Poster Presenter Training: Key Take Aways

Problems? Contact aadprt@boomset.com

Session specifics for Poster Presentations
   a. Boomset doesn't offer virtual backgrounds
   b. Zoom meeting format
   c. You cannot login to conference simultaneously on multiple devices
   d. Only those persons registered for the conference that are listed on your abstract can serve as poster presenters
   e. Wed.-Sat., 3/3-3/6, 9-9:55am CST

Access Boomset <mark>via Chrome browser</mark> (beginning late 2/25)
   a. Go to https://virtual.boomset.com/event-login/112640
   b. Enter Login (email used to register for event/member login) and pin (released late 2/25)
   c. Note: "Printed" schedules reflect CST (event guide). Once you login to Boomset, schedule will reflect the time zone your computer is set to.

Access the Broadcast
Select "Posters" – Click on your poster (posters are alpha order by poster title).

If you gave us a poster video presentation, you'll see it at the top/video feed

Below the video feed is:
- Poster title
- List of presenters (those persons on your abstract that are registered for the conference)
- Tabs
  - About: notes poster sessions, alerts registrants to find supplemental materials in resources tab
  - Presentations: contains link to poster presentation interactive session
  - You'll possibly see Photos, Videos, and/or Resources tabs": tab will appear if you uploaded materials

Launching your interactive poster session
Select "Presentations" tab
Click on name of poster
Next screen that appears shows the following:
   a. **Start broadcast:** clicking this launches broadcast
   b. **Backstage:** allows you to send private message to co-presenters and AV tech
   c. **Chat:**
      1. Similar to Zoom, all registrants and presenters can contribute
      2. Differences
         i. "pin" a message thereby permanently placing at top of chat (click three dots to right of message). May also "unpin" by clicking same three dots
         ii. "delete" a message (click three dots to right of message)
         iii. Copy and paste to retain content
         iv. Cannot share documents here
         v. Cannot send private messages between selected individuals
Once you start broadcast you will still see Backstage & Chat but now additional functionality has been added across bottom of video feed:
   a. **Camera:** On vs off
   b. **Mic:** Must have on for your sound to be heard

    c. Share screen
- a. Only one person can share at a time (active screen sharer must <u>stop sharing</u> for another to begin)
- b. When you want to share your screen
    - i. Click "screen share"
    - ii. Click "Optimize for motion & video (full HD)"
    - iii. You'll see pop up window that tells you to share audio, click "okay"
    - iv. In "share your screen" window
        - a. if using a PC: choose "your entire screen", click the image of your screen, check "share audio" box (if necessary), and click "share"
        - b. if using a Mac: choose "your entire screen", click the image of your screen, and click "share"
        - c. *Mac users' functionality implementation for enabling screen sharing during a breakout*
            - i. Apple menu > System preferences > Security and Privacy > Privacy tab
            - ii. Turn on "screen recording" and "camera" for Chrome – if "screen recording" is not an option, turn on "camera" only*
- d. **Layout (if more than one person):** toggle allows you to switch views. This does not impact the registrant view nor the other presenters' views.
- e. **Full screen:** makes the display full screen
- f. **Settings:** if you are having trouble with audio or video connecting to Boomset, select "settings" to make adjustment to input(s).
- g. **Record:** ignore.
- h. **Live:** indicates session is in progress
- i. **Eye icon:** reflects number of registrants viewing broadcast
- j. **Exit:** only click this button when you're ready to leave the session

When a REGISTRANT enters and the broadcast is live, they:
- Select "Presentations" tab
- Click on name of poster
- An orange box appears top right of video feed that says "join stage". When clicked, they will be able to join your live broadcast and their camera and microphone will be on (if they don't turn it off). You may have up to a total of 12 people in a feed at a time (inclusive of presenters).

Trouble shooting:
- Are you using Google Chrome?
- **VPN (Virtual Private Network)**
    - If you're on a VPN, logout of VPN and access Boomset via Google Chrome browser. If you can't log out of VPN, access via this link: **https://virtual.boomset.com/sessions/112640?proxy=true**
    - **If the above doesn't work, you'll need to access Boomset from a computer that doesn't use a VPN or contact your IT department for assistance.**
- **Boomset Functions not Working:** Refresh your screen and click "Start Broadcast"
- **Presenter's Video Feed is Blank** (you see a gray box): Refresh your screen and click "Start Broadcast"
- **Video Feed is Freezing or Audio is Breaking Up**
    - This is an internet bandwidth issue
        - Make sure no one using your internet connection is streaming content, including via smart TV apps like Hulu and Netflix
        - Connect directly to your router via an ethernet cable instead of WiFi