

# Welcome to the official 2021 Fall Meeting & Exhibit virtual platform speaker guide!

We've put this guide together to help you make the most of your virtual meeting experience.



[Home](#) [Symposia](#) [Special Events](#) [People](#) [Exhibitors](#) [The Hub](#) [My Meeting](#) [Help](#)

Lian Schenatto

*Welcome to the*  
2021 **MRS**<sup>®</sup>  
FALL MEETING & EXHIBIT  
November 29–December 2, 2021 | **Boston, Massachusetts**  
December 6–8, 2021 | **Virtual**



# System Requirements

1. A device that is connected to the internet, either by ethernet or WiFi (preferably a computer; tablets and mobile devices can be used if necessary)

**While it is possible to use a tablet or mobile phone, it is not recommended.**

2. A stable internet connection (check your internet speed by <https://www.speedtest.net/>; some slower speeds will result in slower loading times for our web pages)

3. A platform-supported web browser. We strongly suggest using Google Chrome <https://www.google.com/chrome/> when navigating the virtual conference - Safari and Firefox can have issues viewing webinars. All Mac laptop users MUST use Google Chrome to join the live webinars

4. Update your website settings in your browser to allow pop-ups and disable any ad-blocking add-ons in your browser.

5. Make sure the most up-to-date Zoom software is downloaded to your device. Zoom is only required for Networking Lounges and private meetings with attendees - download the software for free

<https://zoom.us/download>

# System Requirements Continued

## Processor / RAM

- Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)

## Bandwidth

- 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
- Hint: Use <https://www.speedtest.net/> to test

## **VERY IMPORTANT**

Make sure the most up-to-date Zoom software is downloaded to your device. Zoom is only required for Networking Lounges and private meetings with attendees - download the software for free <https://zoom.us/download>

## Desktop or laptop computer with at least

- Mac: Mac OSX 10.7 or later
- Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
- Ubuntu: 12.04 or later
- Linux: Red Hat Enterprise Linux 6.4 or higher

## Browser

- Windows: Chrome 30+, Firefox 27+
- Mac: Chrome 30+, Safari 7+, or Firefox 27+
- Linux: Chrome 30+, Firefox 27+

# How Will I Get My Login to the Meeting Website?

You will be sent an email invitation with an access link to log-in to the platform. Email will come from **virtual@mrs.org**

When you first attempt to access the 2021 MRS Fall Meeting & Exhibit virtual platform you will need to create a password and complete your profile.

\*\*We encourage you to bookmark the page for easy access back to the virtual meeting site.

The Virtual Speaker & Session Chair Training will be hosted in the virtual meeting platform. **To be better prepared for the session, set up your profile prior to the training.**

Access the Platform

To prevent others from accessing your account, please do not forward this email.

## Claim your account

First name •

Last name •

Email •

Create Password

I agree to the [Terms and Conditions](#)

**COMPLETE PROFILE** **CONTINUE TO APP**

# How to Manage and Edit Your Personal Profile

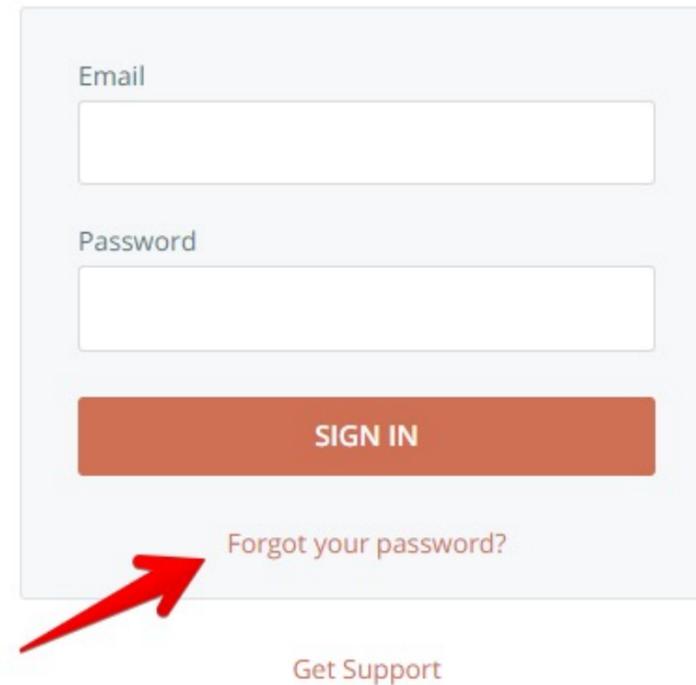
Once logged in to the virtual meeting, proceed to your name on the top navigation bar, select “Edit My Profile”.

Within your profile you will be able to upload your headshot, create a personalized description, and change your password.

The screenshot shows the user profile management interface for Lian Schenatto. At the top, the user's name "Lian Schenatto" is displayed with a dropdown arrow. A red arrow points to the "Edit my profile" option in the dropdown menu. Below the navigation bar, the user's profile is shown with a photo and the name "Lian Schenatto". The profile management section includes tabs for "Profile", "Want to Meet", and "Preferences". The "Profile" tab is active, showing a "Profile photo" section with a photo upload button and a "CHANGE PASSWORD" button. The "Name" section shows the user's name "Lian Schenatto" and "Credentials". The "City", "State", "Country", "Institution", "Title", "Company", and "Phone Number" sections are empty text input fields. A note at the bottom states: "This will only be shared with exhibitors you allow. It will not be displayed on your profile."

# What If I Forget My Password?

If you forget your password, click on the “Forgot Your Password?” link on the Login page.



