



**KIDNEY
WEEK** 2021
San Diego, CA | Nov. 4-7

Faculty FAQs

1. What are the delivery formats for Kidney Week sessions this year?

- **In-person sessions:** Faculty will present in-person in San Diego at a scheduled date/time. Q&A will be conducted live in-person during the session. Select in-person sessions will be streamed live for virtual participants, with moderators also facilitating the Q&A based on virtual participant questions in the online session chat. All in-person sessions will be recorded for virtual participants to view on-demand later the same day. In-person faculty are expected to attend Kidney Week in-person.
- **Simulive sessions:** Faculty will pre-record their presentations (and are encouraged, but are not required, to be on webcam). Moderators will pre-record a session introduction (and for select sessions, a summary). The session will be streamed to participants online only at a scheduled date/time, and will be available to view on-demand later the same day. Q&A will be conducted live during the session, with 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). Simulive faculty are not expected to attend Kidney Week in-person.
- **On-demand sessions:** Faculty will pre-record their presentations (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. PDT (Pacific) on its scheduled release date for participants to view online at their convenience. No Q&A will take place. On-demand faculty do not need to be “available” online for their session at any point during Kidney Week, and they are not expected to attend in-person.
- *All session videos (in-person, simulive, and on-demand) will remain available on the meeting platform for participants to view through January 7.*

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 (in-person, simulive, on-demand), and more.

3. What are the key dates for faculty?

In-Person Sessions

- **Sept 30** – Speaker preliminary slides or lecture outline due to moderators.
- **Oct 7** – Moderator feedback on preliminary slides or lecture outline due to speakers.
- **Oct 21** – Speaker presentation FINAL slides due (PPT).
- **Session Date** – At least 4 hours prior to the session start time, speakers must check in at the Speaker Ready Room (Room 11, San Diego Convention Center).

Simulive and On-Demand Sessions

- **Sept 16** – Speaker preliminary slides or lecture outline due to moderators.
- **Sept 23** – Moderator feedback on preliminary slides or lecture outline due to speakers.
- **Oct 7** – Speaker FINAL presentation recordings due (MP4).
- **Oct 14** – Moderator FINAL recordings of introduction and summary 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, do quality checks, add closed captioning, etc.

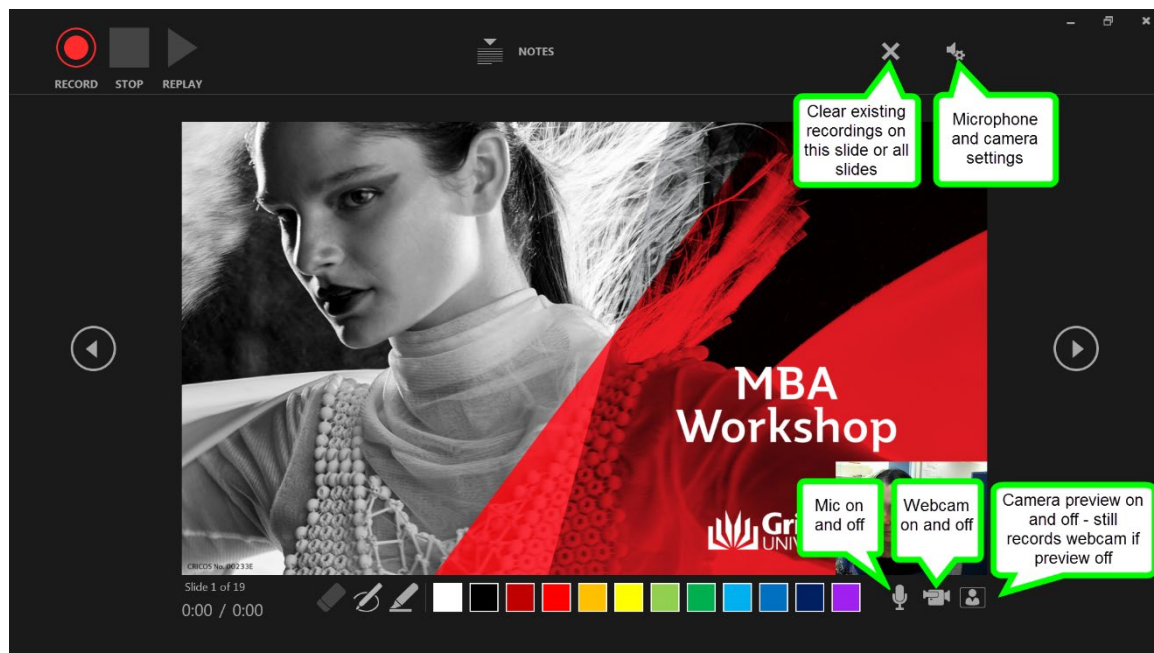
5. Is there a slide template for Kidney Week 2021? Are faculty required to use it?

[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. If your institution blocks Dropbox, the same information is available on [Google Drive](#).

The following diagram indicates where you can turn on/off your webcam to record video 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](#). If your institution blocks Dropbox, the same information is available on [Google Drive](#).

10. If using webcam, where is the camera position in relation to the slides?

- **PowerPoint 2019:** The camera position is defaulted to the bottom right corner 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 top right corner of your slides. The camera cannot be repositioned or deleted.

Before recording your full presentation, please check how the webcam displays on top of your slides. You may need to adjust your text/figures so your content is not blocked by the webcam display.

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. If your institution blocks Dropbox, the same information is available on [Google Drive](#).

13. I anticipate I will need help recording my session. What should I do?

Email education@asn-online.org to request assistance.

14. For Annual Meeting sessions, what are moderator responsibilities?

- **In-person sessions:** Moderators introduce the session and facilitate Q&A periods. It is up to the moderator on using slides for the introduction. If slides will be used, the PPT file is needed by October 21.
- **Simulive and On-demand sessions:** Moderators need to provide an introduction recording (and for most sessions, a summary recording) (MP4) by October 14. It is up to the moderator on using slides for these recordings.

15. 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 October 14, monitor the session chat during the sessions, ask questions to abstract presenters, and answer questions from the audience. All Q&A will be typed in the session chat.

16. How are audience/participant questions handled?

- **In-person sessions:** Q&A and any audience polling (select sessions) will be conducted live during the session. For sessions being live-streamed to virtual participants, moderators will also facilitate questions from virtual participants in the session chat (additional guidance will be emailed to moderators in live-streamed sessions).
- **Simulive sessions:** Q&A will be conducted live during the session, with 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 Q&A will take place.

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

In-person and simulive sessions will be recorded and made available to Kidney Week participants later the same day on the online meeting platform for participants to view online at their convenience. All recorded sessions will be available on the online meeting platform through January 7, 2022.

Updated 9/2/21