INSTRUCTIONS
CONFEX PODIUM SOFTWARE IN MEETING ROOM

Essential Navigation:

1. You may enter your meeting room and see the CSTE Annual Conference logo slide - to exit out of this, click 'esc' key on laptop. This will bring up the session display page for this room.
   a. This laptop will have all of the sessions and presentations to take place within this room over the course of the meeting.
   b. While your session should be automatically opened according to the laptop's date/time settings, it is possible to manually navigate to specific sessions (to take place within this room) of another date. Click on the date/time to open a session selection page where you will specify the date and the session to be opened.
2. **Session display page**: You will see the time and date of the session. Arrows on either side of this row will either advance or move back to other sessions scheduled in this room on this date. The session title will be listed in bold atop an ordered list of presentations (presenter names and presentation titles).
   a. If the session time is not the time of your session, use these arrows to scroll to your session time and title.
3. **To begin your session**, select the first presentation by double clicking on the presentation title. A loading screen will appear prior to the slides opening. Once the first slide of the PowerPoint has loaded, the recording will begin.
4. Presenters may advance through their slides with the return key or left/right arrow keys. To abruptly end a presentation, or to switch to a different uploaded file (ex: a separate movie file) you may hit 'esc' key.
5. Presenters will advance through their presentation until they move through their last slide (a black screen asking you to hit 'esc' key); do not proceed beyond this slide until after any questions have been addressed as moving beyond this slide ends the recording process. To end the presentation you may either advance through this black end slide or click the 'esc' key.
6. **Presentation transition page**: clicking the 'esc' key during or upon the conclusion of a presentation will bring you to a page with the options to:
   a. **To resume current/recently concluded presentation** click "Return to presentation by (presenter's last name)"
   b. **To open another file associated with the most recent presentation**, select the file in the table.
   c. **To return to the session display page**, click "Return to session display" to view all presentations within your session.
   d. **To proceed to the next presentation**, select the "Next presentation (presenter's last name)" button. This will prompt the "presentation loading" page, and then the next presenter's presentation.
7. At the conclusion of your session, return to the session display page. Using the right arrow proceeding the session date and time, advance to the next session.

Please see back for FAQs

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FAQ:

- ***"Why is there a hash next to the presenter's name?"***
  - The presenter has declined the invitation to be recorded. They will be able to show their presentation slides, but their presentation will not be recorded.
- ***"What if the presenter has changed their mind and <u>do</u> want to be recorded?"***
  - On the session display page, click the table icon in the lower right corner to "Edit or replace files". This will open the Manage Presentations window. Select the presentation which needs to update recording permission. The presentation permission/files window will open. You will see a question "May we record your presentation?" Select the appropriate radio button for recording permission preference. Then select the Close button to save (you may need to preview the presentation slides prior to closing the window).
- ***"Why is there a 'Missing file' note next to the presenter's name?"***
  - The presenter failed to upload their presentation file prior to the upload deadline.
- ***"Can a presenter edit or replace their files?"***
  - In an emergency: click the table icon in the lower right corner to "Edit or replace files". This will open the Manage Presentations window, select the presentation which needs to update recording permission. The presentation permission/files window will open. You will see the "Files" box where you may select a file to be edited (via Edit button), or upload a new file (via the Browse… button). Remember to delete the old presentation file (via the Delete button). The presentation files will need to be previewed (via Preview Presentation button) prior to saving/closing out of this window.
- ***"The presentations are out of order….can I re-order them?"***
  - We would like to express caution with this (the session setup has been created by CSTE staff and likely matches the printed program books). Re-ordering of session presentations is achieved by clicking the table icon in the lower right corner to "Edit or replace files" on the session display page. When the Manage Presentations window opens, drag the presentations into the correct order, then click the 'Done' button.
- ***"The session page isn't open (I see the desktop screen)…how do I start this?"***
  - First, look on the start menu to see if Podium <u>is</u> open, but minimized. If minimized, click on the icon to restore the window/view your session. If not minimized, click on the "Confex Podium" icon on the desktop. The session page may take a couple of minutes to open, do not re-click the icon or attempt to close the window while Podium is loading. This may cause the program to freeze and may delay the start of your session.