The screenshot shows a login form with two input fields: 'Email' and 'Password'. Below the fields is a red 'SIGN IN' button. At the bottom of the form, there is a link that says 'Forgot your password?'. A red arrow points to this link. Below the form, there is a 'Get Support' link.

The next screen you see will require you to enter your email address. After you do this click on “Recover Password”. You will automatically be sent an email to reset your password. If you do not see the email in your inbox, check your spam or junk folder as it does sometimes end up in there.

## Reset your password

Enter your user account's email address and we will send you a password reset link.

[Get Support](#)

# Meeting vs. Webinar Sessions

There are two different styles of sessions that you could potentially be in for your live presentation. They are a meeting or a webinar. Throughout this guide, we will denote if there are differences in each type for you to take note of. **All virtual symposium sessions are set to launch in Meeting format unless you have been informed otherwise by MRS staff, so please follow the instructions for “Meeting” format throughout.**

## Meeting

Meetings are designed to be a collaborative event where all participants are able to screen share, turn on their video and audio, and see who else is in attendance.

Speakers and moderators have control to mute all attendees, but attendees can unmute themselves.

Recommend keeping capacity at 20 to 50 (full maximum is 500)

**PLEASE NOTE: Breakout rooms are ONLY enabled in meeting-type sessions and not in webinar sessions. Only the host of the meeting has access to manage this function. [See the tutorial here.](#)**

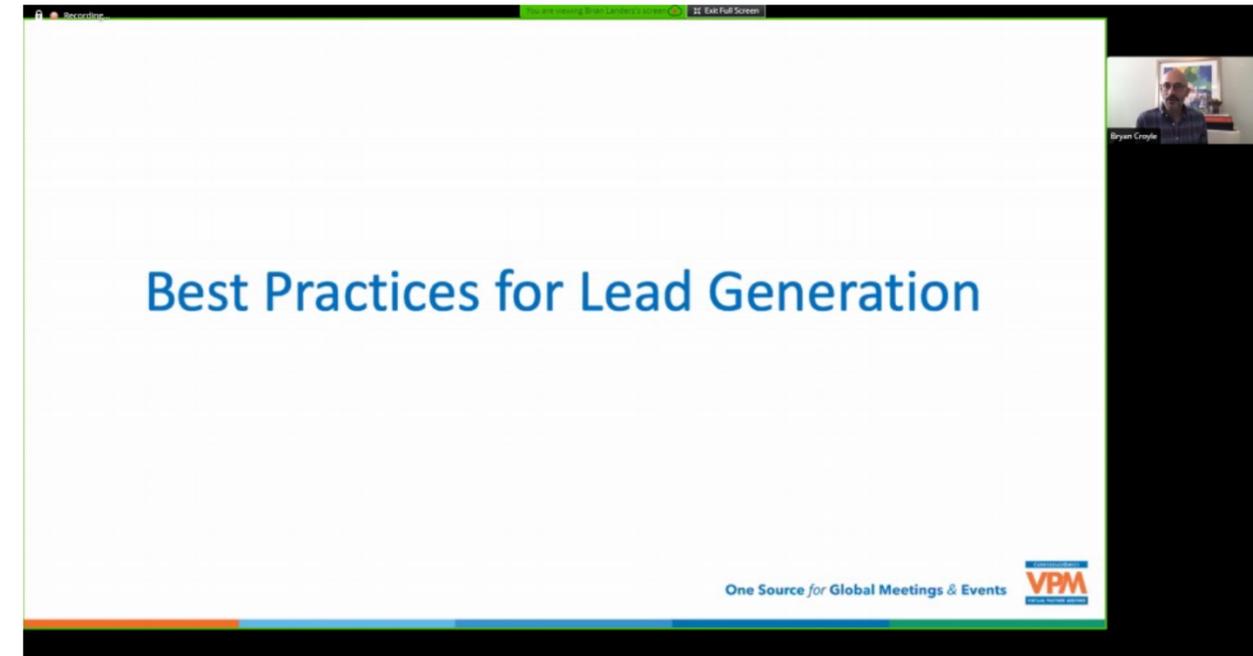


## Webinar

Webinars allow speakers to broadcast their presentation to attendees. The designated speaker is able to present by using audio, video, and screen sharing.

Attendees can use the chat box feature shown next to the webinar screen. Webinars are view only for attendees.

Based on your contracted Webinar capacity (i.e. 500, 1,000, 3,000, 10,000).



# How to Enter Your Session

Approximately 20 minutes prior to your presentation:

1. Go to 'My Meeting' on the top navigation bar, then select 'My Agenda'
2. Locate your scheduled session and click onto the key card to select
3. Click the 'Manage' button in the upper right
4. Click 'Join Live Meeting' to join and start the webinar.

← BACK TO AGENDA

**Session Name**

Michelle Mears  
ConferenceDirect  
Global Project Manager

Jacque Hooper  
ConferenceDirect  
Event Services Manager

Michele Feder  
Materials Research Society  
Associate Director of Engagement

Bethany Holland  
ConferenceDirect

Lian Schenatto

🕒 12:00 PM - 1:00 PM -03 on Monday, November 29  
Add to Calendar ▾

To view any of the individual live components of the talks below, add this SESSION to your agenda by clicking the peach "+ ADD TO AGENDA" button, above right.

NOTES **MANAGE**

26 1 19 17  
DAYS HRS MIN SEC

📅 This live meeting hasn't started yet

Chat Polls Files People

No Messages  
No messages have yet been sent.

