

Speaker Access Instructions

Recordings of the speaker training are provided on this page
Please scroll down to find written instructions related to your specific session.

For assistance within the platform, please reach out to the Help Desk located under General Information>Help Desk or click the Help Desk image in the platform lobby. Dedicated platform support will be available to troubleshoot and assist via the online Help Desk during these times:

- Feb. 4 - 12pm-6pm CST
- Feb. 5 - 7am-5pm CST
- Feb. 8 - 6:30am-5:30pm CST
- Feb. 9 - 6:45am-5:45pm CST
- Feb. 10 - 6:45am-5:45pm CST
- Feb. 11 - 6:15am-6:30pm CST
- Feb. 12 - 7am-5pm CST

Please be sure to only view the one that applies to your specific session type.

Collaboration Training Session Recording	Collaboration TRAINING SESSION RECORDING – Click Here to download the recording of the Collaboration Room Speaker Training Session held January 19, 2021. The Training Session recording covers: <ul style="list-style-type: none"> • Collaboration Room (1st part of training): Meet-the-Professor Sessions, Orientation for Fellows Session • Collaboration Workshop (2nd part of training): Relevant to other speaker types so MTP and Orientation Session speakers may disregard.
Simulive Session with Live Q&A Training Session Recording	Click Here to download the recording of the Simulive with LIVE Q&A Speaker Training Session held January 20, 2021.



Speaker Access Instructions: Recorded Broadcast Sessions

Plenary 4, 5; Concurrent 2, 8; MMD and EDT Lectures; Tracks Peds, Admin Directors, APPs, Nurses, Pharmacy; Symposia

For assistance within the platform, please reach out to the Help Desk located under General Information>Help Desk. Techs will be available within the support bot Thursday and Friday prior to the meetings and during the week of the meetings to assist.

As we prepare for the start of the 2021 TCT Meetings of ASTCT and CIBMTR Digital Experience, please review the following information for use during your sessions. You may want to save them to your desktop or print them for easy access.

- Please plan to log into the [Digital Experience Platform](#) at least one hour in advance to test for any technical issues.
- Assure that you are using Google Chrome as your internet browser. The platform is optimized for Chrome.
- Disconnect from any VPN.
- Test your access to the platform and connectivity to video and audio from wherever you plan to be at the session broadcast time. Your institution's firewall/security may block access and if that is the case, TCT Meeting Staff and MeetingPlay staff will not be able to troubleshoot.
 - On the day of your session, please login 30 minutes prior to the start of the session.
- Click into the Agenda to find the date/time of your session or use Search box on the top right of the navigation bar and search for your session name
- Click into your session and mark yourself available
- All sessions will begin with the prerecorded presentations. These will start automatically when the session is scheduled to begin.
- **Speakers** will be able to interact with attendees via the Chat and answer attendee questions via text in the Q&A tab.
- There will be a **TCT Staff Member** in all sessions to monitor the chat box and Q&A and will post housekeeping information periodically for attendees as well as answer non-session related questions.
- **Speakers** and **TCT Meeting Staff** will be able to hide questions that are not relevant or inappropriate as necessary.



Speaker Access Instructions - Simulive Sessions with Live Q&A

Concurrent Sessions 1, 3, 4, 5, 6, 7; Plenary 1, 2, 3, 6; Tracks – applies to some of the sessions within the tracks noted: Pediatric, Administrative Directors, IT, Nurses, Oral Abstract Sessions; Amy Strelzer Celebration

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- Assure that you are using Google Chrome as your internet browser. The platform is optimized for Chrome.
- Disconnect from any VPN.
- Test your access to the platform and connectivity to video and audio from wherever you plan to be at the session broadcast time. Your institution's firewall/security may block access and if that is the case, TCT Meeting Staff and MeetingPlay staff will not be able to troubleshoot.
 - On the day of your session, please login 30 minutes prior to the start of the session to check-in as a speaker for the Live Q&A portion of your session at the end of the recording.
- Click into the Agenda to find the date/time of your session or use Search box on the top right of the navigation bar and search for your session name
- Click into your session and mark yourself available
- All sessions will begin with the prerecorded presentations. These will start automatically when the session is scheduled to begin.
- **Moderators** and **Speakers** are not differentiated in the platform. You will all see the same controls and options.
 - **Moderators** will **not** need to start the session verbally.
 - There will be a **TCT Staff Member** in all sessions to monitor the chat box and Q&A and will post housekeeping information periodically for attendees as well as answer non-session related questions.
- **Speakers** and **Moderators** will be able to interact with attendees via the Chat and answer attendee questions via text in the Q&A tab.
- **Moderators** and **Staff** will be able to hide questions that are not relevant or inappropriate as necessary.
- As the end of the recording is winding down, please be sure that you are still marked as Available
 - Note: if there is more than 1 **speaker** in the session, marking yourself as available or unavailable applies to all **speakers**
- **Moderators** will need to click Go Live – Join Video Feed (if applicable) and you will appear in the upper right-hand side of page
 - Please make sure that all **Speakers** that you will be addressing are still present in the session
- Moderators will call on each **speaker** to join them by clicking Go Live – Join Video Feed to then answer questions one at a time.
 - Considering answering the most upvoted questions live
- **Speakers** will need to rotate out as only **two speakers** can be on video at any one time.
- When **speakers** are done with your live Q&A portion, please disconnect from video feed or mark yourself unavailable when you're done. This will allow another **speaker** to then join the **moderator**.



