

Virtual Presentation Frequently Asked Questions

Q) Are all presenters required to register for the virtual annual meeting?

A) Yes, just like at our in-person conference, all presenters must be registered attendees of the virtual annual meeting.

Q) Is the full text of each abstract available somewhere?

A) Yes, the full abstract text will be available in the Annals of Behavioral Medicine Abstract Supplement, to be published mid-April 2021, as well as the virtual meeting platform.

Q) Are the times on the schedule all referring to Eastern Time?

A) Yes, all times listed for the virtual annual meeting are Eastern Time.

Q) Are the SBM backgrounds required?

A) No, the SBM backgrounds are not required. They are available for you to use if you'd like.

Q) How do we pre-record the presentations? Is there a pre-recording feature on the platform?

A) You can use any system you are comfortable with to record your presentation (Zoom, WebEx, etc.) as long as it allows you to download the recorded presentation as an mp4 file that you can upload to the virtual meeting platform. You will only be able to upload one file per presentation to the virtual annual meeting platform. The file you upload must be the final version. You will not be able to edit the video once it is uploaded. There is not a recording feature on the virtual meeting platform.

Q) Can additional attachments be sent to include posters, presentations, or transcribed information?

A) No, you will only be able to upload one video file per presentation.

Q) Will the web links on the presenter's slides remain active once SBM adds them to the conference platform?

A) Links embedded in pre-recorded videos will not be active in the virtual platform. We suggest presenters add any links they would like attendees to visit to the chat feature on their presentations.

Q) Will we submit tags and categories when we submit the file or is that something that happens on the back end?

A) When you submitted your abstract you selected a primary topic area. The presentations will be categorized by topic area on the virtual meeting platform. Nothing additional is required from presenters.

Q) Are the recordings going to be captioned?

A) In an effort to be as inclusive as possible we encourage presenters to add text captions to their recording, as well as verbally describe images and graphs that you are showing during your presentation.

Q) What is the deadline to upload me presentation?

A) Presentations must be uploaded by March 29. All presenters must be registered before they can upload their presentation; therefore, we ask that all presenters register by March 21.

Q) If a (live) pre-conference course wishes to use some pre-recorded content, is that required to be uploaded by March deadline?

A) Yes, you will need to upload your pre-recorded content by the March 29 deadline.

Q) When are pre-recorded sessions due when they are elective? Do we need to notify SBM now as to which modality we will select?

A) If you are presenting a Pre-Conference Course, Debate, or Panel Discussion you recording must be uploaded by the March 29 deadline. If no file is uploaded by the March 29 deadline, SBM will assume you are doing your session live.

Q) How do I upload my pre-recorded presentation?

A) Please follow the instructions on the upload site
<https://www.sbm.org/meetings/2021/presentation-upload>

Q) If we are doing a live session, will we have access to the SBM Expo Tracker platform to test it out beforehand?

A) Yes, we plan on having a test site for presenters to use prior to the live meeting dates. Details are forthcoming.

Q) Who has access to our videos, and when/can they be taken down?

A) Only registered annual meeting attendees will have access to view your videos. Attendees will not be able to download videos from the virtual meeting platform. The virtual meeting platform will remain active for attendees to view presentations for four weeks following the meeting. After the four weeks, the platform will be closed and no one will be able to access your video.

Q) Will I be able to access the virtual meeting platform after April 16?

A) Yes, the virtual meeting platform will be available for attendees to view recorded content through May 14.

Q) Are we allowed to distribute our own video on our Twitter etc. if we want?

A) We ask that you do not share your video publicly until after the conclusion of the virtual annual meeting (May 15).

Q) Are there breakout rooms available for the live sessions?

A) Yes, live sessions will have the option to use breakout rooms.

Q) How can we find more information about the polling function on WebEx?

A) Polling information for WebEx can be found [here](#).

Q) For a pre-recorded symposia, will you combine the separate talks into a single file/presentation?

A) The chair of the symposium can either coordinate one recording with all presenters, or they will need to have each presenter record their own presentation and combine the individual presentation files into one file before uploading to the virtual meeting platform. Programs like iMovie, QuickTime, and Adobe may be helpful in combining the individual presentations.

Q) Symposia submissions required a moderator and discussant. What is their role if talks are pre-recorded? Typically the moderator would introduce speakers, keep time, etc., and the discussant makes concluding remarks/poses questions.

A) The roles of the moderator and discussant are the same recorded as they would be live. We encourage you to have the moderator introduce the speakers and have the discussant make concluding remarks. The discussant is also encouraged to pose questions during the live Q&A portion of the presentation.

Q) If the symposia is pre-recorded, does that mean we can't incorporate any time of polling or other audience engagement strategies during the symposium presentations?

A) You would be able to use polling and other audience engagement strategies, such as the chat feature, during the live Q&A portion of your session that would take place immediately following the showing of your pre-recorded presentation.

Q) Does the Research Spotlight video replace the traditional poster?

A) Yes, the video is replacing the traditional printed posters.

Q) What is the format for the Research Spotlight video?

A) This is your chance to be creative in how you share your science. If you want to do a whiteboard video, animated video, or a video that uses PowerPoint slides with audio voiceover, you can.

Q) What are the key talking points for the 2-minutes Research Spotlight videos?

A) There is no one right way to present your science in your 2-minute spotlight video. We suggest being creative and aiming for 1-2 key takeaways. If it helps get you started, you could break down your research spotlight as follows: 1) background & introduction: 10-20 seconds, 2) methods: 30-40 seconds, 3) results: 30-40 seconds, and 4) conclusion: 10-20 seconds.

Q) It was mentioned that presenters don't need to be shown in the Research Talk or Research Spotlight videos. Can we use music and animated text rather than pre-recorded voice over slides?

A) SBM encourages you to be creative with your pre-recorded video. If you'd like to use music, animation, etc., go for it! If using music, please be sure to follow music-licensing guidelines.

Q) Do Research Talks and Research Spotlights have a live component?

A) Research Talks and Research Spotlights will have a chat feature that will allow the presenters to interact with annual meeting attendees throughout the week.

Q) Are chats viewable to everyone or are they 1-on-1 convos between the presenter and person asking the question?

A) The chats on presentations are visible to everyone.

Q) Will attendees be able to see previous chats on a session so that if people have a similar question they can see a previous answer?

A) Yes, the chats will be archived so you will be able to see all comments that have been added to the chat.

Q) Can you clarify how we will receive chat notifications?

A) Presenters will receive a notification in the virtual platform when a new comment is added to their presentation's chat.

Q) Since Research Talks and Research Spotlights are pre-recorded and available any day during the week, should we be available every day to chat?

A) Research Talk and Research Spotlight presenters do not have a specific presentation date and time. Since their sessions will be available throughout the week, we encourage presenters to monitor the chat feature on their presentation throughout the week to encourage interaction with attendees. We anticipate that presenters may see comments added to the chat throughout the week, with higher traffic during 5 – 5:50 p.m. ET time daily since that is the designated on-demand presentation viewing time in the meeting schedule.

Q) Do the 2-minute Research Spotlight videos have to be exactly 2-minutes?

A) Please get as close to 2-minutes as possible. If you are over or under by 5-10 seconds, that's okay.