

October 8, 2020

Dear ISEP Conference Presenters and Attendees,

We are looking forward to our first Virtual Research Conference on October 14th - 16th, 2020. We will be using the online Zoom platform for this virtual conference. In short, Zoom is an application that allows the hosts to invite multiple individuals to attend a conference synchronously and presenters will have the opportunity to attend the full three-day conference. Attendees also have the flexibility to come and go as needed to meet the needs of your individual schedules.

The conference program is attached. It can also be found on our website: <https://isep.info/>. We ask that you plan to be in attendance at the start of the session in which you are presenting and remain in that session throughout the presentations in your scheduled time block. When you log on, you will be placed into a waiting room. A member of the conference team will check you in and then you will be placed into the main group conference session.

Here is the link to the Conference: <https://virginiatech.zoom.us/j/3625663140>. At the beginning of each day from 8:30-9:00 am (eastern standard time), you may log in and a member of the conference team will assist you in a trial run to be sure you don't have any technology issues during your presentation the day of the conference.

The conference schedule is set up in blocks of time containing three- five presentations (20 minutes each including the question and answer session). At the 15 minute mark of each presentation, the moderator will give a vocal time reminder that you have five more minutes to complete your presentation and Q & A. When you begin your presentation, we will ask you to share your screen so the audience can see your PowerPoint as you share your research. Please note that the Zoom recording feature will be turned off throughout the conference to ensure the safety and integrity of everyone's scholarly work.

We are asking that all participants save your PowerPoint presentations into a ***PDF format*** and upload it into this *ISEP Conference Presentation Oct. 2020 Folder* in Google Drive.

Link: <https://drive.google.com/drive/folders/1Xoy3vvy1bkPVL1tltHPVXxMrzv2vUvqX?usp=sharing>

These PowerPoints will not be shared by anyone other than conference presiders. The intent of this request is so we have a copy of your PowerPoint presentation and can share it while you are presenting if you experience technology problems. The conference presiders will properly discard all work at the conclusion of the conference.

This video provides instructions for joining a Zoom call for the first time:

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1.

This video explains how to use basic audio and video controls during a Zoom call:

https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&cc_load_policy=1.

Additionally, here is a link to Zoom's operating system and browser requirements:

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>.

Please do not hesitate to contact us if you have any questions or concerns before the conference!

Dr. Carol Cash
ISEP Secretary/Conference Co-Chair

Dr. Jodie Brinkmann
ISEP Treasurer/Conference Co-Chair

