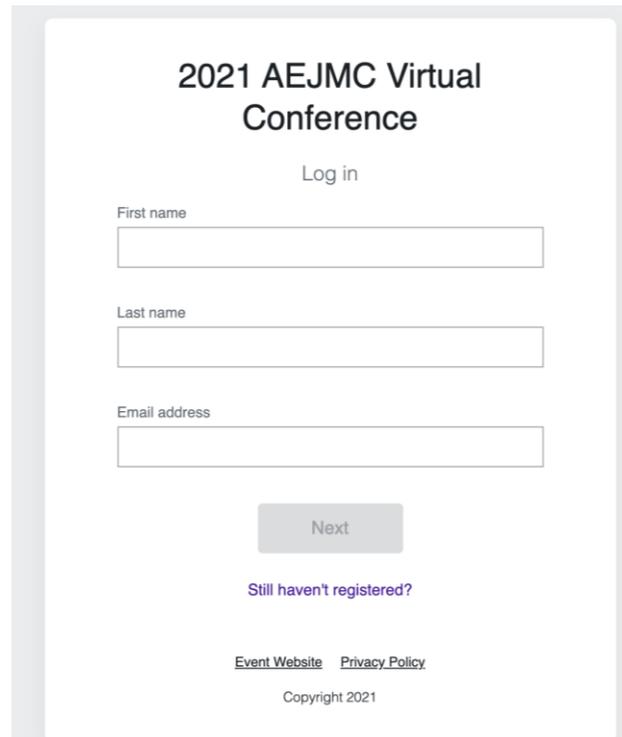


Guidelines for the AEJMC 2021 Virtual Conference

Participating in the Conference

After you register for the conference through the [AEJMC conference site](#) or through the registration email, Cvent will send you a login and password a few days before the start of the conference. The login screen looks like this:



2021 AEJMC Virtual Conference

Log in

First name

Last name

Email address

Next

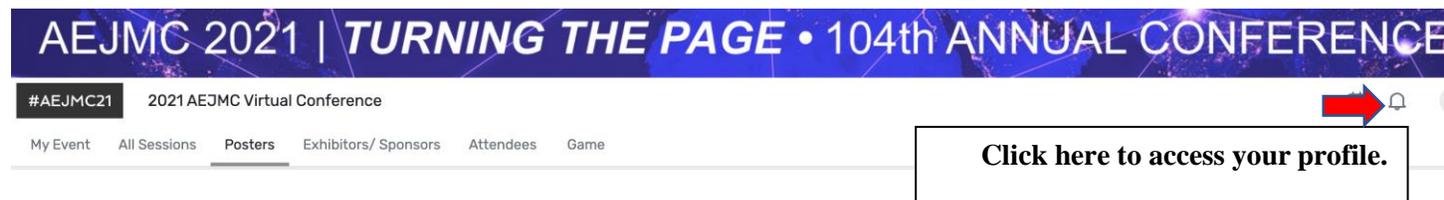
[Still haven't registered?](#)

[Event Website](#) [Privacy Policy](#)

Copyright 2021

- Prior to the conference, go through the program (available on the [AEJMC conference site](#)) and note sessions of interest.

Once you login, you will see our AEJMC event lobby, with tabs for sessions, posters, and networking opportunities.



- Customize your profile. It is important that you indicate your visibility settings and add information about yourself. (You'll won't be deleted from the program. "Visible" means that other conference attendees can see that you are attending and view your profile).

Profile

Visibility Settings

Other attendees can find you if you're visible. If you're hidden, you won't appear on the attendee list.

Visible Hidden

Amanda Caldwell
Interim Executive Director/ Conference Manager , AEJMC

Bio

A native of Clearwater Florida, I moved to Columbia South Carolina in 2016 when my husband who was on active duty in the Army was assigned to Ft. Jackson. I have worked as an event planner for the past 16 years, with the

Indicate whether or not you'd like other attendees to be able to find you.

Back on the conference sessions page, you can set the time to your specific time zone and see the upcoming sessions.

