

## Department of Pediatrics

# 2021 Virtual Research Week

## General Attendee User Guide

This guide provides information on how to join Research Week presentations, including the virtual poster session on Friday, April 16, and provides some tips on Zoom etiquette and best practices.

We will be using Zoom to host all Research Week presentations. Zoom links have been sent to all Pediatrics faculty and trainees as Outlook calendar invites from Rachel Vitolo. Please contact Rachel at [rachel.vitolo@vumc.org](mailto:rachel.vitolo@vumc.org) if you did not receive the Outlook invites.

We will be hosting the retreat poster session on [virtualpostersession.org](https://virtualpostersession.org) and linking this virtual session to a Zoom Meeting in which we will have breakout rooms for each poster presenter. Attendees will be able to browse through a dashboard of posters on <https://vumcpeds.virtualpostersession.org/> and click on the option to "Chat with Presenter." Clicking on this will open a Zoom Meeting where they will be able to talk to poster presenters by joining that presenter's designated breakout room.

### Setting Up Your Equipment

1. Download the [Zoom Client for Meetings](#) desktop app or update your current app to version 5.3.0 or higher.  
If joining with your mobile phone, download the Zoom mobile app, or make sure your current app is updated.
2. If available, use a headset and/or microphone to reduce background noise.
3. Test your audio and video.

### Attending the Virtual Poster Session

Visit [this website](#) to browse poster presentations. This link is also provided in the Research Week schedule you received via email.

To chat with a presenter about their research:

1. Take note of the presenter's name you would like to chat with. Then, click on the "Chat with Presenter" button corresponding to that poster presenter. This will open a Zoom Meeting.

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2. Click the “Breakout Rooms” option in your meeting controls at the bottom of the Zoom Meeting window. This will display a list of breakout rooms, each labeled with a poster presenter’s name.
3. Join the breakout room corresponding to the poster presenter you want to chat with.

You can talk to as many poster presenters as you like by leaving a breakout room and joining a different one. Posters and poster chat sessions will be categorized by research type (basic science, clinical, health services, etc.).

Note: Participants who do not join the Zoom Meeting with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select into breakout rooms. In this case, please let Rachel Vitolo or another meeting host know which breakout room you would like to join, and they will facilitate this process.

### Zoom Etiquette and Best Practices

- Mute your microphone when not speaking.
- Close unnecessary tabs in your web browser and turn off notifications such as email or messaging.
- Lighting should come from in front of you or from the side, in order to best light your face.
- Keep your background clear of distractions. VUMC and VU virtual backgrounds can be [downloaded here](#), if desired. [Click here to watch](#) a Zoom video tutorial on adding virtual backgrounds.
- Make sure your camera is on a steady surface to prevent shaking.

Please contact Rachel Vitolo at [rachel.vitolo@vumc.org](mailto:rachel.vitolo@vumc.org) if you have any questions or concerns.