

2022 AAEA Annual Meeting

Onsite Meeting Room Information for Concurrent Sessions

Equipment in each session room:

- AAEA will provide a laptop in each room
 - Speakers should bring their presentation(s) on a thumb drive
- Webcam on each laptop
 - This is for Zoom purposes and serves as the only camera in the room. Speakers should stand at the podium so that virtual participants can adequately hear and see the presenter
- LCD Projector
- Screen
- Podium with microphone

Zoom Instructions for concurrent sessions:

- Each session room will automatically have Zoom turned on and pulled up on the laptop. Please DO NOT close out of the Zoom session when using the laptop
- To access the Zoom information, participants will need to go through the annual meeting platform or mobile app. Links will not be shared outside of these two areas

Q & A during your session

If you plan to have Q & A during your session

- Accept questions from the people in the audience "live" first
 - Moderator or person at the computer should repeat the question for virtual participants to hear
- Take questions from the chat room for the zoom room second
 - Read the question for the live audience to hear
- All questions and answers should be handled by the person at the laptop so virtual audience can hear.

Track Sessions and Organized Symposiums:

- If you are part of a Track Session or Organized Symposium that has speakers presenting virtually using Zoom, they will need to access the Zoom link through the platform or mobile app. In order to access the platform and mobile app, you need to be a registered attendee

****If you have any questions while onsite, please stop by the Registration Desk to speak with an AAEA Staff Member or the onsite Tech Desk. Prior to the meeting, questions can go to info@aaea.org.***