

# JSM 2021: Session Chair Tutorial

## **Before the Event**

We recommend setting up your laptop/computer a day or two prior to your presentation.

### **Download Zoom:**

- Install [Zoom Client for Meetings](#).
- If you already have Zoom Client on your computer, please make sure you have the most up-to-date version installed.
- Do not use Zoom via your browser, tablet, or mobile phone. We strongly encourage presenting from your laptop/desktop for the best network connection and broadcast quality.

### **System Requirements:**

- Desktop or laptop computer with at least:
  1. Mac: Mac OSX 10.7 or later
  2. Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
  3. Ubuntu: 12.04 or later
  4. Linux: Red Hat Enterprise Linux 6.4 or higher
- Processor / RAM
  5. Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)
- Browser
  6. Windows: Chrome 30+, Edge 12+, Firefox 27+, or IE 11+
  7. Mac: Chrome 30+, Safari 7+, or Firefox 27+
  8. Linux: Chrome 30+, Firefox 27+
- Bandwidth
  9. 1.5 Mbps “up” minimum (3+ Mbps “up” recommended)
  10. Hint: Use [speedtest.net](#) to test
- Hardware
  11. Webcam
  13. The microphone and speakers built into most computers are adequate, but a headset with a boom mic or stand-alone microphone will create a richer, cleaner sound. If you have access to this type of equipment, we encourage you to use it, though it is not required.

## **Pathable Virtual Event Platform**

Once you have downloaded Zoom, please log in to the JSM 2021 virtual platform:

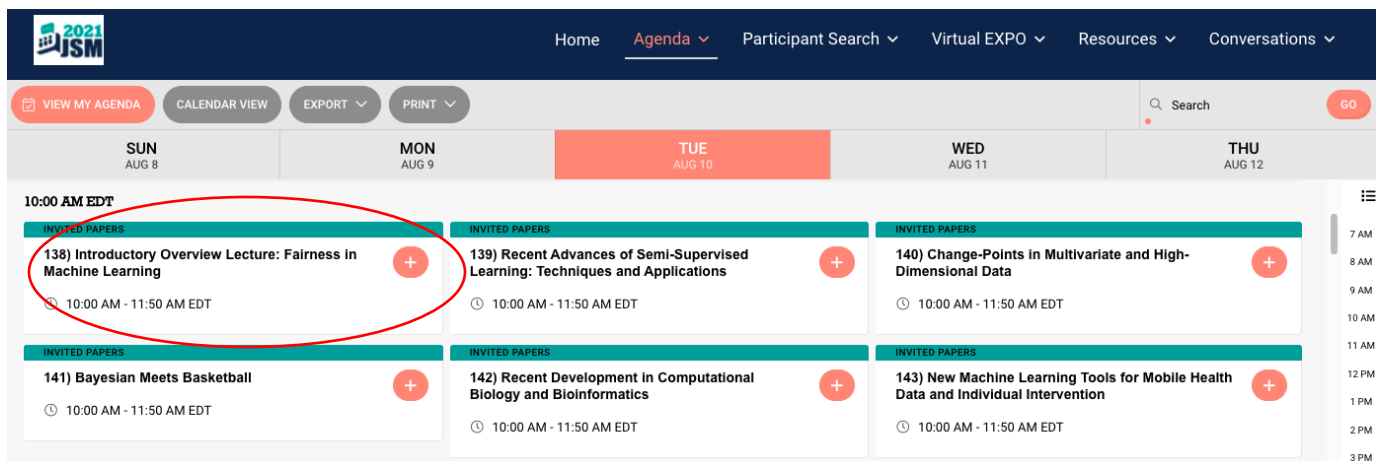
<https://jsm2021.pathable.co/>

Initially you will be directed to the ASA Login page and asked to enter your ASA username and password (same that you created when registering. If you do not know or remember you can prompt the system) after logging in, you will then be automatically transferred back to the conference site.

