



Welcome to the 2021 SABM Virtual Meeting Attendee Engagement Opportunities

Several components of the virtual meeting will be held in the Networking Area(see floorplan below):

Wednesday, 9/22 7:00-8:00pm ET Ice Breaker Floors 3-4

Thursday through Saturday Sept. 23rd-Sept. 25th various times, Floors 102 Exhibitors/Sponsors

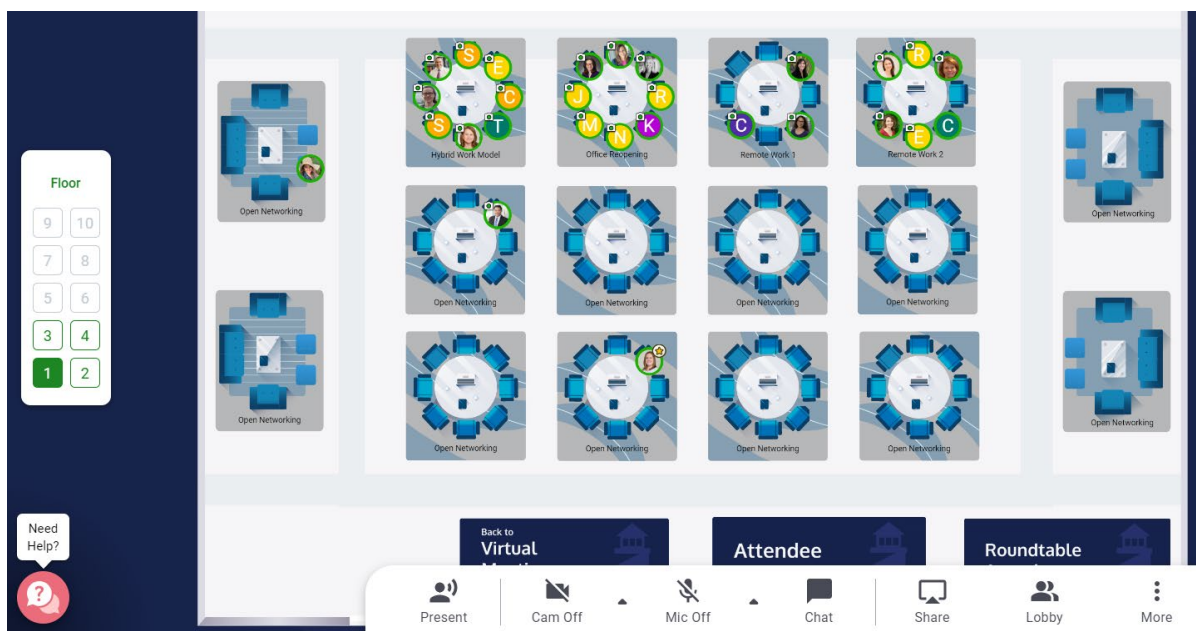
Friday, Sept. 24th 4:45 – 6:00pm ET Poster session

The Networking Area will be accessible by clicking on the corresponding agenda items.

- **Ice Breaker Networking** – Bourbon Tasting with Becky Rock
 - Log into the Meeting Virtual site with the link that will be sent to all attendees. Then click on the Ice Breaker on the Agenda page and set up an account(name and email address). Allow video and audio options so you can participate.
 - You will be “dropped” randomly on Floor 1 at a table. Click on Floors 3 or 4 to join the Ice Breaker and select a table by clicking on an empty chair.
 - There will be several minutes of presentations and then the presentation will turn off and you will be in a Zoom room type setting with others at your table to discuss the tasting. After several minutes the presentation will continue again with another bourbon to taste, this rotation will continue several times.
 - This is also your opportunity to “peek” around this Networking Area so you are comfortable with the functionality for the Poster Session and Exhibitor Networking. You can’t do anything wrong so click away! There will be support available from 6:30 – 8:00pm via a button on the lower portion of the screen.
 - Becky will be staying after 8:00pm to answer questions. Enjoy!!
- **Exhibitor Networking** – during “Break with Exhibitors” dates/times as noted on the Agenda
 - Use same log in information as mentioned in the Ice Breaker and go to Floor 1. Tables are listed by the exhibiting company. Remember to allow your audio and video to speak directly with the exhibitors.
 - Access is also available via the **Network with Exhibitor** button on all booths in the exhibit area.
 - Make sure to ask them for the second scavenger hunt code – it is worth **double the points!**
- The **Live Poster / Attendee Engagement Session** will take place in the Networking Area. Poster presenters will share their screen with attendees. Attendees will be able to see the poster presentations and have time for discussion. The total time for presenting and Q&A is 10 minutes. Think of “Speed Dating” for posters. As the attendee will be moving from table to table to view and speak with the poster presenters of your choice. There will be 5 rotations. You can

select which posters you would like to see presented in this format by using this link. The spreadsheet is searchable.

- a. Go to the virtual meeting site via the meetings link prior to the day of the meeting and click on the “Poster Session” button on the agenda and /or home page. The meetings link will be sent out prior to the start of the meeting to all registered attendees(you do need to register to present your poster in either format.)
- b. Set up your account in the Poster Session room. This will allow you to access the room throughout the meeting for the various events held there in addition to the Poster Session. (You may have already set up an account for the Ice Breaker.)
- c. At 4:30pm ET on Friday, Sept. 24th click on the Poster Session button that will be on the agenda and session page of the virtual meeting.
- d. From there you will enter the floor plan seen below:



- e. Decide on which poster you want to see and when you come into the room click on the Floor. Once that page opens click on your assigned table(when you click on the Poster Session button you are placed into the room on a random floor and table).
- f. Once the Poster session starts presenters will start to share their screen. Make sure you have allowed your audio and video before entering the room.
- g. The presenter will give a 5 minute presentation then there will have **5 minutes for Q & A** and discussion. After 5 minutes you will see or hear a notification that **ATTENDEES** should move to the next poster they wish to see. You will have 5 minutes to move to another table. If a seat is not available at the table you want, please find an empty seat at an unused couch section or table until a seat opens up at a poster you want to see.
- h. This rotation will happen 5 times during the poster session(4:45 – 6:00 pm ET).
- i. At the end of the poster session at 6:00PM ET the room will remain open until 7:30pm for networking. At that time, you may stay in the room to ask additional questions of the presenters or you may want to move around as well.

Frequently asked questions about Zoom.

