

# *virtual* 2021 Ryan White HIV/AIDS Program CLINICAL CONFERENCE Presenter's Guide to the Slide Training Guide

## Using the *virtual* 2021 RWHAP CLINICAL CONFERENCE Slide Training Guide

Thank you for scheduling an update for your colleagues who were not able to attend the *virtual* 2021 RWHAP CLINICAL CONFERENCE. The following information is provided to help you navigate all of the conference resources and tips for conducting a successful virtual update.

### Presenter's Guide

- A key element of the *virtual* 2021 RWHAP CLINICAL CONFERENCE is providing resources for attendees to take and provide updates and training to their clinical colleagues who were not able to attend the conference
- These enclosed slides are provided as a resource for use in developing such updates
- Each speaker has provided copies of the slides from his or her presentation from which an update can be prepared
- If you have any questions about the Slide Training Guide, please contact IAS–USA at [info@iasusa.org](mailto:info@iasusa.org)
- Made possible by HIV/AIDS Bureau, Health Resources and Services Administration of the US Department of Health and Human Services (Contract number U1OHA28686)
- **Please note:** the lectures or updates you conduct do not qualify for CME unless CME is arranged through your institution or organization

### *virtual* 2021 RWHAP CLINICAL CONFERENCE Resources

- Speaker presentation slides and other conference materials will be available on the IAS-USA website ([www.iasusa.org](http://www.iasusa.org)).
- On-demand webcasts of general session lectures and case-based presentations are available on the IAS-USA website.
- As a participant, you will have access to all of the features and posted resources for 1 year.
- Only registered attendees of the *virtual* 2021 RWHAP CLINICAL CONFERENCE will have access to these materials for 2 weeks following the conference, but all resources will be accessible through the IAS-USA website after the 2-week period.
- CME will be available for sessions you did not attend through on-demand webcasts. Claiming enduring credits for sessions you claimed live credits for is not allowed.
  - This is separate enduring activity (with separate assessments, evaluations, and credit claim form) check the IAS-USA website for more information

## How to Make Best Out of Your Zoom Meeting

### Settings to Check Prior to the Meeting (Presenter)

- Check that you are running the latest version of the Zoom desktop app
- If possible, use Ethernet cable for secure internet connection to avoid unstable Wi-Fi connection during your presentation
- Check video and audio setting (You can test by going to <https://zoom.us/test>)
- Close unnecessary applications on your computer
- For the best on-screen image, the lighting should come from in front of you or from the side.
- If possible, turn off or mute all notifications on your computer and cellphone to avoid distraction during your presentation
- If hosting a Zoom watch party for one of the on-demand webcasts, be sure to select *Share computer sound* and *Optimize screen sharing for video clip* before sharing your screen

Share computer sound    Optimize Screen Sharing for Video Clip

Share

### Settings to Check During the Meeting (Presenter and Participants)

- Set to Gallery View (Alt + F2)
- Set Video setting to “Display up to 49 participants per screen in Gallery View”
- Set Viewing Mode to “Side-by-side mode” (This can be set in the settings or while screen is being shared)