Select **Agenda** from the program menu dropdown:



You can review the full program and add sessions to your “My Agenda” by clicking on the peach-colored +. As you build your schedule, you will see these selected sessions begin to populate your My Agenda tab.



Select each **session** to view the session details.

A new page will open with your session details. Click on the **Manage** button to view speaker-only features, including file uploads, polls, and check-in tracking.

## Speaker Features: Files, Polls, Check-In (Optional Items)

### Files

Any file type can be uploaded in the “Files” section. The file size limit is 10GB.

Note: Files must be under 10GB to be uploaded. Please compress larger files or consider a different file format. In particular, PowerPoint slide decks are large files, so consider exporting your deck out of PowerPoint as a .pdf, which is a smaller file and maintains your file’s fidelity.

Uploaded documents/files/links will automatically be gathered into separate Files and Videos sections, in that order. *Any files uploaded here will be accessible by attendees to view at any time and are not intended to be used during the live sessions/presentations. Screenshot will need to be utilized during live presentations.*

Pre-recorded 15-minute **speed presentations** should be uploaded as an external link (selected from the drop-down).

If you use a link, the platform will embed videos from the following providers:

YouTube  
Facebook  
Vimeo  
Wistia  
Videopress  
Livestream  
IBM  
Twitch  
DailyMotion

Additionally, the platform will embed an uploaded video if it is one of the following file types:

.mp4  
.mov  
.webm  
.ogg  
.hls

*\*note: .mp4 is recommended for JSM 2021 speed presentations*

**Note: When naming your file/video for upload, please use the name of your presentation as submitted for the [online program](#).**

## Polls

The screenshot shows the JSM 2021 platform interface. At the top is a dark blue navigation bar with the JSM 2021 logo on the left and links for Home, Agenda, Participant Search, Virtual EXPO, Resources, and Conversations on the right. Below this is a secondary navigation bar with links for Live Meeting, Files, Polls (which is highlighted), and Check-in. The main content area is titled 'Manage Polls' and features an 'ADD NEW POLL' button in the top right corner. The central part of the interface is a box titled 'Questions for the speaker' with the subtitle 'Enter your questions for the speaker'. Inside this box, there is a 'Free-Text Entry' label, a timestamp 'Updated at: Fri, Jul 16', and two buttons: 'VIEW POLL' and 'FULL-SCREEN RESULTS'. Below these buttons, it says 'No poll results yet.' and there are four buttons: 'MOVE UP', 'MOVE DOWN', 'EDIT', and 'DELETE'.

You can also create and manage in-session polls for your session attendees to complete.

To manage polls in your session:

- Locate your session under the Agenda tab and click to enter the session page
- Click Manage
- Click the Polls tab, then Add New Poll
- The Poll Type can be either Multi-Choice (users select from your choices), Rate (users select from your choices) or Free-Text Entry (users type a response).
- Complete all required fields and click Create.

Poll results will, by default, be displayed within the platform. You may choose to hide your poll results from the attendees by choosing “Only speakers can view poll results.”

You may also choose to hide the polling option itself until the session starts by choosing “Hide poll from attendees until session starts.”