Start typing... SEND

*If you are the first person to join, the button will be titled 'Join Live Meeting' and a message 'SPEAKER ONLY: Start the meeting now' will show. If you are not the first to join, the button will be titled 'Join Meeting'.*

↑ Back to meeting details

**Session Name**

🕒 10:42 AM - 11:42 AM -03 on Wednesday, November 3  
Add to Calendar ▾

By uploading a virtual presentation, the authors attest that this is the original work of the author; and that permission has been obtained from the copyright holder to reproduce material not owned by the authors, and the source has been acknowledged. The authors warrant that nothing in the presentation is defamatory, libelous, or otherwise unlawful, violates any right of privacy, or infringes any duty of confidentiality which the authors(s) may owe to another party or violates any contract, express or implied, that the authors(s) may have entered into.

**\*\*PLEASE NOTE: Upload your virtual presentation under the 'Videos' tab. All content uploaded under 'Files' is available for download by participants.**

Live Meeting Quick Settings Files Polls Check-in

**Good to know**

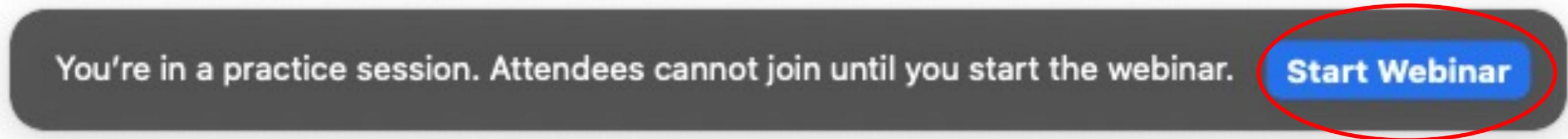
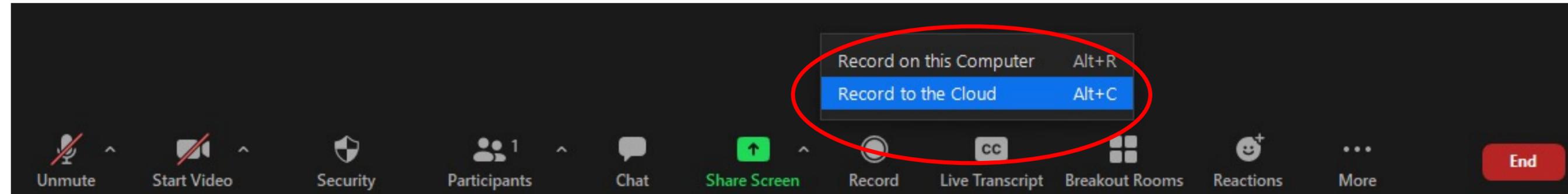
- **20 minutes before the start time:** meeting admins can start or join the live meeting and be seen/heard only by other admins
- **1 minutes before the start time:** all other attendees will be able to join the live meeting, or start it if not already started by an admin
- **10 minutes after the end time:** the meeting will be automatically ended.

SPEAKER ONLY: Start the meeting now

# Important Pre-presentation Information

Speakers, session chairs and support staff/volunteers are able to join the session 20 minutes prior to its start time. During this time, you will be able to see and hear other presenters, and they will be able to see and hear you. However, the "attendees" will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in.

**DO NOT click Start Webinar/Record to Cloud until you are ready to be recorded and have attendees see and hear you. When you click "Start Webinar" on a webinar, or "Record to Cloud" on a meeting, the recording begins!**



