

## Schedule a Live Event

You can solicit live interactive questions, comments, and discussion by scheduling a Zoom meeting linked directly into the program listing of the paper you presented or session you organized. Live Events can be created at either the presentation or session level and are useful for connecting both virtual and in-person attendees. Set up Live Events for Q&A periods, virtual presentation discussion, or even feedback sessions for recorded in-person presentations (to be scheduled at least a week after the conclusion of the Annual Meeting once recordings are available).

- Please do not schedule a live event to occur later than Friday, December 31, 2021.
- Please note that Live Events are NOT recorded or captured for future viewing within the annual meeting platform.

The Live Event form will require you to input the following information

- Title – *We suggest “Discussion” or “Q&A”*
- Your email address
- The Zoom URL -- *If you do not already have a Zoom account you can create one for free and can then run Zoom meetings up to 40 minutes long.*
- The starting and ending DateTimes, in Mountain (Salt Lake City) time
- Note: The Live Events system refreshes hourly, so please allow that much time for your event to appear/update in your online program listing.

If you do schedule a Zoom meeting, we encourage you to advertise your unique Live Event opportunity via social media. (To prevent Zoom bombing, please DO NOT advertise the actual Zoom URL on social media. However, please DO advertise the online program’s URL of your paper or session.) The online program/app will be accessible to registered attendees only, and they will just need to click a convenient “Join Now” button to enter your Zoom meeting at the time it is live.

[✔ Session Attendance](#)

[❗ Recording Permission no later than Thursday, October 28](#)

[❗ Upload Presentation Files no later than Thursday, October 28](#)

[❗ Upload Optional Prerecording no later than Thursday, October 28](#)

[✔ Presenter Certificates](#)

[✔ Live Event](#) **Click here to access the live event form**

[Back to Gateway](#)

If you encounter any problems with this form, e-mail technical support.

More presentation questions? Please see our Virtual Presenter FAQ Site.

## CONTACT US

5585 Guilford Road | Madison, WI 53711-5801  
Phone: 608-273-8080  
Fax: 608-273-2021

## EVENT INFORMATION

### Title

A link to this live event will appear in the meeting app under the session title, **Speaker Ready Room - Sunday.**

Discussion

*We recommend that you set the event title as 'Discussion' or 'Q&A' or 'Roundtable' or 'Talk with us about joining this project' -- or whatever else would concisely inform registered attendees of the intent or content of the live event.*

### Host email address

Please provide your email address to allow meeting organizers to get in touch with you if necessary.

speaker@state.edu

### Zoom meeting URL

Please enter the URL of your Zoom meeting. This URL should allow someone to join the meeting without forcing them to enter a password manually.

https://zoom.us/j/91293279773?pwd=SUhERnBnSTBrNWZlU5eTlwZjFmUTt2

*To minimize the number of applications that meeting attendees must use, we ask that you use Zoom for any live events you wish to schedule yourself. If you are using a free (Basic) Zoom account, remember that you will be limited to an event duration of 40 minutes.*

### Event Start Date and Time

Please enter the date and time in the following format: YYYY-MM-DD hh:mm:ss

2021-12-02 08:00:00

*Salt Lake City (Mountain) time*

### Event End Date and Time

Please enter the date and time in the following format: YYYY-MM-DD hh:mm:ss

2021-12-02 08:30:00

## CANCELLATIONS

If you need to cancel your live event, please select the cancellation option below and enter a reason for canceling in the text box.

- ☐ cancel and unschedule live event

Save