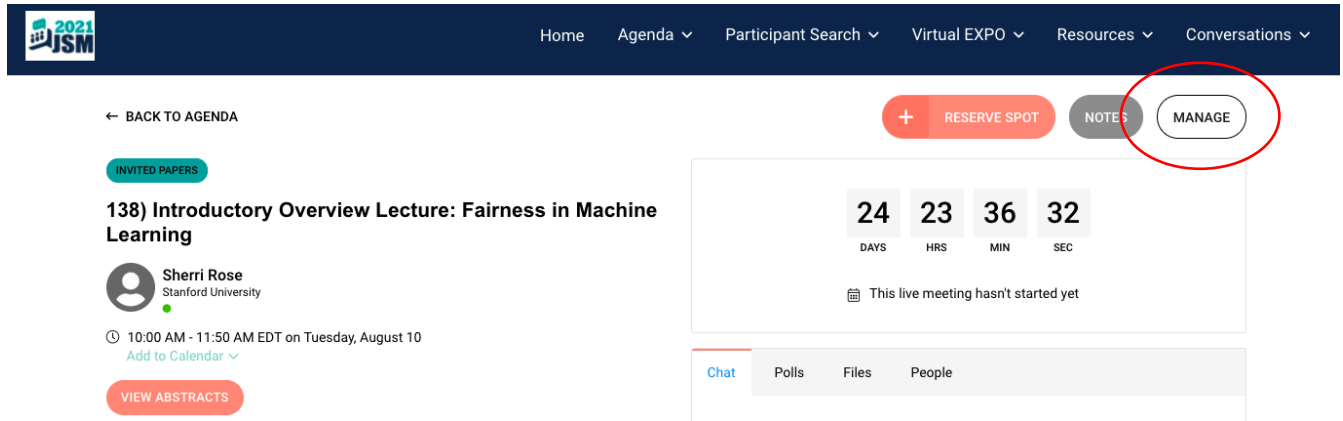
JSM 2021 will have one pre-set poll question, “Questions for the Speaker,” attached to your session. **Please do not delete this question!** This poll will be used to track speaker-specific questions from the attendees. The poll will become visible at the start of the session, and poll answers (attendee questions) will be visible to all attendees. Attendees will be able to upvote questions submitted to help the JSM 2021 session chair determine which questions are the most important.

## Check-In

The Check-In section will keep track of the number of attendees in your session live/on-demand.

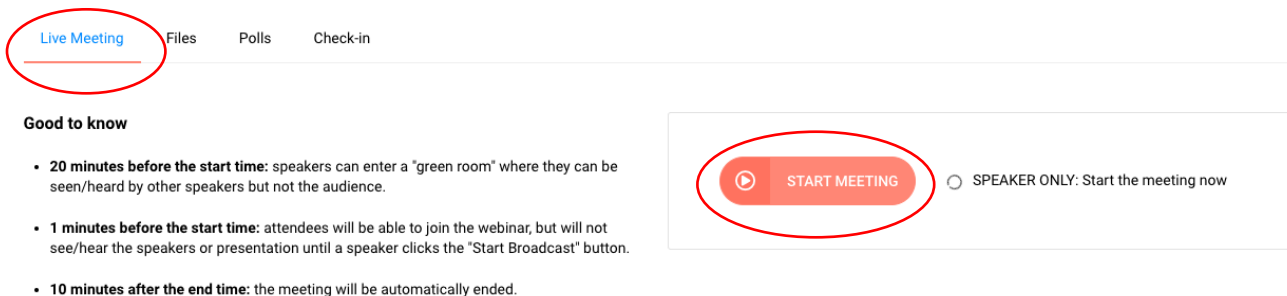
## Day of the Event

Select **Agenda** from the program menu dropdown and open the session you are about to present. Once the session detail page opens, select **Manage**. This is critical as there is a “Join Live Meeting” button that will appear on this page where the countdown is listed. This is for attendees only! Do not click this.



