

## **IMPORTANT TIPS FOR RESIDENTS DAY OF MEETING**

Please be sure to dress appropriately in a business manner as you will be seen by all of the participants in the breakout room.

Please join your zoom room at least 5 - 10 minutes early to the ZOOM meeting so that you are ready to begin at 9:00 AM. Please use the ID number listed in the ZOOM email inviting you to join the breakroom.

Each Zoom room will have a meeting host. This person will be in charge of displaying your presentation while you are presenting.

We recommend each presenter connect to Zoom via a hard-wired connection and dial into the phone bridge via a land line for best results.

Clinical vignettes have 5 minutes to present; research presenters have 6 minutes with 2 minutes for questions.

Please make sure to give your presentation in a well-lit area so your video quality will be good. Don't setup in front of a window as it will cause the iris on your camera to close down and you'll be very dark.

Please be aware that at the beginning of the meeting, you will be asked by the judge to state your name, program and year of study.

**Questions will be asked by judges and residents after each presentation. The chat button will be used to ask the questions. The judges will be in charge of viewing the questions and then asking them. However, the session must end at 10:30 so that the zoom moderator should be aware of timeframes. Each presenter is allowed up to 2 minutes to answer questions.**

**Residents who are not presenting, should have their video and microphone off. Only the resident presenting, the ZOOM moderator, and the judges should have their video and microphone on.**

ZOOM moderators will be required to let residents know when 4 minutes of their 5 minute presentation have passed. They can either raise their hand showing 4 minutes. They will also be in charge of the slide deck for each of the presentations.

The residents should tell the moderator to advance the slide when they are ready. **REMEMBER:** the moderator will raise their hand when you have one more minute to present. When the 5 minute mark is reached, the ZOOM moderator will be asked to either have a chime bell on his cell phone ring or say TIME is UP.

Residents will be notified by phone, text and email the outcome of your presentation and whether or not you have been selected to move to the next round. If selected, you'll be given instructions on what room to join next and you will give your same presentation again. The Zoom host will have your slides from the previous round.