AEJMC 2021 | TURNING THE PAGE • 104th ANNUAL CONFERENCE

#AEJMC21 2021 AEJMC Virtual Conference

My Event All Sessions Posters Exhibitors/ Sponsors Attendees Game

Q Search Time Category

Central Daylight Time **Your device time**

All Sessions Tuesday, August 3 Wednesday, August 4 Thursday, August 5 Friday, August 6 Saturday, August 7

Tuesday, August 3, 2021

10 AM

10:00 AM - 7:00 PM EDT
Advertising Division Add

10:00 AM - 7:00 PM EDT
Minorities and Communication Division Add

Set to your time zone.

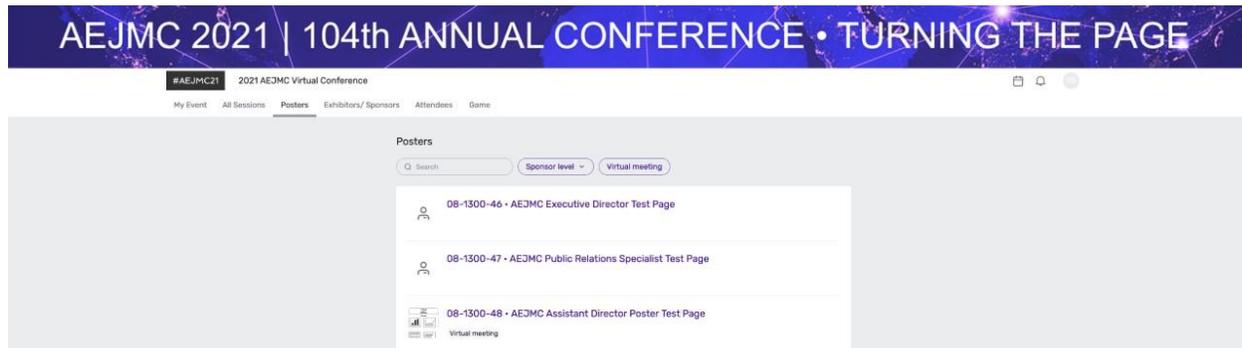
- You can also add sessions of interest to your schedule in the conference platform. During the conference, you'll be able to use "View my schedule."
- Cvent uses two-factor authentication, meaning that you will be sent a text and/or an email with a new code after every 24 hours of inactivity.

What's available in the Conference Platform?

- Keynote, Cornerstone, and the AEJMC General sessions
- Entry to the different sessions (panels, traditional research & high density sessions, and interactive poster sessions)

- Interactive rooms with sponsors and exhibitors
- Networking features allowing you to set up appointments with others
- The leaderboard and other games
- Some of the members' meetings for divisions, interest groups, and commissions (check with the specific DIG for meeting information)

To access posters



Best Practices by Role for the 2021 AEJMC Virtual Conference

The Cvent virtual conference platform site will officially open on August 2nd. We encourage everyone to log in with your credentials and have an early look around to acquaint yourselves with the platform!

Panels & Traditional Research Sessions

For panel/traditional research sessions, you do *not* need to upload visual materials (including PowerPoint) to the conference web site. A few minutes prior to your session, open the PPT or other file from your own computer screen so that it is ready to go for screen-sharing when it is your turn to present. If you plan to play audio/video clips, check audio levels and ensure your video/audio player is working fine. **Scroll down for tips on how to use Zoom.**

Cvent will allow everyone to enter five minutes prior to each session. Ensure your moderator can hear and see you and then mute yourself until it is your appointed time to speak.

When it is your time to present during the session, unmute yourself. If you have a Power Point or other visual, screen share at that time as well, and advance slides from your computer as you normally would. When you are done presenting, turn off the screen share feature and mute yourself once again. If and when you have a Q&A session, simply unmute yourself to answer any questions. Participants in the session will be able to ask questions verbally or through the “chat” feature. Each session will be recorded. The recordings will be posted on the conference platform within 24 hours.

High Density Sessions

High Density Sessions contain more papers than a traditional paper session. You should be prepared to talk about your research for a shortened amount of time. For the specific

format/length, including whether or not to use PowerPoints or handouts, defer to your division or interest group's instructions.

