Thank you for presenting at the virtual 69th annual meeting of the Lepidopterists’ Society. Because your talks are all pre-recorded, you are not obligated to participate in the live Zoom webinar. However, if at all possible, please be available for your symposium and Q & A. In addition to the talks, we will have meet-and-greet Zoom meetings (not webinars) for discussion groups or social gatherings. These will be scheduled outside of the official meeting session times. Most of the sessions will have a meet-and-greet so that the audience can interact with the speakers and have a more inclusive discussion about the topic. Please join any of these that you can, especially if there is one associated with your session.

Let the moderator of your session know if you will NOT be available for your Q&A during and after your talk. If you will be available, see below for some basic pointers and instructions for participating in the live Zoom webinar.

As a speaker, you will be assigned as a panelist in Zoom so that the audience can see and hear you.

Please log in to the webinar at least 10 minutes before your session starts. This will give the host time to find you and assign you to panelist status. Make sure your video and audio are turned off when you join, especially if you join late!

Please go over the following before your session:

1. Make sure that you have upgraded to the latest version of Zoom.
2. Make sure that you know the date and time of your session and convert to your local time.
3. Have the Zoom link for the webinar ready,
4. If possible, use a headset with a microphone to prevent background noise and best audio quality.
5. Dress and act professionally and try to face a window or light so your face is well lit (avoid backlighting).

Zoom webinar is a little bit different from standard zoom meetings, especially the “Q & A” box that you will be working with so take some time to get familiar with it before the conference.

There will be either one or two Lep Soc members at each session, a host and a backup host. They will take care of all the technical aspects of the session (starting and stopping videos, etc.). There will also be one or more moderators for your session. They will introduce you and help moderate the Q&A.

When your talk is about to begin, activate your video while the moderator introduces you. Your moderator will also have video as well as audio for this introduction. Please wave and smile at this point. When the moderator finishes their introduction, turn off your video and make sure you are muted. Then the host will play your pre-recorded presentation.

During your talk, monitor the Q&A box at the bottom of your screen (NOT the chat). All questions to the speakers will go into the Q&A while the talk is going on. For simple questions, simply type an answer into the Q&A. If the question is more in depth, tell the person asking the question that you will answer verbally at the end of the talk. After you answer a question, it will automatically move to the ‘answered questions’ section. But the audience can still comment on them here. When your talk ends, enable both your audio and video so that the audience can see and hear you. Your moderator will tell you that you have 3 minutes to further address any questions from the Q&A box. The audience will not be able to ask you questions verbally, only typed into the Q&A, but they will be able to hear and see you answer their question.

You will be cut off after 3 minutes. If you cannot answer the questions in the time allowed, encourage the audience to email you (your email will be in the schedule) or join you in a meet-and-greet.

After the 3-minute Q&A turn off your audio and video. You can continue to answer any remaining questions relating to your talk in the Q & A box for the next 10 mins. This time limit is to minimize distraction from the next speaker's presentation. We will remind attendees at the beginning of each session to limit questions to only the current presenter.

Some sessions may not have the 3-minute Q&A section after each talk, but you can still answer questions during the talk by typing into the Q&A box. And we encourage you to attend the Meet-and-Greet sessions.

Also keep an eye out for inappropriate behavior in the Q&A. Let a board member know immediately if there is an issue. The hosts (board members) will be monitoring the chat, but not the Q&A, so message them immediately in the chat if there is any inappropriate behavior. This will be dealt with swiftly and completely; use your gut, if it feels inappropriate, let a host know.

All presenters and moderators will remain ‘panelists’ in zoom the entire duration of the session. Unfortunately, this means they cannot ask questions in the Q & A box. This means that you will not be able to ask questions to other speakers in your symposium. But hopefully, you can use the meet-and-greets or presenter emails for this.

If you have any questions, ask the moderator of your session or any of the organizing committee members (contacts available on the Lep Soc website).

Thank you!