Day of - Site Coordinator Instructions

- Access your 2024 Advancing Expertise in Microbiology (AEM) session information page
  - https://scacm27.wildapricot.org/Upcoming-SCACM_AudioConferences and click Show details >> and then *Access Purchased 2024 Webinar(s)*
  - Click the Topic of the lecture you are attending in the calendar listing
- Obtain **Handouts**:
  - Confirm the Date & Topic. Then click to be redirected to the folder that will contain the handouts in PDF once the Speaker provides them to us
  - Notes about this folder and files:
    - You will be required to complete a set of security prompts to access these files.
    - Then, you wish to "Save" these files to your computers/shared drives when given the choice to "Open" or "Save" for success in opening them on your device
    - If you wish to access these resources in the future without logging into your Member Portal, copy the internet address of this folder
- **Live Webinar at 12 noon EST**- Locate your **Meeting Code AND Passcode** - these will be specific to each AEM session and required to view the live webinar. Open the webinar on your computer, tablet, or phone and ensure you have both video and audio
  - Video:
    - Go to https://scacm.zoom.us/j/_____ , the specific link that you were provided in your email or in the member portal for that specific AEM session. Note that these links are unique for each AEM session.
    - Prior to the start of the meeting you will see

      ◯ **Please wait for the host to start this meeting.**

    - Once the Moderator and Speaker are set, you will see the meeting start
    - Please be patient as each of our Expert Speakers and Moderators get set. As with us any of us, they may experience unforeseen computer difficulties.
    - Please do not unmute yourself during the presentation. The moderator will unmute you during the Q&A portion if you indicate that you have a question.
    - Within a week following the scheduled live lecture, we will provide a **Recording** of the webinar.
  - Audio:
    - Computer: Follow the prompts on your screen. For your best experience, we strongly suggest you allot time to test your audio BEFORE each webinar as various things in/around your computer can cause painful feedback.
    - Phone:
      - 877 853 5247 or 888 788 0099 (US- Toll-free)
      - 855 703 8985 (Canada- Toll-free)
      - 800 101 3814 or 800 852 6054 (Singapore- Toll-free)
      - Find your local number: https://scacm.zoom.us/_____ , the specific link that you were provided in your email or in the member portal for that AEM session. Note that this link is unique for each AEM session.
- **Questions** during, immediately following, and after the webinar:
  - During the Lecture, you may type your questions into the Zoom Chat box . Immediately following the Lecture, the Speaker will work with our Moderator to field your typed questions in the remaining time available.

- o If you prefer to ask your question audibly after the Lecture, use the Raise Hand function so the Moderator can un-mute you. If you have muted yourself previously, you will see a pop-up box on your screen that says, "The Host wants to Unmute You." Please click Allow.
- o If you prefer, you may also email your questions to the Speaker at the email address provided in the slides after the Webinar ends.
- **AEM Session Code**(s) will be provided near the end of the presentation and/or the Q&A. Be sure to record that code as it will be needed to obtain PACE certificates of attendance- see below.
- **Roster, Evaluation & Certificates of Attendance:** Return to your AEM session link in your Member

Portal, click and print a copy for each person in attendance. After the session, each attendee must follow those instructions to register or login to ASCLS CE Organizer at https://ceorganizer.ascls.org/ and submit for **P.A.C.E.** ® credit **BEFORE December 31st.**