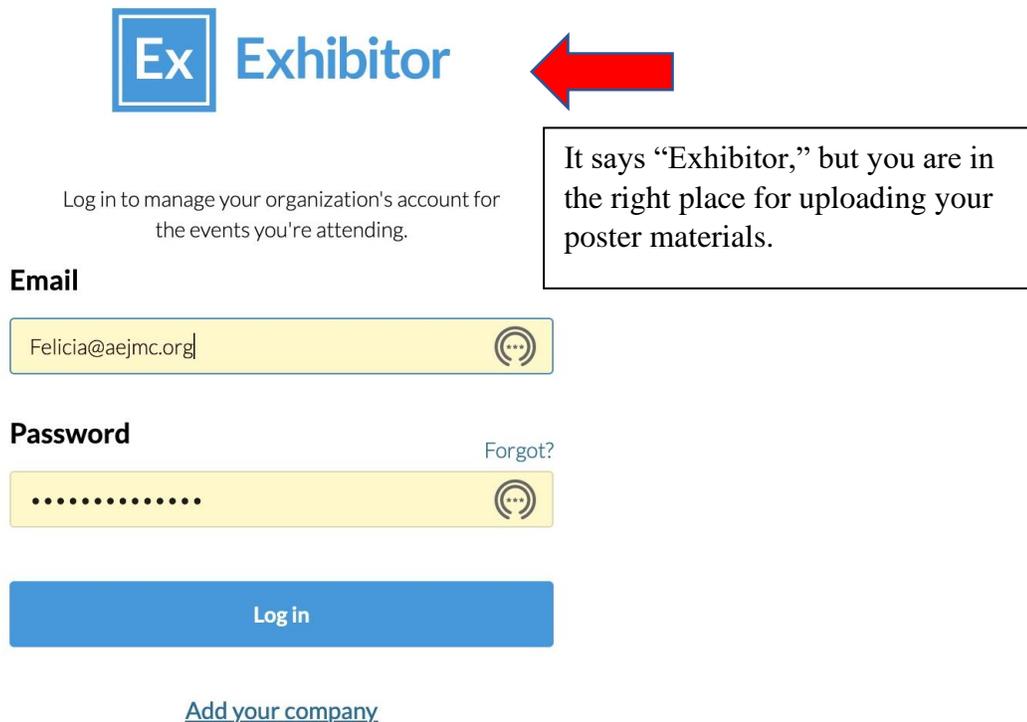
Scholar-to-Scholar (Poster Session) Paper Presenters

Like in-person scholar-to-scholar sessions, you will create a poster that highlights your research paper and be prepared to speak with conference attendees during your assigned time slot. (See [“how to lay out a poster”](#)). Save your digital poster as a PDF. You also have the option to upload a video. However, this is not a replacement for your live, interactive discussion during the conference.

How to upload materials:

By **July 15th**, you need to submit your digital poster, description, and optional video to the Cvent site. You will receive an emailed link to the Cvent site prior to this date. For more information on how to upload materials, [click here](#).

The login screen for uploading your materials looks like this:



Ex Exhibitor

Log in to manage your organization's account for the events you're attending.

Email

Felicia@aejmc.org

Password [Forgot?](#)

.....

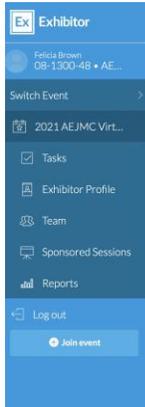
Log in

[Add your company](#)

It says “Exhibitor,” but you are in the right place for uploading your poster materials.



You will have tasks assigned to you. Click on “view tasks.”



Welcome to 2021 AEJMC Virtual Conference

Aug 3, 2021 9:00 AM Aug 7, 2021 4:00 PM

Exhibitor Tasks
You have 0 tasks to complete

[View tasks](#)

Exhibitor Profile
Create an exhibitor profile to share with the event planners. This can include a company logo, description, and contact information.

[Finish profile](#)

[Event Privacy Policy](#)

Onsite Staff
Right now, you have 0 onsite staff. Finish creating your team.

[Find onsite staff](#)

You will be brought to this screen:

Edit Profile

Company Logo

Upload Company Logo
We recommend square images larger than 300x300 pixels.

[Upload](#) [Delete](#)

Virtual Booth Banner

Upload Virtual Booth Banner
This banner will appear on virtual booths in Attendee Hub. We recommend images that are 1872x320 pixels with an aspect ratio of 936x160 pixels.

