

Navigating AAS 2024 Zoom Event – Virtual Session Presenters



To access the AAS2024 Annual Conference Virtual Conference Day (March 1) Zoom platform as a Presenter, you **must be a registered attendee and received a Speaker Invitation**. If you are not registered, you did not receive the Speaker Invitation. To register, visit the [Conference Registration](#) page.

Once registered, you will receive an email invitation to **Join** the event.

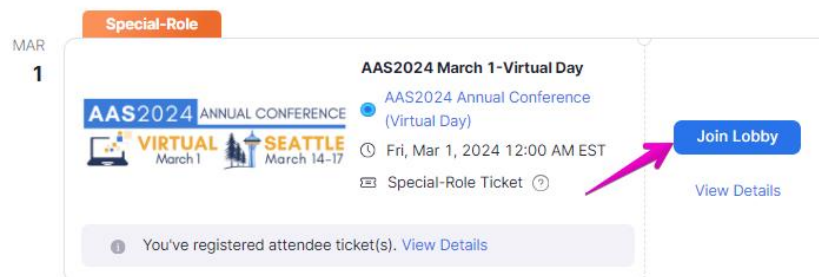
Please note: Your Zoom account email must match the email address in your conference registration record. If you need to create a free Zoom account with the email used in registration, [Sign up here](#).

In this guide – learn:

1. How to join the AAS2024 Virtual Event Platform
2. Accessing your Session
3. Participate in Q&A and Chat

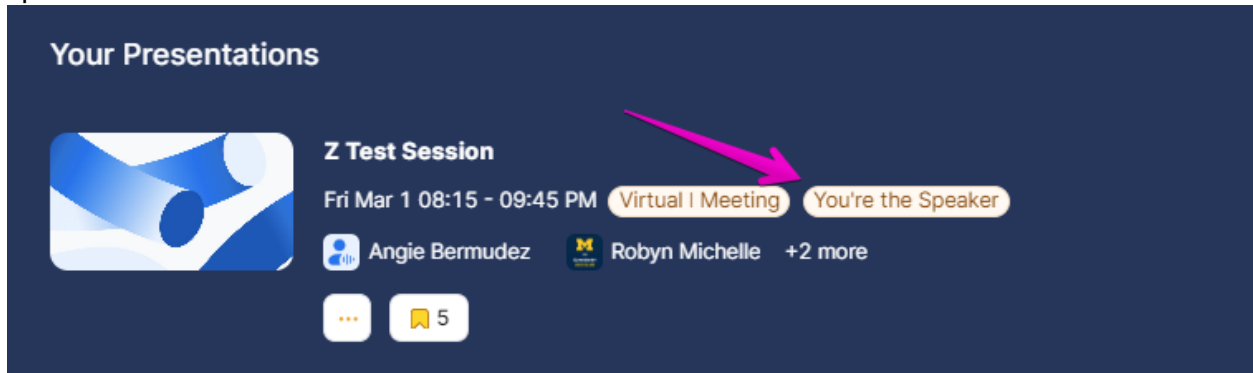
Join the AAS2024 Virtual Event Platform

From the link in your Zoom email invitation, log into Zoom, then you may join the event **Lobby**. *Your email is associated with your speaker role, so please be sure to log in with the correct Zoom account login:*

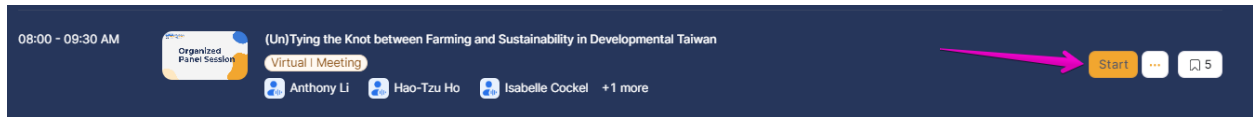


Accessing Your Session

From the Virtual Platform Lobby, your schedule presentation will be listed noting you are a speaker:



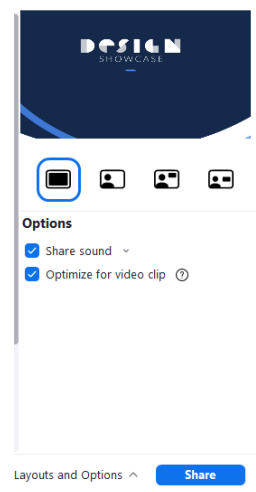
On presentation day (March 1, 2024), you will log in here and see a [Start](#) or [Join](#) button appear 20 minutes prior to your scheduled session time.



Please remember all sessions have been *scheduled* in the Eastern Time Zone. In Zoom Events, you will see your local time zone time listed according to your computer or devices settings.

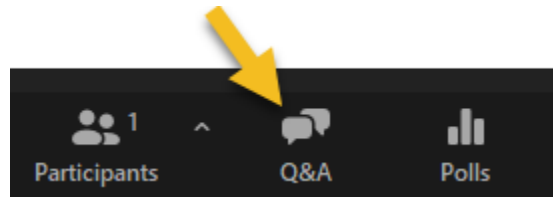
- You may log into the virtual platform up to 20 minutes before your scheduled panel session to meet with your fellow panelists to prepare.
- The Join/Start button for your session will appear 20 minutes before the start time.
- Once the first speaker clicks the start button, a recording will begin. *Do not worry!* Your session will be trimmed when recordings are posted after the conference.
- If your session does not want the recording posted after the live session, please email AASConference@AsianStudies.org with your request.
- Test your audio, video, and screen share, if needed.
- If you plan to play a video while sharing your screen, remember to select 'Share sound' as an option before clicking 'Share'

- Attendees will be in a waiting room until they are allowed to join.
- **Please designate someone on your panel to allow attendees into the session.**
- If you need assistance from AAS staff, access the Lobby Staff Chat (*Instructions in next section*).



Participate in Q&A and/or Chat

When you join your Live Session, the **Q&A** can be found in your Zoom toolbar located at the bottom of your meeting:



All session presenters have been assigned as co-hosts of the meeting. All co-hosts can see and respond to Questions in the Q&A tab.

Once your session has ended and the recording has posted, an attendee who has watched the recording may reach out to you with a question in Direct Chat.

To see any direct chats, visit the **Lobby** where Chats displays in the right hand side.

Lobby Chat = All attendees have access to chat on this feed and all posts are viewable by all attendees.

Event Staff Chat = This is **ONLY** available and viewable by all Speakers and AAS Staff. Please use this chat feed to notify staff if you need assistance.

CHATS = Where you may receive a direct chat message from another

Once a chat message has been sent, you can see your list of direct chats by tabbing back in the participant list to the main lobby chat, and your list of direct chats will appear:

Please note: Chat messages are only seen when logged into the event. Visit this section to see if you have any direct chat messages.