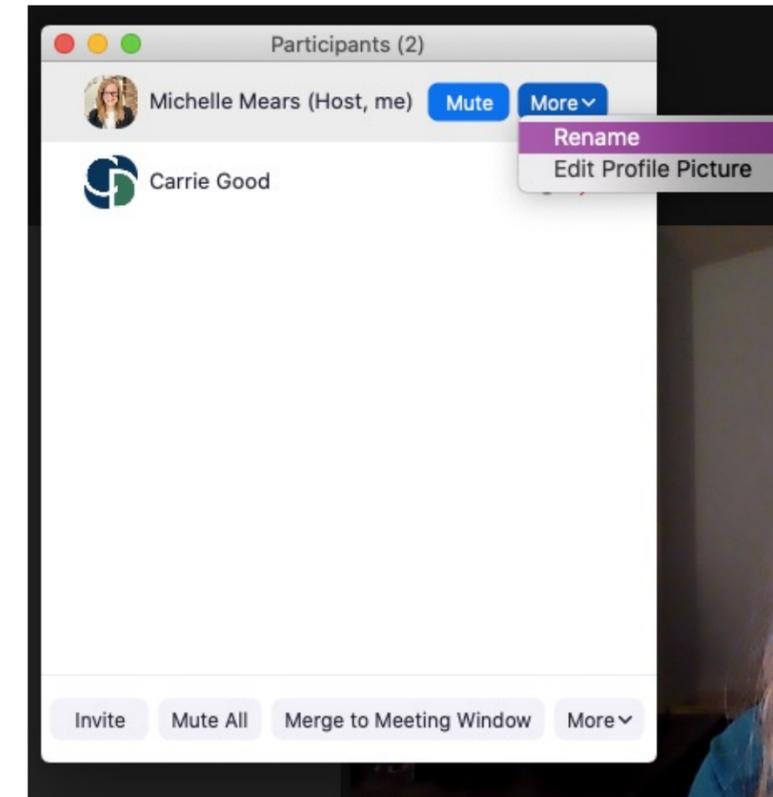
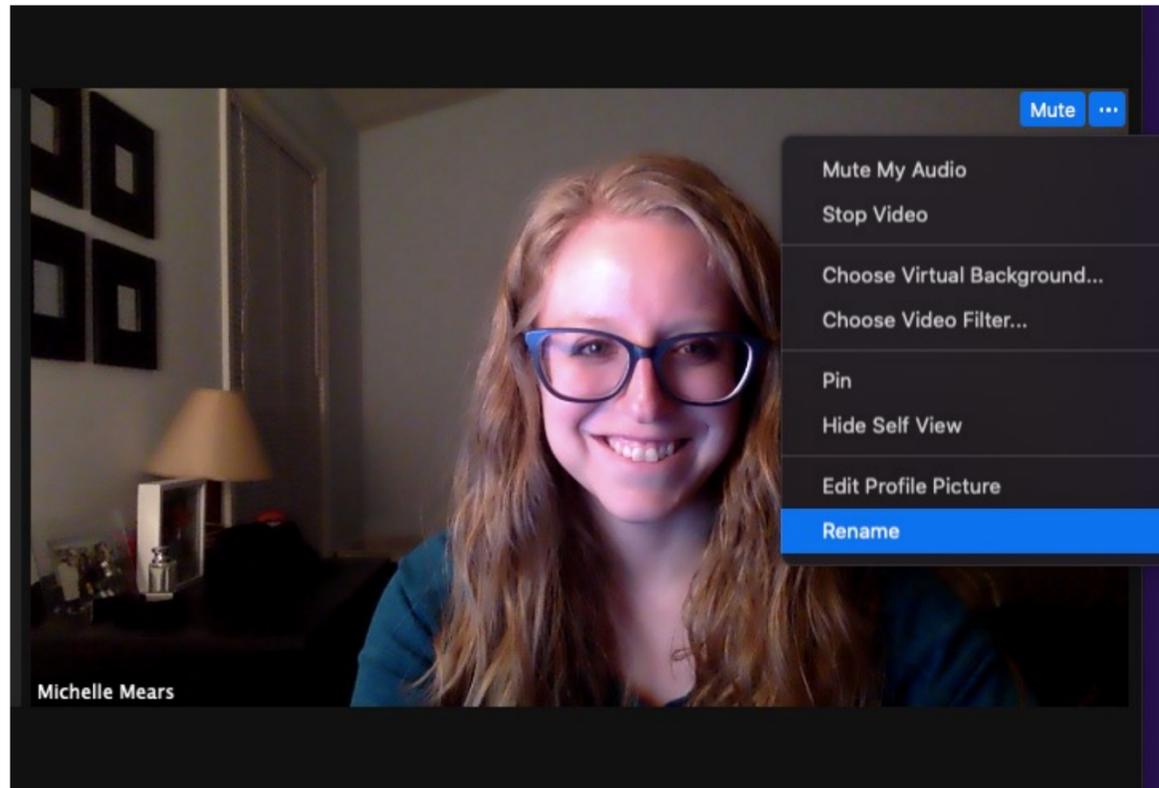
**\*\*Please note that a meeting WILL NOT have these buttons. Attendees will just start coming into the zoom room 1 minute prior to the scheduled start time.**

# Meeting Preparation in the Pre-presentation room

- Check how your name appears in the Participant list on the right side of the screen. If it is not correct, click More and then Rename, which will allow you to type in the correct name.
- If other presenters or staff are present, ask them to verify that your sound levels and microphone positioning are correct. If you don't have anyone available to check your sound, note that the microphone icon on the bottom left of your Zoom control panel will show green when it is receiving input.
- Check that you are able to share your screen. Note that on Mac computers, you may need to adjust your security settings.

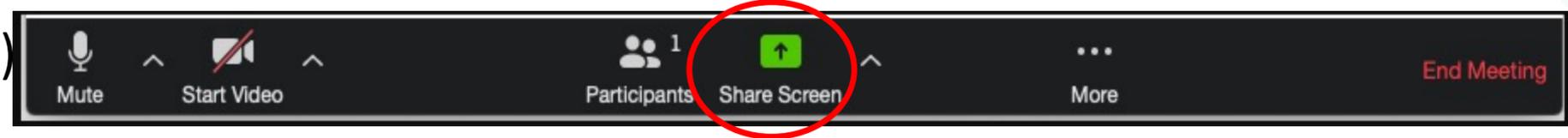
One minute prior to the scheduled session start time, the sequestered Pre-presentation time ends. Attendees will begin entering the Meeting, and will be able to see and hear the speakers, session chairs, and staff/volunteers, so it is important to finish testing and end any private conversations among speakers at that time.

Note: Since it may take a minute or so for all the attendees to join the webinar, you may wish to wait to begin the presentation until you see the participant count level off.

