Faculty FAQs

1. **What are the delivery formats for Kidney Week sessions this year?**
   - **Live-streamed sessions:** Faculty will present remotely, live-streamed to participants, at a scheduled date/time. Q&A will be conducted live during the session, with moderators also facilitating the Q&A based on participant questions in the session Q&A and chat. Presenters may be on webcam, if they choose, during their presentations and Q&A.
   - **Simulive sessions:** Faculty will pre-record their presentations in September (and are encouraged, but are not required, to be on webcam). Moderators will pre-record an introduction and summary to start and end the session. The session will be streamed to participants at a scheduled date/time. Q&A will be conducted live during the session, Q&A taking place in the session chat only (faculty will not be on webcam or audio during the Q&A; they will respond directly within the session chat).
   - **On-demand sessions:** Faculty will pre-record their presentations in September (and are encouraged, but are not required, to be on webcam). Moderators will pre-record an introduction and summary to start and end the session. The session will be made available at 10:00 a.m. EDT (Eastern) on its scheduled release date for participants to view at their convenience. No live Q&A will take place. Faculty are encouraged to check the session discussion board/chat regularly throughout the duration of Kidney Week and respond to questions.

2. **How can faculty find details on their sessions?**
   Go to the faculty list, and click the name. Session links include date, time, delivery format (live-streamed, simulive, on-demand), and more.

3. **What are the key dates for faculty?**
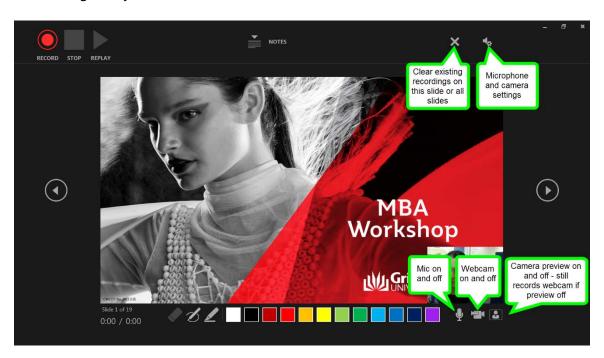   Live-Streamed Sessions
   - **Sept 21** – Speaker preliminary slides or lecture outline due to moderators.
   - **Sept 28** – Moderator feedback on speaker preliminary slides or lecture outline.
   - **Sept 28** – Moderator final recordings of introduction and summary due (MP4).
   - **Oct 5** – Speaker presentation final slides due (PPT).

   Simulive and On-Demand Sessions
   - **Sept 14** – Speaker preliminary slides or lecture outline due to moderators.
   - **Sept 21** – Moderator feedback on speaker preliminary slides or lecture outline.
   - **Sept 28** – Moderator final recordings of introduction and summary due (MP4).
   - **Sept 30** – Speaker final presentation recordings due (MP4).

4. **Why does ASN need recordings and slides so far in advance of the meeting?**
   Kidney Week includes more than 1,000 individual presentations being delivered in different formats. ASN needs the final files (PPTs for live-streamed sessions, MP4s for simulive/on-demand sessions) far enough in advance to match the files to the appropriate sessions, to do quality checks, etc.

5. **Is there a slide template for Kidney Week 2020? Are faculty required to use it?**
   Click here for the slide template. Faculty are encouraged but not required to use it. Additionally, please use a widescreen (16:9) format if possible.

6. **For presentation recording, what version of PowerPoint (PPT) is recommended?**
   PPT 2019 is recommended. Recording instructions using PPT are included in the Faculty Resources Dropbox. This folder contains written instructions and a video tutorial.

   The following diagram indicates where you can turn on/off your webcam to record video while along with your slides:

   Note: If you have an older version of PPT, please consider upgrading to the 2019 software or using Zoom for recording.

7. **Can faculty use Zoom for presentation recording?**
   Yes. Recording instructions using Zoom are included in the Faculty Resources Dropbox. This folder contains written instructions and video tutorials. If your institution blocks Dropbox, the same information is available on Google Drive.

8. **Does a presentation need to be recorded all at once?**
    No. Both PowerPoint and Zoom offer pause functions. It is important that a recording does not surpass its allotted time.

9. **Should faculty use webcam for their recordings?**
    ASN encourages webcam use to help participants feel connected to faculty during presentation, but it is not required. Please reference the webcam and best practices documents in the [Faculty Resources Dropbox](#).

10. **If using webcam, where is the camera position in relation to the slides?**
    *   **PowerPoint 2019:** The camera position is defaulted to the <u>bottom right corner</u> of your slides. During the recording process, you will not be able to reposition the camera. After recording, you can move the camera position on each individual slide (or even delete).
    *   **Zoom:** The camera position is defaulted to the <u>top right corner</u> of your slides. The camera cannot be repositioned or deleted.

    Note: If you have an older version of PPT, please consider upgrading to the 2019 software or using Zoom for recording.

11. **Can pointer movements be shown in recordings?**
    *   **PowerPoint 2019:** While in "Record Slide Show" view, right click, and you will see "Pointer Options" of Laser Pointer, Pen, and Highlighter.
    *   **Zoom:** While in "Share Screen" view, move your mouse to the top center of the screen to see several options including "Annotate." This option offers additional options including "Spotlight" which is similar to a laser pointer.

    Note: In PPT 2019 or older, you can also hold the Ctrl button and hold the left button on your mouse to activate a laser pointer.

12. **What is recommended for faculty recording with Macs?**
    Keynote or Zoom is recommended. Recording instructions using both are included in the [Faculty Resources Dropbox](#). This folder contains written instructions and video tutorials.

13. **For Annual Meeting sessions, what are moderators expected to provide in advance?**
    *   **Live-streamed sessions:** Moderators will introduce the session, facilitate Q&A periods, and summarize the session. It is up to the moderators' discretion on using slides for the introduction and summary. If slides will be used, the PPT files are needed by October 5.
    *   **Simulive and On-Demand sessions:** Moderators need to provide introduction and summary recordings (MP4) by September 28. It is up to the moderators' discretion on using slides for these recordings.

14. For oral abstract sessions, what are the moderator responsibilities?

All oral abstract sessions will be delivered in simulive format (no live camera, no live audio). Moderators need to provide introduction and summary recordings (MP4) by September 28, monitor the session Chat box during the sessions, ask questions to ahttps://www.sli.do/productbstract presenters, and answer questions from the audience. All Q&A will be typed in the session Chat box.

15. How are audience/participant questions handled?

- **Live-streamed sessions:** Q&A and any audience polling will be conducted live during the session, with moderators also facilitating the Q&A based on participant questions in the session Q&A and chat. Moderators should create a [Slido account](#) in advance of the session to access the Q&A functions (more instructions to follow). Presenters may be on webcam, if they choose, during their presentations and Q&A.
- **Simulive sessions:** Q&A will be conducted live during the session, Q&A taking place in the session chat only (faculty will not be on webcam or audio during the Q&A; they will respond directly within the session chat).
- **On-demand sessions:** No live Q&A will take place. Faculty are encouraged to check the session discussion board/chat regularly throughout the duration of Kidney Week and respond to questions.

16. How long will meeting participants have access to the session content?

Live-streamed and simulive sessions will be recorded and made available to Kidney Week participants within an hour of the end of the session on the meeting website, and participants who watch the session after its original broadcast will be able to submit questions via the session's discussion board/chat. All recorded sessions will be available in the meeting website through December 4, 2020.

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