand by your poster and chat with people as they come on
  + You can also post links underneath – see e.g. poster room 1
  + Change your name to “PP – your name” so they know you’re the presenter
  + Link that explains SpatialChat? From Peter
  + Tips for presenting: 1) People who are close can hear, those who aren’t can’t; 2) There isn’t a specific way to point to specific places BUT you can move your avatar if you want to show the location of a specific things; 3) Tell people to zoom in all the way to see details of your poster as you’re presenting.
* Speakers receive an email <- LF
  + Either you or a co-presenter should engage with the audience in the live chat, share links, etc.
  + Come to Slack, even if your video is pre-recorded – need to create #rmed2021\_speakers
* Moderators receive an email <- from Beth/Peter/SK
  + Link to the final schedule
  + Invite to #rmed2021\_speakers
  + How to play a video – exact steps: find the correct link on the speadsheet; invite speaker to the session (share the crowdcast link for the specific session). BTS will invite you and speaker to green room -> you put speaker at ease, confirm that you can play the video; confirm how you will introduce them and how to pronounce their name -> go live: introduce speaker, then share screen with video, full screen, play -> after the talk, stop sharing screen, look at Q&A, ask top Qs, speaker should be able to answer on screen.
* Workshop leaders get an email <- from SK
  + Link to the Zoom sesh
  + Brian (or someone from R consortium) will log in 10 min prior to the session and make you or TAs host/co-hosts and then drop off
  + Zoom rooms will have non-verbal feedback set up; participants muted by default; set to auto-record in cloud; recommend to share CoC (add slide); recordings will be share with all participants of the conf and after the conference on the R consortium channel – if you disagree please let us know (opt out)
  + Give them emails of all participants if want to send out materials or pre-workshop stuff? <- if possible
  + Info about RStudio cloud spaces?
* Sponsors receive an email
  + Appsilon (Yonela, Jordan, Damian); Novartis (Dennis); Procogia (Daniella); RStudio (Anne)
  + Information about exhibiting in SpatialChat. SpatialChat Link -> find your table in the lobby – hang out there and talk to people as they come along. Traffic will be heavy at poster session and 3 BoF sessions ~ provide exact times. Interact by voice / chat. Encourage to explore before and ask any Qs – send link to SpatialChat info (from spatial.chat website)

Tuesday 8/24

* Workshops start, participants, TAs, instructors join, …
  + Brian or someone else needs to open each room and elevate instructor to host
* All posters need to be pinned in their places
* SpatialChat rooms need to be final

Wednesday 8/25

* Participants get email about poster session
* Workshops as 8/24
* Regular participants come to poster session
  + Sponsors exhibit
  + Poster presenters present
  + Participants look at posters
* BoF hosts receive an email
  + SpatialChat – find your table
* CrowdCast sessions must be set up

Thursday 8/26

* Conference starts
  + Peter - opening remarks – numbers, 2 -> 6 workshops; CME; DEI scholarship/efforts (Mara), explain CrowdCast, manage expectations (CoC)
  + Peter – Intro to Spatial – CTA (green button) linking directly to SpatialChat. No account needed, just enter name, turn on mic and camera if comfortable, drag your avatar around to hear things said nearby. Please visit sponsors at their tables in the main room (?). Make sure to come back when the BoF is over as we don’t have a way to call everyone back in.
  + Stephan – closing remarks – promise something about recorded workshops
* BoFs
  + During BoFs, show slide with sponsors?
  + After BoF over, can we call everyone back?? Not really, but can put a message into chat