HOW TO NAVIGATE TO YOUR SESSION

LOG IN TO THE VIRTUAL PLATFORM, CLICK ON “PLAN YOUR EVENT” AND THEN “SCHEDULE”
HOW TO NAVIGATE TO YOUR SESSION

SEARCH FOR YOUR SESSION BY TITLE, SESSION NUMBER, OR DATE/TIME
PRE-SESSION GUIDELINES

BEFORE STARTING YOUR SESSION, PLEASE REVIEW THE FOLLOWING:

• You will receive access to the virtual conference platform about one week before the meeting starts.

• Log in and familiarize yourself with the platform.

• Arrive 10-15 minutes early to your session.

• Enter the Zoom room.

• Introduce yourself as a Presenter in the Zoom group chat.

• We encourage you to turn on your camera and stay muted during the presentations.

• The Session Chair will share their computer screen on Zoom.
SESSION GUIDELINES

DURING THE SESSION, PLEASE REVIEW THE FOLLOWING:

• At the session start time, the Session Chair will begin playing the first recording.

• When it’s finished, you can unmute to ask a question or answer questions if it’s your presentation.

• You can also type a question or answer a question in the chat.

• At the end of the first presenter’s time, the Session Chair will play the second recording and then conduct their Q&A. It will continue this way until everyone has presented.

• Do not stay in the Zoom room for longer than 5 minutes after the session end time as the rooms are needed for other sessions.
Click here to view individual presentations and recordings (registered attendees only; presenters exempt).

Click here to enter the Zoom room.
You will not need to enter individual presentations during the session since the Session Chair will be playing them all in Zoom during the session. You can watch them after the conference on your own.
NEED MORE INFORMATION?

BELOW ARE FURTHER TIPS AND GUIDELINES:

• Log in to the virtual conference platform before the conference and acquaint yourself with the platform navigation and features.

• Find the Help Desk in the schedule, where you can join a Zoom room with INFORMS staff to ask questions throughout the conference.