



## Details for 2022 AADPRT Annual Meeting Presenters Updated 2/1/22

**\*Please do not request extensions to deadlines as they will not be honored.  
Materials will not be accepted after the deadline.  
([Meeting Schedule](#))**

**Platform:** We are using Chime Live hosted by Encore/PSAV. Plenaries are webinar-style while all other programming will have Zoom Meeting integration (this means registrants will have camera and microphone access). **All sessions are accessed via Chime Live using your Google Chrome web browser.**

To ensure compliance with accreditation, and that those viewing the programming are indeed registered, all programming will run thru Chime Live. Persons establishing and sharing Zoom links for ANY annual meeting programming will be removed from the Annual Meeting without registration fee refund.

**Presenter Orientation:** First orientation (with Q&A time) scheduled for Tuesday, 2/8/22, 12-1p ET. [Register here](#). Recording will be made available same day.

**Rehearsals:** We will not be hosting, but HIGHLY encourage your team to rehearse on own.

**Handouts are due Friday, 2/11. When submitting handouts, ensure only ONE presenter submits on behalf of your session.**

- Your session is allowed one PDF (if you have multiple files, merge into one PDF).
- Title format: AADPRT member submitter last name\_first five words of session\_handout (e.g. smith\_how to engage residents in\_handout)
- Use appropriate link below to submit.

[Tuesday](#)  
[Wednesday](#)  
[Thursday](#)  
[Friday](#)  
[Saturday](#)

**Slides (in PowerPoint AND PDF format) are due 2/11. When submitting slides, ensure only ONE presenter submits on behalf of your session.**

- If we do not receive your slides, you cannot present (accreditor requirement).
- Changes to material after 2/11 are not permitted.
- We'll keep your deck on file in the event you have technical difficulties during your presentation.
- AADPRT PowerPoint template available: [standard format](#) or [wide format](#)
- Title: AADPRT member submitter last name\_first five words of session\_slides (e.g. smith\_how to engage residents in\_slides)
- Use appropriate link below to submit.

[Tuesday](#)  
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[Friday](#)  
[Saturday](#)



**Polling questions and breakouts: When submitting questions and breakout information, ensure only ONE presenter submits on behalf of your workshop.**

- Information due 2/11 using links below
- No more than 5 multiple-choice questions with corresponding answers permitted
- If using your own polling platform, you do not need to submit questions.
- Participants will be randomly assigned to rooms, however, presenters can be moved.
- Breakout rooms may be retained or changed if having more than one breakout session

[Tuesday](#)

[Wednesday](#)

[Thursday](#)

[Friday](#)

[Saturday](#)

**SUGGESTION:** If you want a few people to report when returning to the session from breakouts, to keep things moving and mitigate the risk of tech issues:

- Ask persons to “raise their hand”
- Keep breakout reporting to 3-4 people
- Keep it brief

**Zoom meeting functionality:**

- group and private chat will be available for all participants
- camera and microphone functionality will be available for all participants

**AV support:** The success of virtual meetings is highly dependent on tech (e.g.: Internet speed, computers/devices working). Even with all of the preparation, things still happen (we’ve seen it!). For this reason, all programming will have AV tech support. AADPRT has chosen to invest in this support team to ensure your success!

**The date and time of your presentation** may be found in the [Meeting Schedule](#) (please note **EASTERN time zone**). We ask that you log in no later than 30 minutes prior to your session. Once logged in, you and your colleagues will be in “the green room” and will be greeted by your AV support (do not panic if they do not arrive immediately).

**Recording and videos:** All presentations will be live, not pre-recorded. However, we will record all programming for sharing in the meeting platform only (you can “opt out” of this in “slides” submission form). If you wish to have a brief video during your presentation, ensure your video is embedded in your slides, optimize its resolution for your internet speed, and make sure volume is appropriate.

**Additional notes:**

- We will not be releasing registration lists to presenters in advance of the event.
- All presenters must register and pay to attend the annual meeting.
- On average, we anticipate 60-80/workshop.