[Upload](#)

Exhibitor Information

Company Name Required
08-1300-48 • AEJMC Assistant Director

Description 4,704 remaining
Assistant Director/Council of Divisions Liaison – Responsible for the organization of Central Office activities. Works with the Council of Divisions in preparation for the Conference. Organizes

Event/Booth Location

Tax ID/VAT Number

Here, you can upload a thumbnail of your poster (optional).

Don't upload anything here.

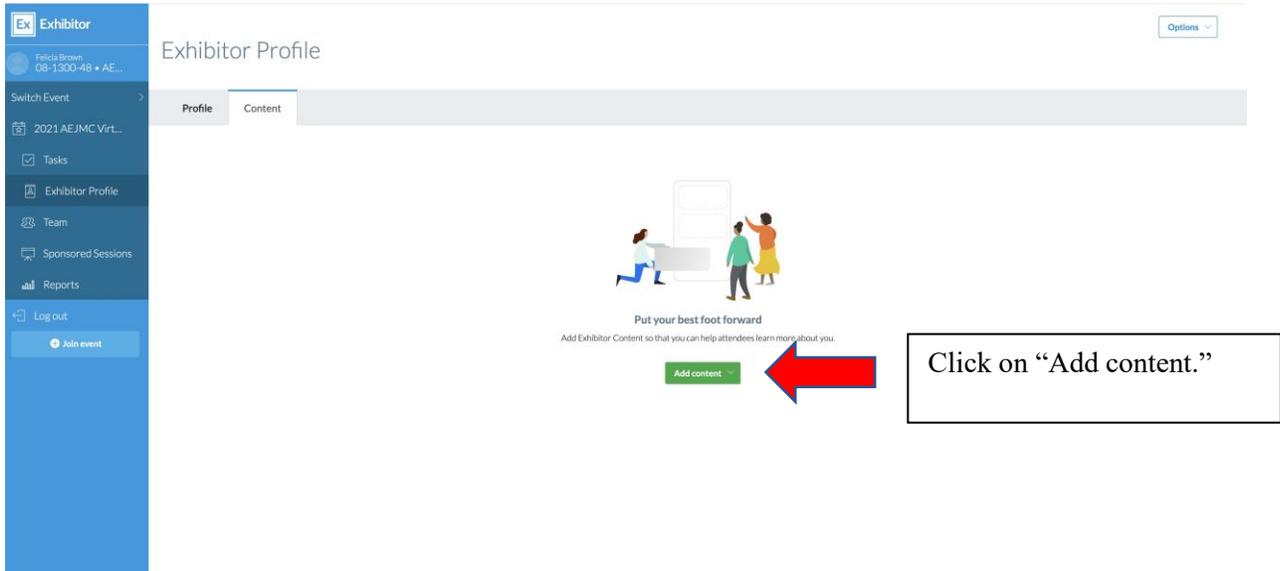
DON'T CHANGE THE NAME HERE.

Add a description of your poster (required).