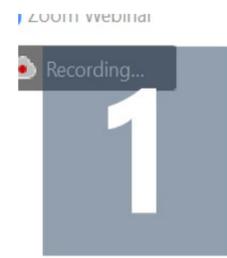


# How to Share Your Screen

- Select “Share Screen” (green button) at the bottom of the Zoom window



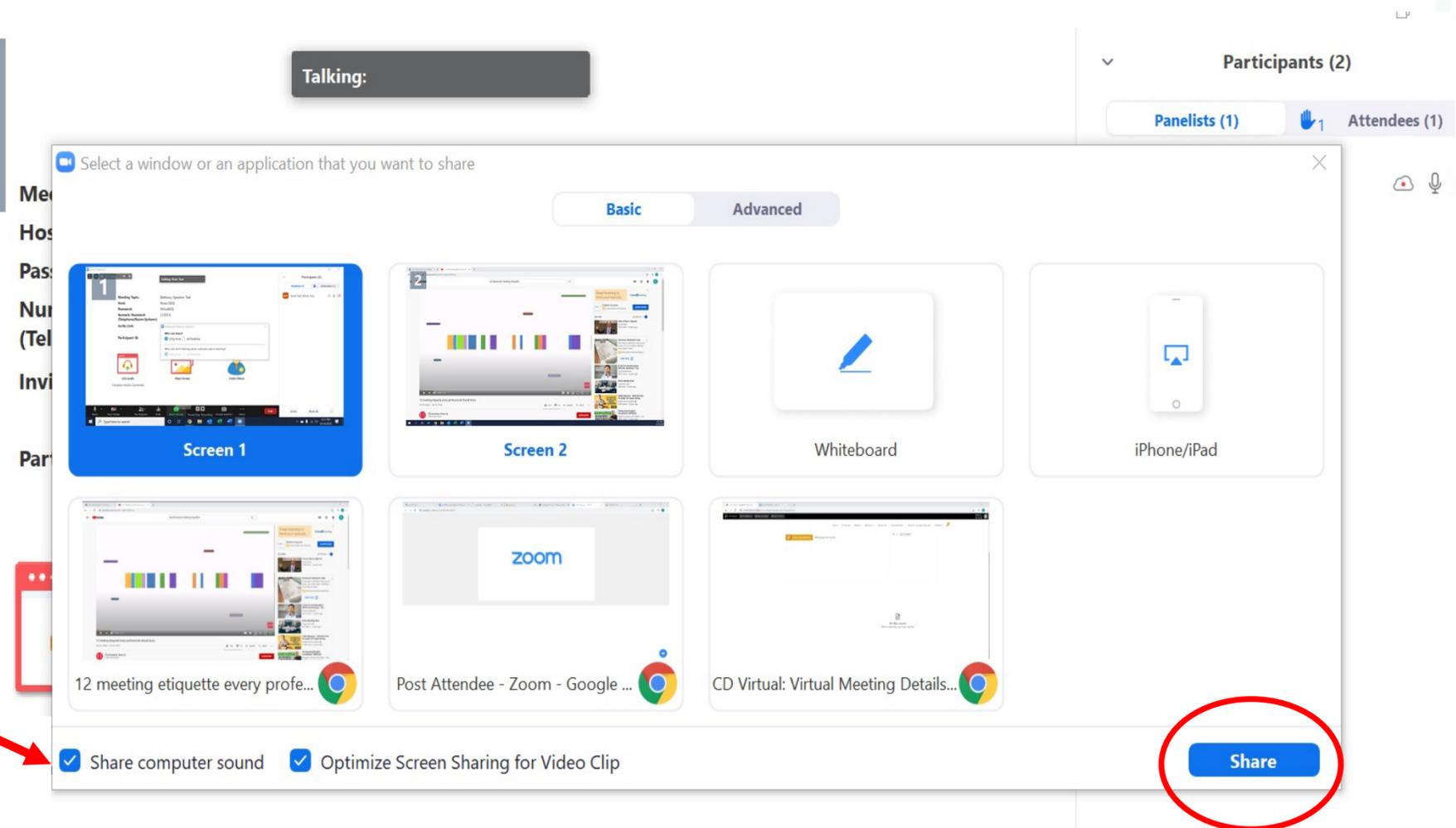
- Select the File or Screen you are planning to share for your presentation



- If sharing a video clip, select both of the below checkboxes when sharing your video

- Share Computer Sound
- Optimize Screen Sharing for Video Clip

- Click the blue “Share” button in the bottom right corner



**\*\*You, the presenter, are responsible for sharing any content, documents, slides or video that you wish to accompany you during your live presentation.**

# How Do You View and Manage the Chat Box During A Session?

- We recommend using two computer screens as a speaker/moderator: one screen showing the live 'Chat' and the other screen of the live meeting and in the zoom window.
- Or with one computer screen follow these instructions for both a mac or windows computer [here](#).
- You will be able to read and answer questions in the 'Chat' in real-time.

The screenshot displays a Zoom webinar interface. At the top, there is a navigation bar with a back arrow labeled 'AGENDA', a green 'ADDED' button, and 'NOTES' and 'MANAGE' buttons. The main content area shows a presentation slide titled 'Federal Cases' with an American flag icon. The slide text reads: 'All 5(a)(1) [General Duty Clause] violations require: The employer failed to keep the workplace free of a hazard to which employees of that employer were exposed; The hazard was recognized; The hazard was causing or was likely to cause death or serious physical harm; and There was a feasible abatement. Early Citations: settled \$990,000 mark case case hazard alert letters'. A 'Leave Webinar' button is visible at the bottom right of the slide. On the right side, a chat window is open, showing a list of messages from participants like Brenda Jones, Christopher P..., Bill Gibbs, and Kristen Yost. The 'Chat' tab is highlighted with a red circle. At the bottom, a settings menu is open, showing options for 'Allow attendees to chat with:' with 'Panelists' selected and circled in red. Other options include 'No one', 'Panelists and Attendees', and 'Merge to Meeting Window'. A 'THEATER MODE' button is also visible at the bottom right.