Speaker Access Instructions - Collaboration Rooms

Meet the Professor; Orientation to Fellows

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- The direct link for the TCT Meetings Digital Experience Platform is <https://2021tctmeetings.org/login/>.
- We strongly recommend logging into the [Digital Experience Platform](#) in advance of your session date and time to assure you do not have any technical issues. You can also log in to orient yourself and practice in your session and we would encourage you to do so.
- Make sure you are using Google Chrome as your internet browser. The platform is optimized for Chrome.
- Disconnect from any VPN.
- Test your access to the platform and connectivity to video and audio from wherever you plan to be at the session broadcast time. Your institution's firewall/security may block access and if that is the case, TCT Meeting Staff and MeetingPlay staff will not be able to troubleshoot. You will need to reach out to your internal IT Department.
- To assure that you can both share your slides and still see the session as it is running, we are recommending that all presenters have access to **TWO monitors/screens**. This will allow you to share and advance your slides while still being able to see the attendee questions and chat in the platform.
- On the day of your session, please login 30 minutes prior to the start of the session to check-in as a speaker in your live session.
- Click into the Agenda to find the date/time of your session or use Search box on the top right of the navigation bar and search for your session name
- Click into your session – note: the session itself will go live 2 minutes prior to the scheduled start time.
- You can test going live by following the steps below:
 - Click **View Room** and **Connect with Video/Microphone**
 - When you connect, you will appear in the middle of the screen. From there, click the upper right-hand that says 'take over as speaker'
 - You will now appear in the upper right-hand side of the page
- Please be sure to have your slide deck open and in Presenter/Full Screen mode in advance of sharing it.
- To share your screen, click the **orange Share Screen** button - you can share your screen to show your desktop, application window, or a Chrome tab.
- Attendees will enter the room and have the option to connect with video as you did. As attendees enter the room, they will appear in a gallery view on the platform screen.
- Attendees will be able to interact with presenters verbally during the session. You should instruct all attendees to hold verbal questions until the end of the presentation.
- If there are too many people talking, you can utilize the **Mute All Users** button in the right-hand side to mute all attendees. An individual attendee will have to unmute themselves to then speak.
- Attendees are also able to ask questions via the chat and the Q&A panel. As the presenter, you are able to read those questions out and answer them verbally OR type answers their questions.

Speaker Access Instructions – Collaboration Workshops

Poster Highlights, Product Theaters: Incyte: GvHD, AbbVie: AML/CLL, Jazz: VOD, IT Vendor Update

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- We strongly recommend logging into the [Digital Experience Platform](#) in advance of your session date and time to assure you do not have any technical issues. You can also log in to orient yourself and practice in your session and we would encourage you to do so.
- Make sure you are using Google Chrome as your internet browser. The platform is optimized for Chrome.
- Disconnect from any VPN.
- Test your access to the platform and connectivity to video and audio from wherever you plan to be at the session broadcast time. Your institution's firewall/security may block access and if that is the case, TCT Meeting Staff and MeetingPlay staff will not be able to troubleshoot. You will need to reach out to your internal IT Department.
- To assure that you can both share your slides and still see the session as it is running, we are recommending that all presenters have access to **TWO monitors/screens**. This will allow you to share and advance your slides while still being able to see the attendee questions and chat in the platform.
- On the day of your session, please login 30 minutes prior to the start of the session to check-in as a speaker in your live session.
- Click into the Agenda to find the date/time of your session or use Search box on the top right of the navigation bar and search for your session name
- Click into your session – note: the session itself will go live 2 minutes prior to the scheduled start time.
- You can test going live by following the steps below:
 - Click **View Room** and **Connect with Video/Microphone**
 - When you connect, you will appear in the middle of the screen. From there, click the upper right-hand that says 'take over as speaker'
 - You will now appear in the upper right-hand side of the page
- Please be sure to have your slide deck open and in Presenter/Full Screen mode in advance of sharing it.
- To share your screen, click the **orange Share Screen** button - you can share your screen to show your desktop, application window, or a Chrome tab.
- Attendees will enter the room and have the option to connect with video as you did. They will be able to interact with presenters verbally during the session.
- If there are too many people talking, you can utilize the **Mute All Users** button in the right-hand side to mute all attendees. An individual attendee will have to unmute themselves to then speak
- Attendees are also able to ask questions via the chat and the Q&A panel. As the presenter, you are able to read those questions out and answer them verbally OR type answers their questions.
- TCT Meetings Staff recommends that, if possible, a volunteer Moderator, who does not need to be on video, act as the "voice" of the audience. This moderator can ask questions to the presenters as they come into the Q&A and chat boxes.
- In these sessions, audience members can interact verbally with presenters, if you so choose.
- Attendees can raise their hand and be brought "on stream" to ask their questions live.
- Presenters have that capability and can do so at any point in the session. Attendees will be asked via a pop-up if they want to come "on stream."