Presenter and Moderator Guidelines
AAPOR 76th Annual Conference
May 11-14, 2021

Whether you are presenting a live or prerecorded paper, are part of a round table or moderating a session, we thank you for being a part of AAPOR's 76th Annual Conference. This document contains important information about deadlines, information about the conference platform, instructions for uploading presentations, and presenter guidelines. Please continue to visit the AAPOR Presenter and Moderator Guidelines webpage for updates to deadlines and guidelines.

- Important dates
- Conference platform and general information
- Instructions for uploading presentations by April 16
  - AAPOR Presentation Materials Submission Form
- Sample presentation outline
- Presenter guidelines
- Moderator guidelines

Important Dates

April 16  Deadline for uploading presentation materials to the AAPOR Presentation Materials Submission Form
- Live presenters: upload slides in PDF format
- Pre-recorded presenters: upload videos in accepted formats and PDFs of slides
- We realize this is earlier than usual for an AAPOR conference, but this deadline will help us ensure that the conference platform is fully tested and ready in time to launch for the conference. We appreciate the extra work it will take for you to meet this deadline!

April 26-30  Conference platform (Pathable) login information sent to all participants

May 3-7  Short courses and committee meetings
- All participants in the short courses and committee meetings must be registered for conference.

May 7 and May 10  Preconference information sessions for presenters/moderators
- AAPOR will hold practice and information sessions on Friday, May 7 and Monday, May 10. More information about these sessions will be provided soon. We suggest that all presenters and moderators join at least one of these sessions to double check that their computer technology, their conference platform logins, and downloaded Zoom work apprropriately before the conference.
May 10
AAPOR Conference Information Session: How to Get the Most Out of the Conference
• Join us at 12:00 PM Eastern to learn the ins and outs of using the conference platform, learn about conference highlights, and get to know AAPOR

May 11-14
Attend the AAPOR virtual conference!

Conference Platform and General Information

1. The conference platform is hosted by a company called Pathable which uses Zoom to embed video directly into each session. All speakers and moderators in the live sessions and in the live Q&A must use the desktop application of Zoom. This will require all speakers and moderators to have Zoom downloaded on their computer.
   • We recommend getting your computer or laptop set up with Zoom at least several days before your presentation.
   • Install "Zoom Client for Meetings" at https://zoom.us/download#client_4meeting.
   • Important Note: On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through System Preferences > Security & Privacy > Privacy > Screen Recording. Check the option for zoom.us.
   • If you are a federal government employee facing restrictions with using Zoom, we recommend using a personal computer instead of your work computer to access the conference platform.

2. The conference platform can be accessed and works well in the following internet browsers: Google Chrome, Microsoft Edge and Mozilla FireFox. The platform does not work well in Safari or Internet Explorer so please avoid using these browsers.

3. **Live paper presentation sessions** will take place using a Zoom webinar format. In the Zoom webinar format, the presenters and moderator will be seen over video. Presenters will use screenshare to show their slides to the attendees. The attendees will not be seen over video, but will be able to interact through the Q&A. If you are concerned about connectivity issues or the timing of your session given your local time zone, please email mgoft@aapor.org to discuss alternative arrangements as soon as possible.

4. **Prerecorded paper presentation sessions** will be presented via an embedded video on the conference platform website. Each presenter will participate in a live Q&A session during the last half hour of their session, which will take place using a Zoom meeting format. Presenters and attendees will be able to see each other using video. Presenters can use screenshare to show slides to the attendees as part of the session, as needed.

5. **Live round table sessions** will take place using a Zoom meeting format. Presenters and attendees will be able to see each other using video. Presenters can use screenshare to show slides to the attendees as part of the round table, as needed.

6. You will receive an email from the conference platform to create your profile during the week of April 26. You need to complete your profile to take advantage of all the platform has to offer. Once you create your profile, please click on Schedule, then My Schedule and you should see all sessions for which you are a presenter or moderator.