# Preparation Before the Session

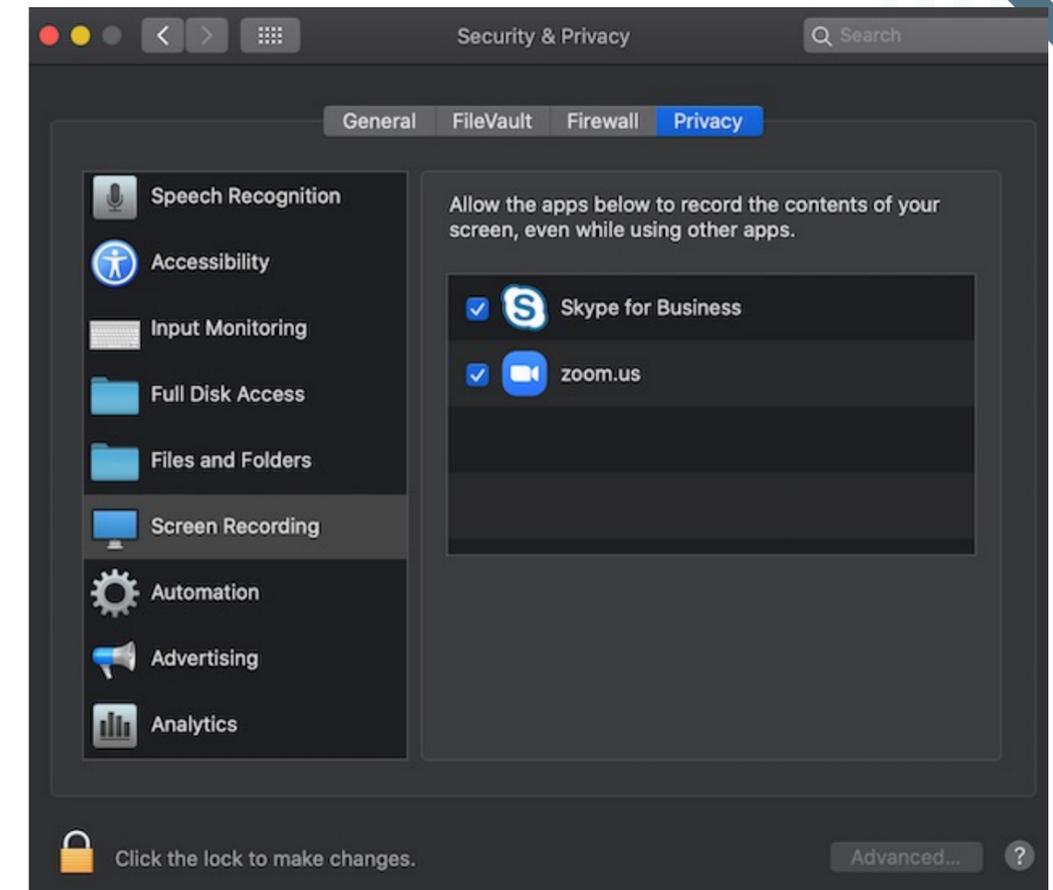
We recommend getting your laptop/computer set up at least several days prior to your presentation.

- Install "[Zoom Client for Meetings](#)"
- We advise testing your setup for Zoom anytime before the meeting by visiting <https://zoom.us/test>
- Use the link provided by your event organizer to sign into your account on the virtual event site. After setting a password so you can sign in later, we recommend you complete your profile, including uploading a photo.
- Use the menu at the top of the page to visit my meeting to find your session and visit its page.

**Important Note:** On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through System Preferences > Security & Privacy > Privacy > Screen Recording. Check the option for zoom.us.

For more information, click below.

<https://support.zoom.us/hc/en-us/articles/360016688031>



# Presentation Pro Tips and Best Practices

- **Set your camera at eye level:** Often, this means propping up a laptop.
- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. Avoid having a window behind you, as this may create a "witness protection program" effect.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual background feature. Choose from the images provided or upload your own. We recommend nature photos from [unsplash.com](https://unsplash.com), but remember, keep it simple! You are the star, not your background.
- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from Xbox gaming.
- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted. If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.

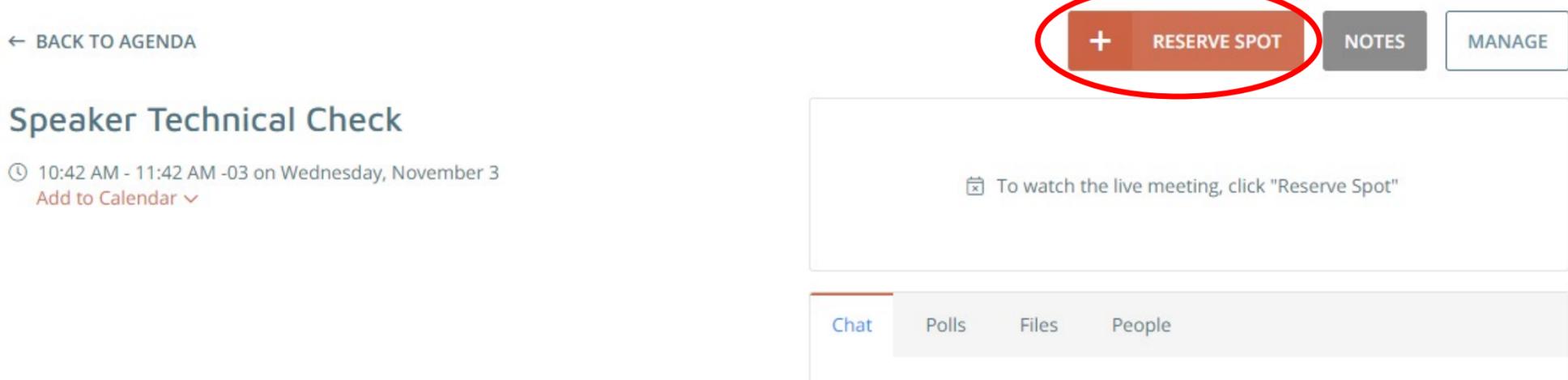
# Speaker Technical Check Room

There is a speaker technical check room available for you throughout the conference should you wish to come in and test your audio and video; as well as practice sharing your screen. To access this speaker technical check room please follow these steps:

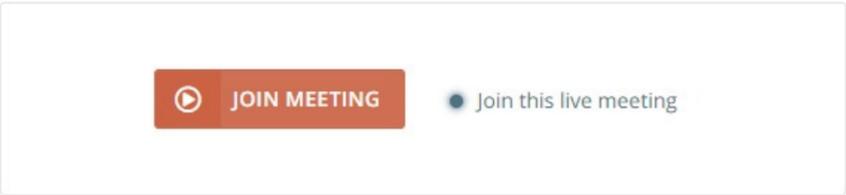
1. Go to 'My Meeting' and select the Speaker Technical Check Room or go to the Help dropdown and select Support Desk



