# INSTRUCTIONS FOR PRESENTERS AND ATTENDEES
## ACME 2022

We are excited to see all of you at ACME 2022! Below are the following three sets of instructions.
- Instructions for On-Ground Presenters
- Instructions for Virtual Presenters
- Instructions for Virtual Attendees

## Instructions for On-Ground Presenters

**For presenters who will be attending the on-ground sessions, bring your presentations on a removable storage device such as a flash/thumb drive**. Due to limited WiFi access at the venue, you will not be able to access the presentation from cloud storage or other online storage. We will be using one dedicated laptop in each of the rooms for all presenters, to eliminate the hassle of connecting and reconnecting different devices needed for the hybrid sessions. So, authors will not use their own personal laptops for the presentations, but do remember to bring your presentation on a removable storage device.

## Instructions for Virtual Presenters

1. ACME 2022 sessions will be held simultaneously on-ground and LIVE via Zoom. If you do not have Zoom installed on your computer, please download Zoom before the conference begins (https://zoom.us/download).

2. Log on to your session at least 10 minutes before the scheduled start time. The Zoom links for sessions are located on the ACME Conference Home Page, located here: https://www.shsu.edu/academics/management-and-marketing/acme-conference/.
The password to enter the sessions has been emailed to each person registered for the conference. Please do not share the password with anyone else.

3. Mute your microphone and keep your video off during all presentations except your own.

4. When it is your turn to present, you will be asked by the Session Chair to unmute yourself and turn your video and audio on. Please have your PowerPoint ready and pulled up on your screen ahead of time, if you would like to share your screen with the audience.

5. Please conduct your presentations from a place without distractions or background noises.

6. Remember that there will be online and offline participants in your session. The Session Chair will be responsible for directing questions to the presenters.

7. In case of a technical difficulty during the presentation, the Session Chair will wait for two minutes for the presenter to log back on. If the presenter has not logged back on during that time,

the Session Chair will play the recorded video you uploaded to the Google Drive, from the time you left off. Please contact the Session Chair via text and inform them of your status. Please note that none of the ACME Team will have access to emails during the days of the conference. To troubleshoot any technical difficulties, check with your university's technology team OR contact the SHSU support number listed on "Contact/Help" part of the ACME Conference landing page.

8. Please be aware that recorded presentations WILL NOT be used in lieu of live presentations. If any presenters are not available at the scheduled time during the session, they will be considered as 'no shows' and their names will be removed from the program and the submission will not be included in the Proceedings.

## Instructions for Virtual Attendees

1. ACME 2022 sessions will be held simultaneously on-ground and LIVE via Zoom. If you do not have Zoom installed on your computer, please download Zoom before the conference begins (https://zoom.us/download).

2. Log on to your session at least five minutes before the scheduled start time. The Zoom links for sessions are located on the ACME Conference Home Page, located here: https://www.shsu.edu/academics/management-and-marketing/acme-conference/. The password to enter the sessions has been emailed to each person registered for the conference. Please do not share the password with anyone else.

3. Please mute your microphone and keep the video turned off during presentations.

4. When you have questions, use the 'raise hand' function in Zoom. (Go to 'Reactions' at the bottom of the screen→ Click on the Raise Hand emoji option.) You will be called upon to unmute and ask your question in the order in which the hands were raised. Please be aware that, since the Session Chairs will be managing both offline and online audiences, they may not be able to monitor the chat function at all times. Please 'lower hands' and mute yourself, after you have asked your question.

*Thank you for being part of ACME 2022!*