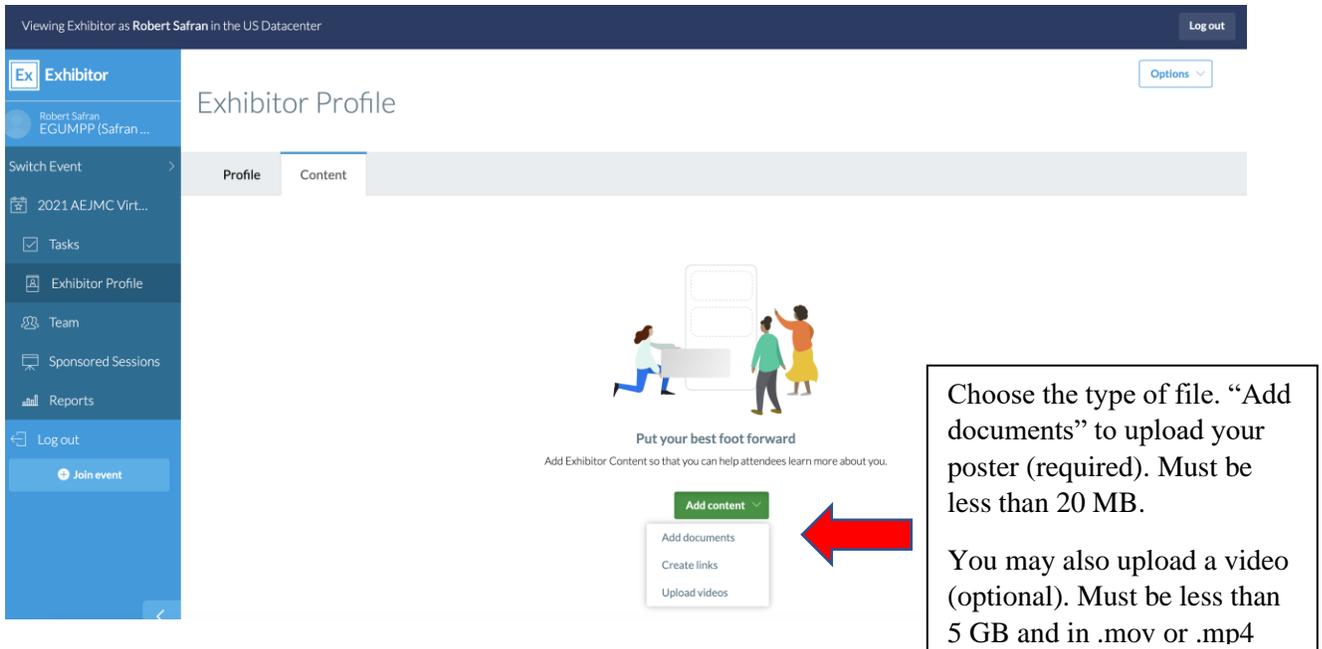
Do not complete any other items on this page. Then click “save.”

Click “Save.”

Clicking “save” will take you back to the Exhibitor homepage. Next, click “Exhibitor Profile on the left-hand tool bar, bringing you to this screen.

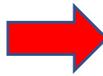


Clicking “Add content” will bring you to this drop-down menu.



Add documents

Upload your poster here
(required)



Choose files to upload to Exhibitor Content. Files must be less than 20MB and in one of these formats .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .ppt, .pptx, .txt, .xls, .xlsx.

Upload files

posterboardexample.pdf

61KB

Display text

Required

posterboardexample

Then you will see your page:

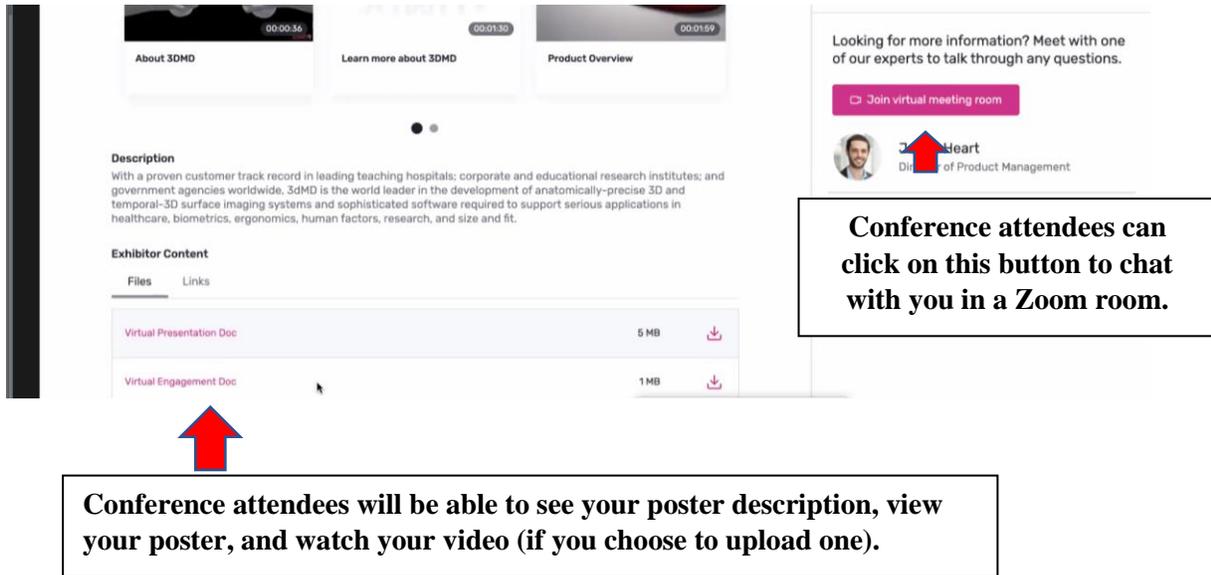
For your interactive presentation during the conference

You will receive a second email close to the conference time with a link to launch your interactive Zoom poster session. During the conference, you will launch and participate in an interactive poster session, in which attendees can speak with you about your paper.