2. Find the session that is with  
3. Click Reserve Spot

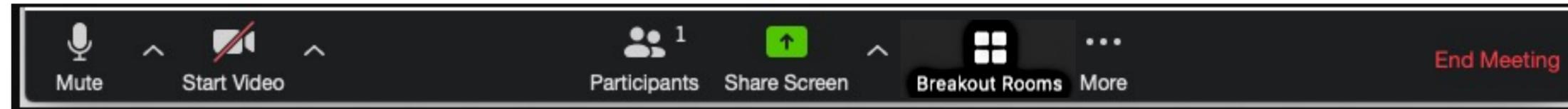


4. Join Meeting

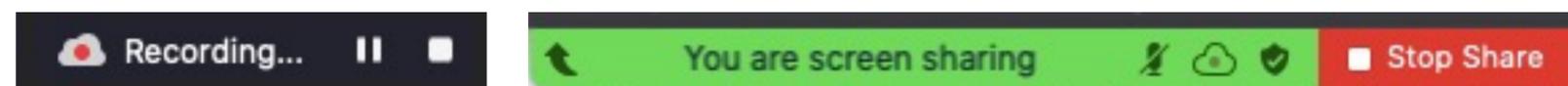


# Using Zoom Controls

The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:



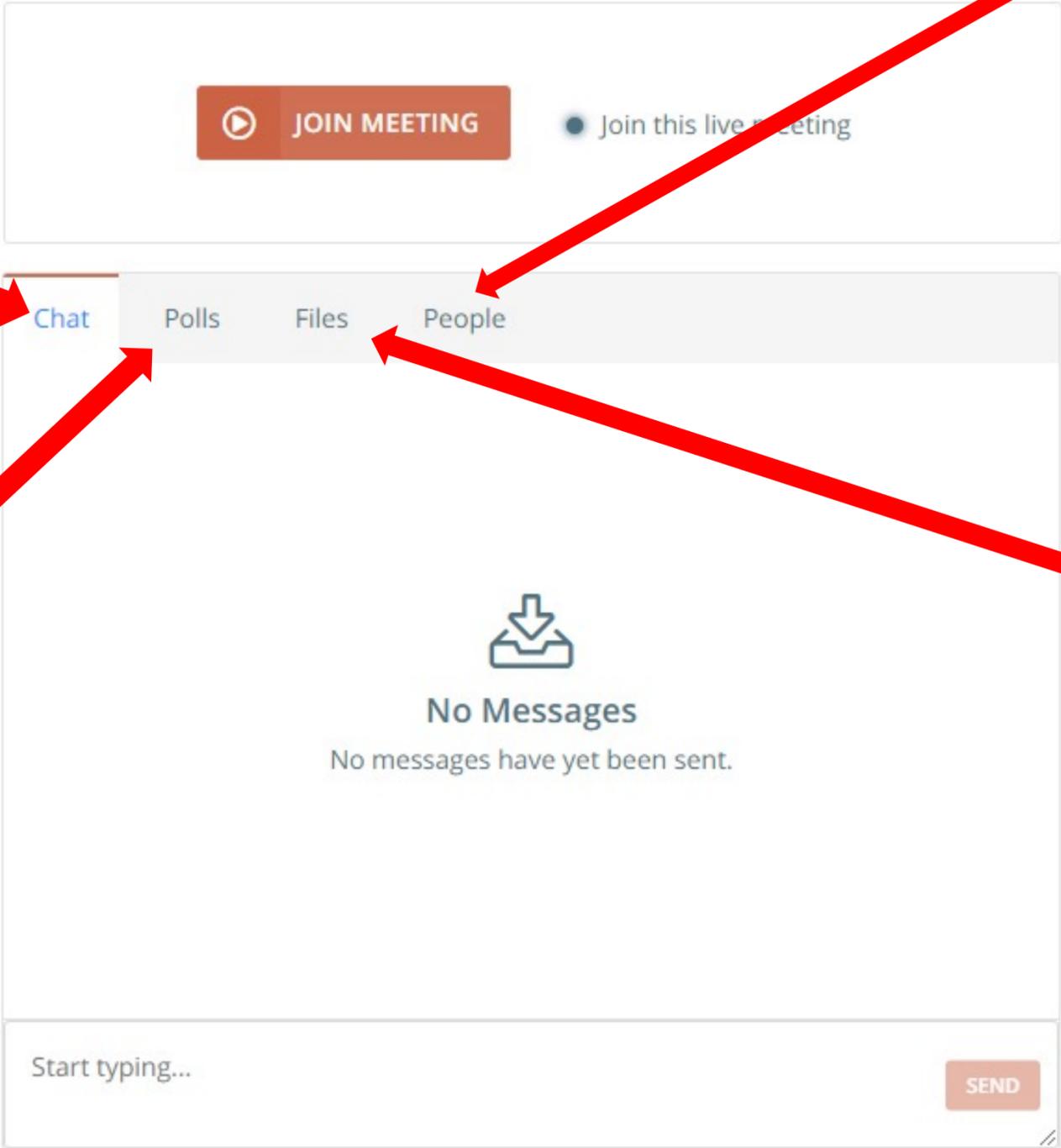
- **Mute:** allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to **Mute** can be used to select your audio input (e.g., switch from your computer's microphone to a headset).
- **Start Video:** This allows you 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.
- **Breakout Rooms:** Allows you to breakout into smaller discussion groups, should the topic warrant this. Please note this option is **ONLY** available in meetings, not webinars. [Here is the tutorial](#) on creating breakout rooms.
- **Recording:** To ensure your session is recording locate the cloud icon with a small red dot in the middle, this will indicate that you are recording to the cloud.