7. All paper sessions will also be recorded and available in the conference platform for registered attendees after the conference ends through March 2022.
Virtual Presentation Tips from the Conference Platform Provider

- **Set your camera at eye level:** Often, this means propping up a laptop.
- **Check your light:** The best lighting is diffused from both sides and not overly bright. Two small lamps on either side of your computer placed slightly behind the camera is a simple way to achieve attractive lighting. Avoid having a window behind you as lighting on your face will be affected.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Virtual background:** AAPOR will be providing a virtual background for the 76th Annual Conference soon. Presenters and moderators are not required to use the virtual background but it can be handy to obscure a cluttered background and show your support for AAPOR. Virtual backgrounds work best if you have a true "green screen" behind you but may not be strictly required if your background has enough darkness. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual backgrounds feature. Then choose from the images provided or upload your own.
- **Don’t compete for bandwidth:** If you are presenting from a location with home Internet bandwidth, ensure that you are not competing for bandwidth with others in your household.
- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up with notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) If you have pets or children and are joining your session from home, please take precautions to ensure they do not disturb your presentation – with the understanding that life happens and unexpected noises may still pop up!
- **Consider dual-screens or split-screen display:** This may assist with referencing the Zoom video and your other presentation materials.

Tips from AAPOR for Effective Virtual Presentations

- **DO NOT READ** your paper. Speak from notes, not the text of your paper.
- **Identify the 3 to 5** most important ideas you want to convey, and concentrate on those.
- **Use audio-visual aids** when appropriate, but keep the following in mind:
  - Avoid presenting tables with many cells.
  - Make your font size as large as you can. Avoid pasting tables directly from your paper without focusing them on the relevant points. Use graphics and figures where possible.
- **Keep to the time allotted to you in the session guidelines.** Rehearse your oral presentation to get a realistic sense of its timing. All papers are limited to 15 minutes maximum.
- **For live sessions,** the moderator will interrupt you verbally to tell you when your allotted time is getting short or has been used up. If the latter happens, wrap up your presentation immediately.

**Sample Presentation Outline**

**Title, authors, and affiliation (1 slide)**
*People will request or download your slides. Mention the conference (AAPOR 2021 Virtual Conference) on the title slide to help the audience know at which meeting you are presenting.*

**Acknowledgements (1 slide)**
*Mention funder or client, as appropriate.*
Big Picture Motivation (1-2 slides)
What is the general problem that this presentation is addressing? Where does it fit into the research world as we know it?

Research Questions (1 slides)
What are the specific questions that are being addressed today? Have no more than 3-5 research questions for any single talk.

Literature Review and Hypotheses (1-3 slides)
If not covered as part of the big picture motivation, describe the theoretical framework for this presentation, what previous investigations have found about this topic, and (if applicable) what hypotheses you are going to test.

Data and Methods (2-4 slides)
This is an important part for the AAPOR audience! Cover the required disclosure elements in the AAPOR Code for the data that you are presenting, plus the quantitative or qualitative analysis methods, as appropriate. If more advanced or unusual methods are being used, this section may be longer than 4 slides.

Findings (4-6 slides)
Present the main results from your analyses. Link these results to your research questions and (if applicable) hypotheses. It can be helpful to structure your talk around your main research questions. Provide enough information for an audience member to understand the takeaway points, using tables and figures as appropriate. And remember, null results are important results!

Summary and Limitations (1-2 slides)
Summarize your main findings and link your findings back to your research questions and/or hypotheses. All studies have limitations; acknowledge your study’s limitations while also highlighting its contribution.

Implications (0-1 slides)
Some studies have implications for survey practice or for theoretical development. Discuss as appropriate.

Suggestions for Future Research (0-1 slides)
If there is time, suggest what future research might do to build off of your study.

Thank you or Questions slide (1 slides)
At the end, include your contact information on a slide that thanks the audience for listening and/or indicates you are ready for taking questions.