At your scheduled time, **you will use the Cvent-generated host link emailed to you to launch your Zoom session.** Save the host link to a calendar appointment for your session time. Use the link to launch your session during your scheduled poster time. You cannot launch your zoom session from the platform.

Note that presenters must start this session using the emailed link. Attendees will access your poster and join your session to discuss your research. Even if you uploaded a video, you must be physically present during the scheduled session.

The page for each poster presentation will look similar to this:



Conference attendees can click on this button to chat with you in a Zoom room.

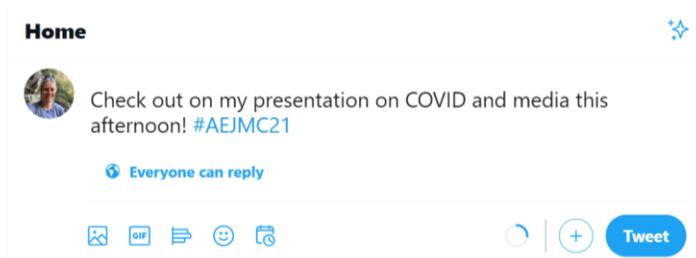
Conference attendees will be able to see your poster description, view your poster, and watch your video (if you choose to upload one).

Zoom Information and Tips

For each session, the Cvent conference platform takes you into a Zoom room. It is important that you know how to use its basic features. Zoom offers many [tutorials](#).

Tips for Our Conference

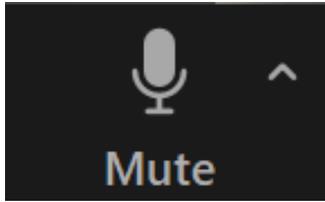
1. *Prevent Zoom Bombers. Never share Zoom links on social media! Instead, promote broadly, tagging #AEJMC21.*



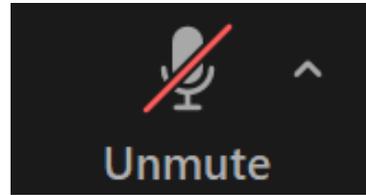
2. *While in a session, keep yourself muted unless it is your turn to present or ask a question.*

To Mute Yourself

Click on the microphone icon in Zoom.



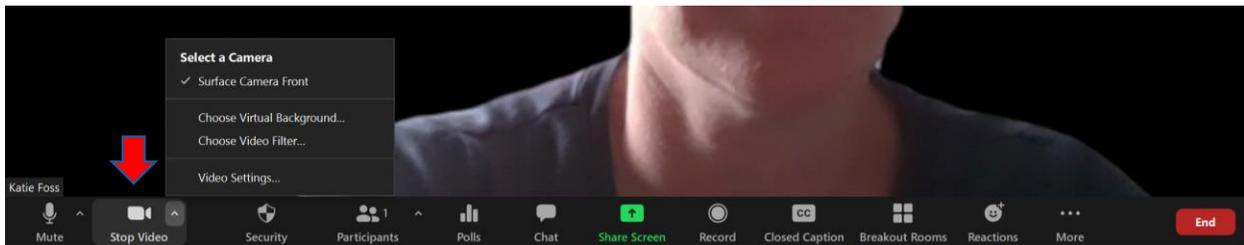
Unmuted. Everyone can hear you.



Muted. No one can hear you.

3. *Know when your camera is on and when it is off.*

To turn on/off your camera:



4. *Don't do anything in front of the camera that you wouldn't want others to see. Definitely do not bring your camera into the restroom, like this:*