# Managing Your Discussion Tabs

You may post a welcome message to the attendees and post any additional information you would like to let your audience know about.

See attendees that have added this to their agenda and see who attended the session upon conclusion.



Create a poll for attendee interaction.

Attach documents or PowerPoint if you want attendees to have a copy. *Anything placed here can be downloaded by a registered attendee.*

If you are looking to upload your presentation, please follow [these directions](#).

# How Do You Create and Manage Polls?

- Select the 'Polls' tab.
- Then click 'Add New Poll'.
- Begin creating your custom poll!

↑ [Back to meeting details](#)

## Becoming a Category of One

🕒 11:00 AM - 12:00 PM on December 17  
👤 238 spots left

KEYNOTE

Live Meeting Files **Polls** Check-in

Manage Polls

ADD NEW POLL



- Customize your answer options with colors by selecting the icon 'Picker' to populate the colors bar.
- Select a color for your typed answer.
- Then click 'Add Option' to save the answer choice.

Options

- Education
- Networking
- Exhibitor Interactions

Enter an option...

Exhibitor Interactions

Exhibitor Interactions

Poll chart type

Display result as

Colors: ● ● ● ● ● Picker No Color [Change Option](#)



Manage Polls

ADD NEW POLL

Friendly Name

Virtual Conferencing

🔗 The "Friendly Name" is for your reference, and will not be displayed to attendees.

Question Type

Multi Choice

Allow multiple responses.

🔗 Check to allow multiple responses to this question. Otherwise, only a single response may be selected.

Question

What part of your conference experience has changed the most with virtual conferencing?

Options

Education

Networking

Exhibitor Interactions

Enter an option...

Poll chart type

Pie Chart

Display result as

Percentage

Vote button text

Vote

🔗 The text that will be shown in the button used to submit the vote.

Only speakers can view poll results

Hide poll from attendees until session starts

CANCEL

SAVE

# Polls continued...

To sort your answers, use the upward and downward arrows to adjust the sorting.

Options

- Education
- Networking
- Exhibitor Interactions

Enter an option...

## Poll chart types:

Poll chart type: Horizontal Bar Graph

Display result as: Horizontal Bar Graph

### ➤ Horizontal Bar Graph

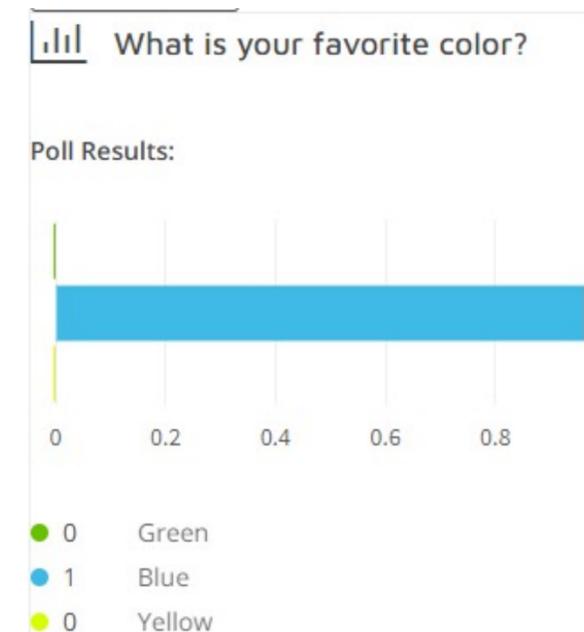
What is your favorite color?

A. Green

B. Blue

C. Yellow

SUBMIT



### ➤ Pie Chart

What part of your conference experience has changed the most with virtual conferencing?

A. Education

B. Networking

C. Exhibitor Interactions



# Polls continued...

You are able to sort the display of your polls.

Use the 'Move Down' or 'Move Up' options to resort.

To then view the display of your polls created, click 'Back to meeting details'.

## Manage Polls

ADD NEW POLL

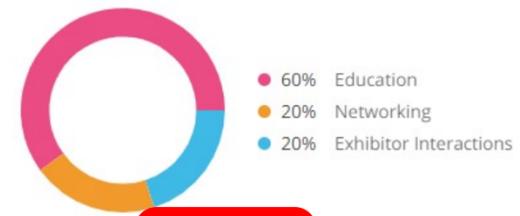
### Virtual Conferencing

What part of your conference experience has changed the most with virtual conferencing?

Multi Choice

Updated at: Mon, Jul 13

[VIEW POLL](#) [FULL-SCREEN RESULTS](#)



[MOVE UP](#) [MOVE DOWN](#) [EDIT](#) [CLEAR RESULTS](#) [DELETE](#)

### Questions for the Speaker

Do you have questions for the speaker?

Free-Text Entry

Updated at: Mon, Jul 13

[VIEW POLL](#) [FULL-SCREEN RESULTS](#)

[How long should I budget for my virtual build?](#)

[MOVE UP](#) [MOVE DOWN](#) [EDIT](#) [DELETE](#)

[↑ Back to meeting details](#)

## Health Disparities Leadership

🕒 11:00 AM - 11:45 AM EDT on Friday, October 9

[Add to Calendar](#) ✓

GENERAL SESSION

# Thank You!

We look forward to an excellent conference and all your contributions as a speaker.

Should you need technical support please email [virtual@conferencedirect.com](mailto:virtual@conferencedirect.com) or visit the support desk under the help tab for live support.

Should you need general meeting support, contact [virtual@mrs.org](mailto:virtual@mrs.org).

