

1. Be sure to register! If you haven't done so, register at www.isms.org/AM. Registration closes on 4/19. After that date, late registrations are accepted via email at AM@isms.org.
2. Once you've registered, you will receive a confirmation email. There will be two live webinar sessions. You will be emailed separate participation emails for the reference committee meeting at 5:00 p.m. on Wed., April 21 and the business meeting at 10:00 a.m. on Sat., April 24
3. If you haven't received your confirmation link by the morning of Wed., April 21, please contact us at AM@isms.org
4. Be sure to review the [Annual Meeting materials](#) prior to the meeting.
5. The consent calendar was distributed in March with extractions due by April 13, for consideration by the reference committee.
 - MON April 19** – A reference committee agenda will be distributed.
 - WED April 21** – The reference committee hearing at 5:00 p.m.
 - FRI April 22** – The reference committee report will be sent to all meeting attendees.
 - THU April 23** – You will have until 9:00 p.m. to extract any items from the reference committee report for further debate during the business session. Extractions are accepted via email to AM@isms.org.
 - SAT April 24** – The business session will occur.

Quick Tips and Q&A For Meeting Participation

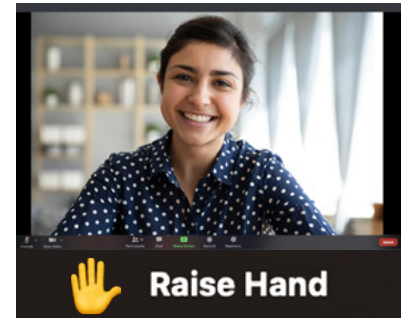
How do I get called on to testify?

Use the “raise hand” button, which should appear at the bottom of your screen. You will be entered in a speaker queue and called on based on your order in line.

Prior to your being called on to testify, the Speaker or Vice Speaker will announce your name to let you know you will be called to speak after the current person giving testimony. Once they announce your name, your status in the webinar will change and your video will be enabled to appear on the main meeting screen.

When your video appears, please keep your audio muted but turn your video on so the speakers can see you are ready to speak.

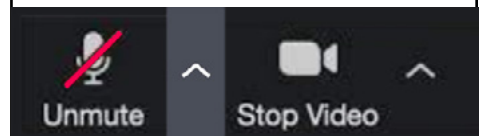
Once you are done testifying, you will be moved back to view mode only and will need to raise your hand if you wish to speak again.



PLEASE NOTE: When you are moved from viewer to speaker, there is a few second delay as you transition over. There is a similar lag when you are sent back to viewing mode.

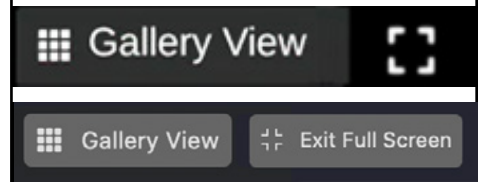
When you are called on to testify:

You can Mute/Unmute your microphone by clicking the microphone icon at the bottom left of the control bar. If your device has a camera, you can turn it on/off by clicking the Start/Stop icon at the bottom left.



What to do if the screen changes and I no longer see panelists? Try adjusting the video layout:

At the upper right of your screen, you can switch between Speaker View and Gallery View. You can also enter/exit full screen by clicking the icon to the right of the Gallery/Speaker View button.



What to do if you need to leave: You can rejoin the meeting with the same link that was emailed to you prior to the reference committee and to the business session.