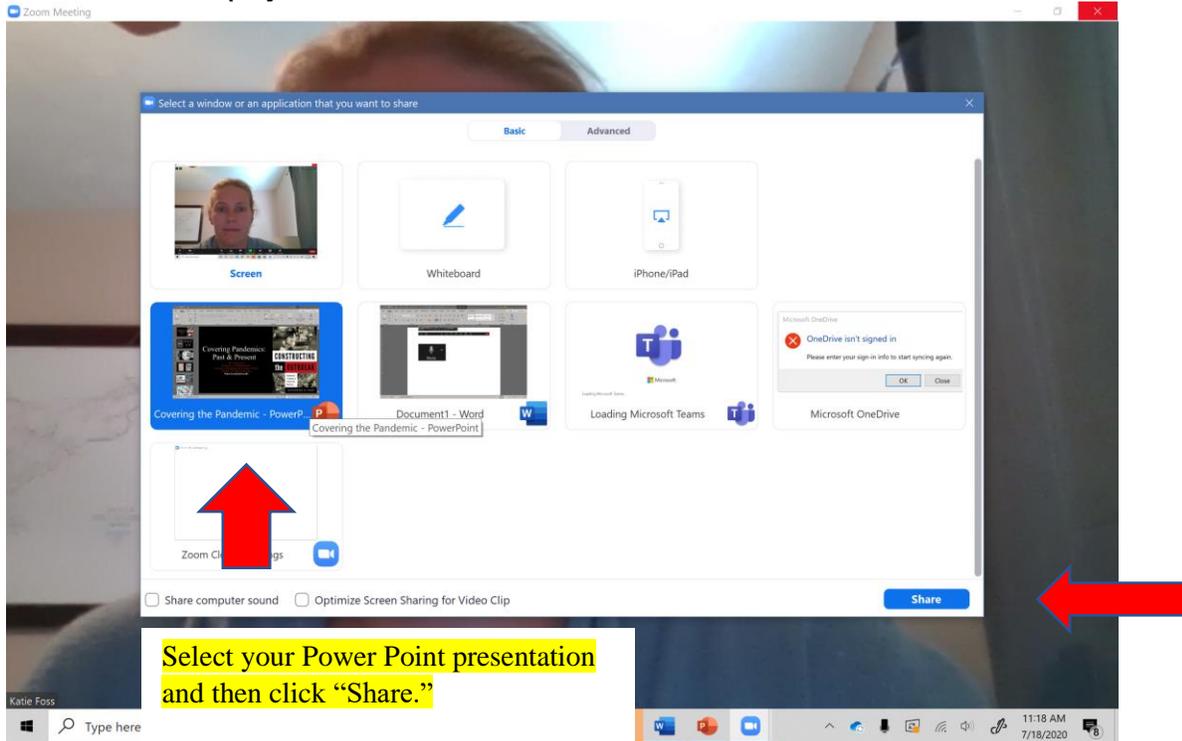
5. *Practice sharing your screen before your presentation.*

To Share a Screen

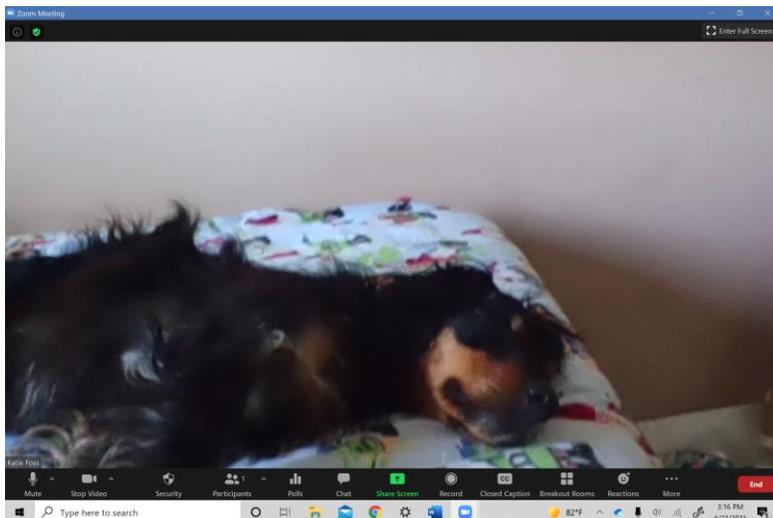
1. Open your Power Point/document before your presentation time.
2. Click the Screen Share feature on the lower toolbar in Zoom.



3. The possible windows you can share will appear. Select which of these windows you'd like to display and click it.



6. *Treat each virtual session as you would an in-person conference experience. Be present, engaged, respectful, and polite. The conference is a great opportunity to make an impression and build your professional network.*



This is unprofessional.