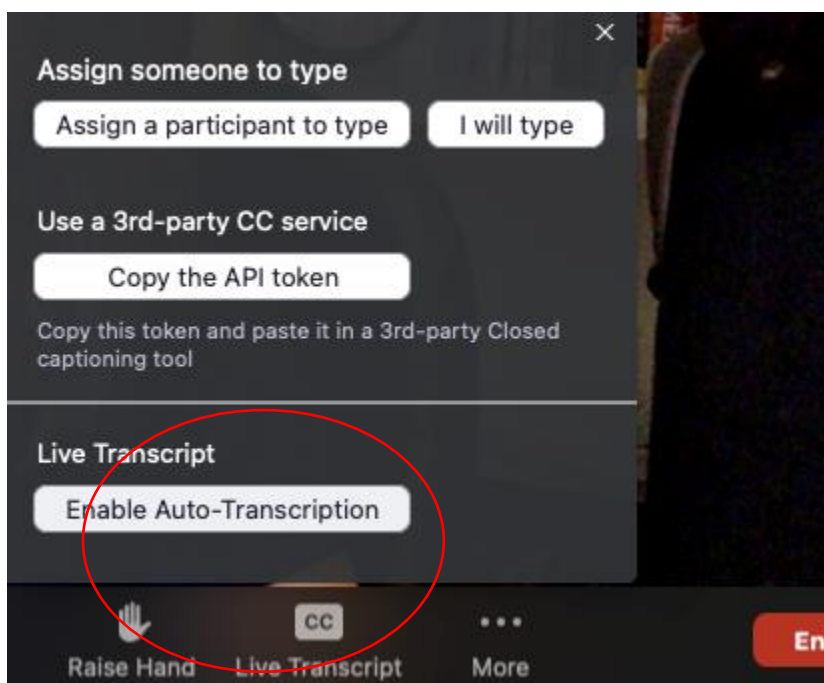
Once the page opens, you will see an option for “Live Meeting,” where you originally had Files, Polls, and Check-In.

Select the “Start or Join Meeting” button to enter the Zoom session with presenter controls enabled.

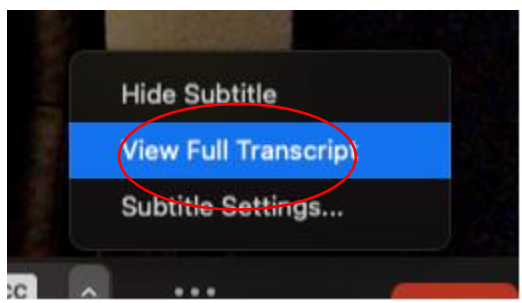


Once you have selected the Start or Join Meeting button, the Zoom application will launch. Zoom should open as a separate window. The Zoom toolbar consists of the following controls:

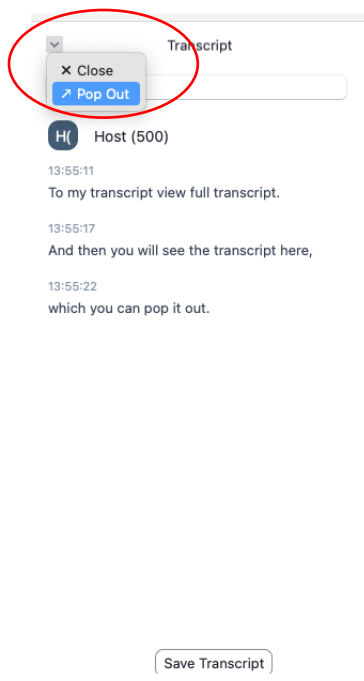
- **Mute:** Allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up arrow next to Mute can be used to select your audio input (e.g., switch from your computer's microphone to a headset). Please make sure you have unmuted yourself when it is your turn to start speaking.
- **Start/Stop Video:** This allows you to turn on your webcam. The up arrow next to Start Video will also give you access to the "virtual background" feature.
- **Participants:** Allows you to see the names of the people watching. You can also use this to allow individual participants to be heard.
- **Share Screen:** Allows you to share what is displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display and which to reserve for your reference and notes.
- **Record:** Concurrent sessions are set to automatically record. The ability to pause/resume recording is only available to the session host and/or admins of the event. **Note: The session chair is automatically assigned the Zoom host role.**
- **Live Transcription:** The session host/chair will need to enable live transcription before making the session live for all attendees. This can be done here:



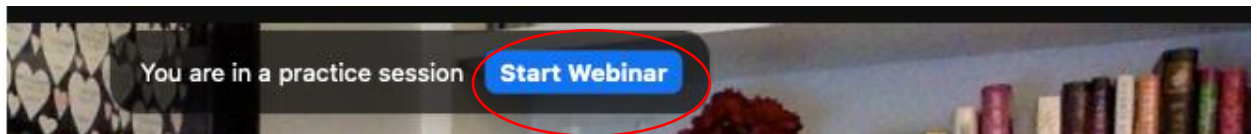
- **View Full Transcript** should also be enabled for the session chair.



