

# Virtual Faculty Training

Everything you need to know for a successful #ACR23 meeting!

# Agenda

- Discuss session formats and role responsibilities
- Reviewing the virtual faculty experiences

# Virtual Session Format

A typical virtual session format for ACR Convergence is as follows:

- The session starts with a short live introduction by the moderator and speaker introductions
- This is followed by pre-recorded presentations
- After presentations have been completed, there will be live Q&A, with the moderator posing questions to the speakers.
- At the end, the moderator will close the session.

# Role-Specific Responsibilities

## VIRTUAL MODERATOR

- Introduce speakers
- During presentations:
  - Monitor Q&A in meeting website
  - Select questions to ask
  - Monitor for any policy issues to report to ACR staff
- Pose questions to speakers during live Q&A
- Formally end session and make any requested announcements

## VIRTUAL SPEAKER

Answer questions during live Q&A

Optionally:

- Monitor Q&A in meeting website during presentations.
- Work with moderator and speaker(s) to select questions
- Mentally prepare your responses
- Submit written responses to unanswered questions after meeting ends

# Policy - ACR Code of Conduct

- ACR is committed, and expects its staff, guests and participants to be committed, to providing a friendly, safe and welcoming environment for all, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- Examples of policy violations:
  - Negatively targeting a race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status
  - Comments/questions intended to intimidate or that have the effect of being intimidating
  - Postings that are abusive, hostile or demeaning to others
- See full [Code of Conduct here](#)

# Policy - ACCME

- In compliance with ACCME Standards for Integrity and Independence in Accredited Continuing Education, Standard 5, educational materials that are part of accredited education (such as slide, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
  - Product/brand names and logos are not allowed in the body of the presentation.
  - However, institution logos (i.e., non PhRMA related logos such as school names, associations and government agencies) are allowed in the body of the presentation.

# Policy - WMA Declaration of Helsinki

- Any work with human or animal subjects reported in submitted abstracts must comply with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association.
- If work involved human or animal subjects, the abstract authors were required to check a box during the submission process to attest that they complied with the guiding principles for experimental procedures.
- [Click here for more details.](#)

# The Virtual Faculty Experience

Accessing the Green Room



# The Green Room

- Virtual equivalent to speaker/moderator prep room
- Production and ACR staff will be present to:
  - Review the session format with you
  - Check your video and audio
  - Ensure you are connected with the OctoCue slide advancer
  - Provide you last minute tips

# Accessing The Green Room

- Watch for Zoom and OctoCue link email 24-48 hours before your session.
- Click the Green Room link **30 minutes prior to your session start time!**
- This will launch a Zoom webinar session.
- Once in Zoom, the ACR's Production team will ensure you are where you need to be.

# Next Steps

- Download Zoom and OctoCue slide advancer
- Review all information in the faculty portal
- Prepare your “speaking environment”
- When released to attendees, log into the #ACR23 meeting website and app to familiarize yourself with the set up

# Thank You!

Contact us at  
[facultymanagement@rheumatology.org](mailto:facultymanagement@rheumatology.org)  
with any additional questions.