LIVE SESSION GUIDELINES

Thank you for your participation in the 2021 ACS Quality and Safety Conference.

If you were invited to be a moderator, speaker, or panelist for a live session, please review these instructions below.

What Does It Mean to Be Part of a Live Session?

Any presentation included in a live session will have a live presentation and a live Question and Answer (Q&A) component. The entire session will be streamed live at a scheduled time.

The moderators and speakers are required on camera for their presentations and the Q&A panel discussion.

Please note: The live session will be recorded by the Audio Visual (AV) company and released as an on-demand session after the scheduled time.

What is the timeline?

- **May 5th-June 1st** - Moderator and Speaker prepares PowerPoint presentation
- **June 1st-June 15th** – Moderator and Speakers can meet with ACS Staff to review presentations and get any questions answered they might have
- **Due June 15th** – Final PowerPoint presentations uploaded to ACS speaker management system
- **Mid-late June** – “Day of Training” by audio visual company, speaker management and ACS staff
- **Day of Session** - Arrive early to your session to do sound check with the AV company and get acquainted with functions of the platform.

How Do I Prepare my Presentation?

1. Develop your PowerPoint presentation using the ACS Quality and Safety Conference PowerPoint template. The ppt template can be found on our website [HERE](#). **It is recommended that you use the ACS QSC template.**
2. If you have any questions about content or what should be included in your presentation, please feel free to reach out to the Moderator for the session or ACS Staff.
3. If you are a moderator, you are required to develop an opening slide to introduce your speakers and the topics they are going to present during the session. Final PowerPoint slides should be uploaded to ACS speaker management system.
4. Please come prepared to share your own screen and advance your presentation. ACS staff will have a backup of your presentation, but they should only be utilized in case of emergency.
**How Do I Prepare for my Live Q&A Panel Discussion?**

1. If you are part of a Q&A Panel Discussion, an ACS Staff person or Moderator for your session will reach out to you and the other panelists to determine a set of questions or topics that should be discussed during the panel.

2. In addition, there will be questions coming from attendees in the live chat box. An ACS staff person will work with the moderator to read the questions aloud and ask the speakers to address. In addition, the ACS staff person will be able to remove any questions that are inappropriate or should not be addressed.

3. Training for the live session with live Q&A, provided by our vendors and ACS staff, will be made available in mid to late June. Please continue to check the website for the exact date and time of the training. If you are unable to attend the training, it will be recorded and shared on the QSC website.

4. Please reference the “ACS Quality and Safety Conference Live with Live Q&A Overview” document on our website, [HERE](#).

5. Another helpful resource called, “Best Practices – Tips for Presentation from Home“ is available on our website, [HERE](#).

**Need Additional Help?**

If you have additional questions, please feel free to contact the staff person you have been working with or the Quality and Safety Conference Team at [acsqsconference@facs.org](mailto:acsqsconference@facs.org).