Section 5: How to Enter and Participate in the ASA Virtual Annual Meeting

Make sure you are properly registered for the ASA Annual Meeting
We are not able to accept checks or onsite payment this year, so please be sure to contact our Finance Manager in advance if you need your account reset so that you can update this form of payment to PayPal or Credit Card. Use your MyASA account to complete payment ahead of the meeting.

Make sure you have a Zoom account
Many people already have Zoom accounts but if you don’t have one, please sign up for a free account online.

Enter the Virtual Conference Platform
Before Tuesday, November 16 please sign into the Virtual Conference Platform using a direct link, the drop down menu for the Annual Meeting on our website, or the button on the front page under Virtual Annual Meeting Platform.

See the screen shot below

Set Up Your Personal Conference Space
Just like at an in-person conference you can check out the program, visit our exhibit hall, and connect with other attendees. The menu bar up top includes our schedule, our exhibitors, and a networking chat to connect with individuals or to start a public comment/question thread related to some of our content. Set up your profile in the chat app to network! Within the session schedule you can also customize your experience by adding sessions to your favorites by clicking the star or by adding private calendar reminders for events on your phone or calendar. To see more details on a panel like the panelists or paper titles, simply click title which is a link.

See the screen shot below
How to Join A Live Session (Presenter or Audience Member)

The only way to enter a live session is to enter the “session details” screen by clicking the title link in the schedule. **This is to maintain the highest cyber security and prevent Zoom bombing.** All participants must pass through the platform login and follow these exact steps for the safety of all our participants. Once you select the session you’d like to view, you will see a button on the right. **15 minutes before the session begins** that button will change to say “Join” to indicate the room is ready. Click the button, enter, and enjoy!

*See the screen shot below for an example*
If You Are A Presenter, We’ll Let You In!

An ASA Secretariat Member or Student Volunteer Host will start the meeting for you and make all the panelists co-hosts. Co-hosts have the ability to share their screen so all presenters will be able to share slides or other content. All audience members will be automatically muted and unable to share their screens, but presenters will have that capability. **Please arrive at the session you are presenting in 15 minutes prior to start time** so that we can find you in the waiting room and let you in to get settled. You’ll have the full time to present, but **please note that you must end on time** or the room could close while you’re still speaking. Much like in an in-person meeting, someone is waiting to use the room after you.

Participants should type their questions in the Zoom chat and the chair or discussant should read the questions out during the appropriate time. The chat will function for all meeting rooms, so please feel free to add questions, comments, or introduce yourself to others using the Zoom chat function. **Please remember:** All Zoom rooms will automatically start recording upon opening. You may request that the recording be turned off for your session, or paused at any time. Recordings will have the beginnings edited out before posting on the ASA Session Recording Archive in MyASA.