This can also be popped out, so it does not take up the screen.



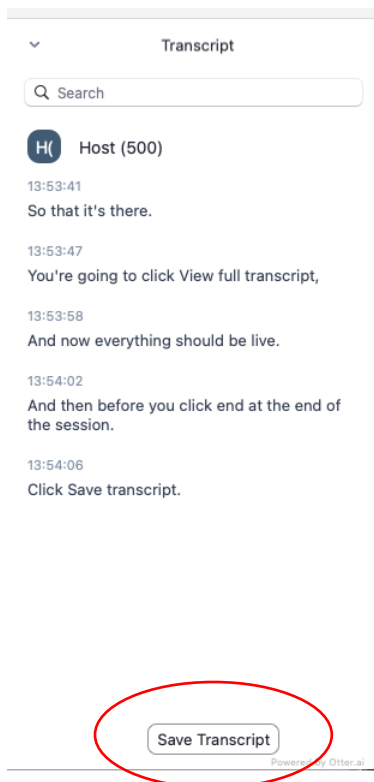
- **Start Webinar:** When speakers are all present, transcription is on, and everyone is ready, the session host/chair will click Start Webinar at the top of the screen. This will make the session live for all attendees to view. ***Please make every effort to start on time.***



The system defaults to speaker view (as opposed to gallery view). For panel presentations, the video will jump from speaker to speaker to highlight the person who is currently speaking. We recommend each panel speaker keep their video on with muted mic when they are not speaking. This will limit the screen from jumping when the system registers any noise (background sounds, coughs, sniffles, etc.).

If your session includes a slide deck presentation, you will want to share your screen and select the application (PPT) that you want to share.

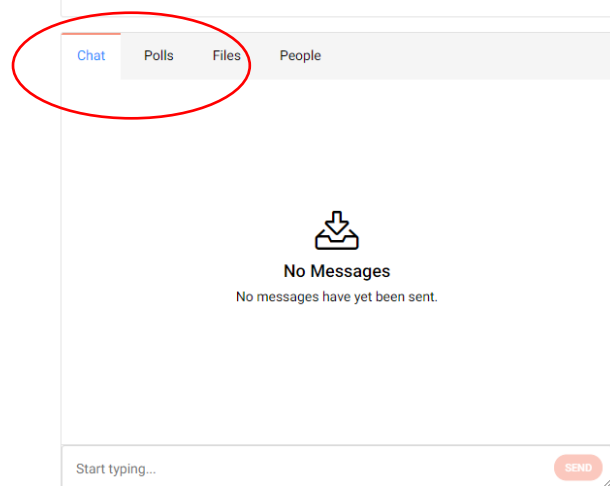
- **Save Transcription:** Before ending the session, the session chair will need to click Save Transcript.



- **Email Transcript File:** After the session has ended, please email the saved transcript file to [meetings@amstat.org](mailto:meetings@amstat.org), making sure to include the session number in the subject line. This will help link the files to recorded video content.
- **Q&A During Session:** Attendees have several options for how they will submit questions. Be sure to keep an eye on the Pathable session room chat and polls (which can be done via a second screen/device) and/or via the Zoom room chat for those who join that way.

🕒 10:00 AM - 11:50 AM EDT on Tuesday, August 10  
[Add to Calendar](#) ✓

[VIEW ABSTRACTS](#)



**If you accidentally close the Pathable platform while you are presenting through Zoom, please continue with the Zoom window because you will still be broadcasting! Once the session is over, you can reopen the JSM/Pathable site.**



For additional questions or concerns, please reach out to Naomi Friedman at [naomi@amstat.org](mailto:naomi@amstat.org) or [meetings@amstat.org](mailto:meetings@amstat.org). For platform-specific technical support, click **Get Support** on the left-hand side of the navigation bar.