



This is a step-by-step guide for TIAFT 2022 VIRTUAL Poster Presenters on how to navigate the Virtual Platform. These instructions will ensure you are prepared for your session and get the most out of your presenting experience.

There two parts to you Poster Presentation:

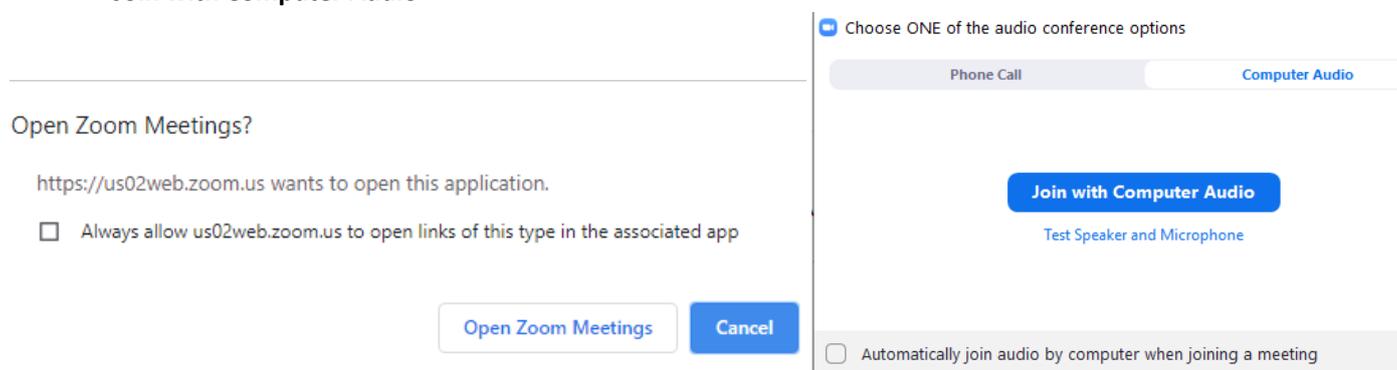
1. Flash video with live Q&A in a breakout room
2. Poster Gallery

1. FLASH VIDEO WITH LIVE Q&A

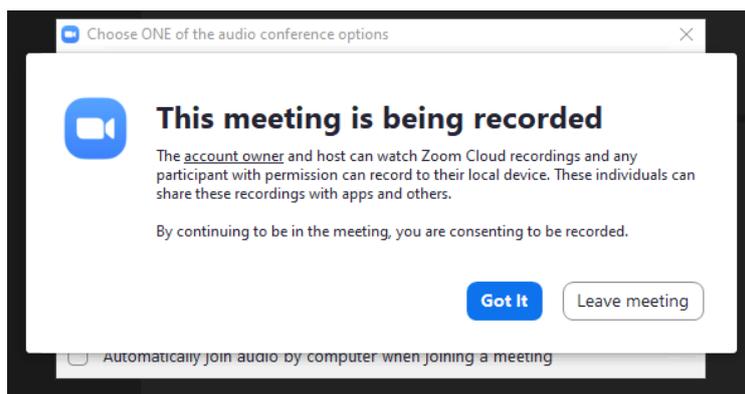
Thank you for submitting your Flash 3-minute Video, this has now been scheduled in the program. Following your video being played, you also have the opportunity to further discuss your poster and answer audience questions in Zoom Breakout Rooms via live video chat.

To facilitate this, you are required to **be in the Zoom room (link in your calendar invitation) 10 minutes prior to your session start time**. Full instructions to join on Zoom are as follows:

- Click on the Zoom meeting link in the email calendar invite.
- This will launch a secondary browser window and connect to our Zoom meeting. Click **'Open Zoom Meetings'** and **'Join with Computer Audio'**



- If you arrive earlier than 10 minutes and the host has not yet started the Zoom meeting, please just wait there.
- 10 minutes prior to the session starting you will be added to the Zoom and allocated to a Breakout Room.
- You may have the below two messages appear when you join the zoom meeting. This is just to advise you that the meeting is being recorded.



- You will be greeted by the Tech Team who will run you through some initial checks to ensure your audio and video is clear, help you with any questions you might have and ensure that you are prepared to go live.
- You will then join the breakout room titled with your name (e.g. John Smith) and wait for the attendees to join and discuss your poster presentation. You will run this room yourself so please be prepared to ask people to mute themselves when they are not speaking to minimise background noise interference.
- When the session has finished, your room will automatically close and you may leave.

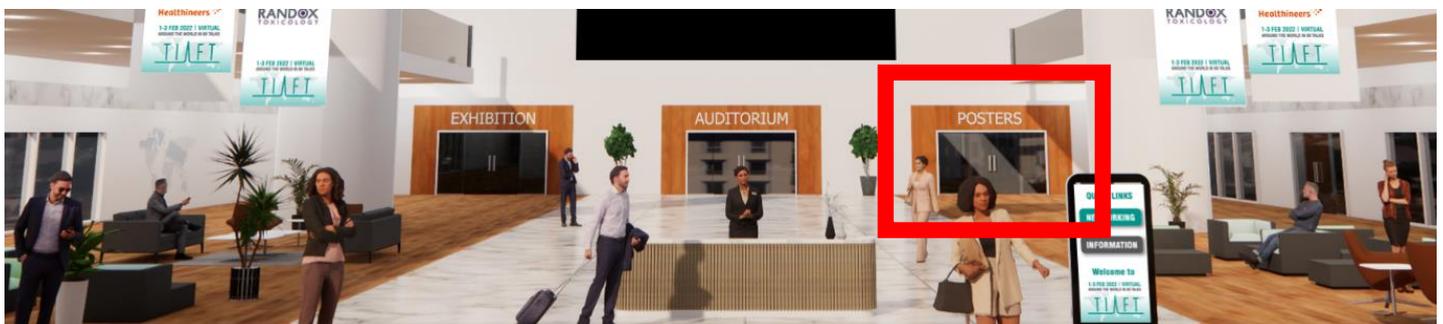
NOTE: You enter your Live Q&A session via the zoom link in your calendar invite and not in the platform otherwise you will get competing sound.

2. POSTER GALLERY

The Poster Gallery is open for the duration of the TIAFT 2022 VIRTUAL and will display all accepted Posters and their accompanying videos, including yours.

Delegates will be able to view your content any time and will be encouraged to leave questions and comments on each poster directly via your **Discussion Forum**. We ask you to regularly check your poster during the conference dates and engage back with delegates by responding to questions and comments.

To do this, please navigate to the Poster Gallery through the Main Lobby by clicking **'POSTERS'**.



Posters are displayed in a gallery format in alphabetical order of paper title. You can search for your specific poster by using the search bar at the top.