Backup Slides (0-3 slides)
During a Q&A session, sometimes it is helpful to have slides with details that you were not able to cover during your main presentation. This might be detailed screenshots of a computerized instrument, details about your analytic methods, coding manuals, or other aspects that your audience may ask about.

Presenter Guidelines
Please see below for the relevant information for your role during the AAPOR Annual Conference:

- Live Paper Session Presenter
- Prerecorded Presenter
Live Round Table Presenter

Live Paper Session Presenter Guidelines

Before the conference:
1. All live paper presentations are allowed up to 15 minutes for presentation during the live session. Please practice your presentation aloud before the conference to ensure that your presentation is less than 15 minutes.
2. You will share your slides from your own computer; they can be shared as either a PowerPoint or PDF file. Use your own template or use the AAPOR 2020 Conference PowerPoint template.
3. To be able to share the PDF of your slides with all AAPOR attendees, please upload your slides in PDF format by April 16, 2021 to the AAPOR Presenter Materials submission site.
4. Double check that you have the needed technology to present. Our 2021 Conference FAQs describe the minimum hardware needed to share your presentation.
5. If you do not already have the Zoom Desktop app downloaded on your computer, install "Zoom Client for Meetings" at https://zoom.us/download#client_4meeting.

During the Conference:
1. At least 15 minutes before your conference session, log in to the conference platform, if you aren’t already logged in.
2. Visit your session page on the main schedule or in My Agenda. Click on Manage, then Join Meeting, which will send you into the Zoom Green Room. Please enter the Green Room 15 minutes before your session start time for a final system test and to rename yourself in the webinar.
   a. During this time, you will be able to see and hear the moderator and other presenters, and they will be able to see and hear you. However, the attendees will not be able to see or hear you, nor will they be able to see anything you screenshare until your moderator opens up the session to attendees by starting the broadcast. Moderators will do this about one minute before the scheduled start time for the session.
   b. Check how your name is listed. Click More and then Rename it if it is not correct.
   c. Check your sound levels by unmuting yourself and speaking. The moderator will let you know if they can hear you.
   d. Check that your video camera is working by turning your video camera on. The moderator will let you know if they can hear and see you.
   e. Have your slides ready so you can share your screen when it’s your turn to present.
3. During your session, turn your video camera off during the other presentations in your session. Turn your camera and microphone on during your presentation and during the Q&A. Keep your microphone muted when you are not speaking.
4. When it is time for your presentation, you will be introduced by the moderator. You will share your slides directly from your computer using the Zoom screenshare feature.
5. Each presenter will have a total of 15 minutes for their presentation. If you complete your presentation before your 15 minutes have elapsed, there may be time for you to take a question from attendees. If so, the moderator may ask you a question that is in the Q&A. After all of the presentations, there will be time for additional live Q&A. The moderator will be responsible for reading the questions in the Zoom chat or in the chat box on the session’s webpage.
6. After your presentation and Q&A period is complete, you may continue to chat with attendees and respond to any questions via the chat box on your paper’s webpage.
7. If you have a lot to discuss with an attendee, you may offer to connect with them outside the Q&A session. You can do this by emailing them directly within the conference platform or scheduling a one-on-one meeting – both are features you can access by clicking on the individual’s profile.
Prerecorded Session Presenter Guidelines

Before the Conference:
1. All prerecorded paper presentations are allowed up to 15 minutes for your video. Any videos over 15 minutes long will not be accepted. Please practice your presentation aloud before recording it to ensure that your presentation is less than 15 minutes.
2. Recording your presentation:
   a. Video files can be recorded in Zoom, Powerpoint, or another software of your choice. These videos must be provided to AAPOR in an accepted file format with a file size under 3GB. Use your own template or use the AAPOR 2021 Conference PowerPoint template.
   b. Preferred file types are .mp4 or .mov. If you plan to use another file type, please contact us at info@aapor.org to see if it is acceptable.
   c. Alternatively, you are welcome to provide a website URL if your video is available on Vimeo, YouTube, or another accepted streaming service. If you plan to use a streaming service other than Vimeo or YouTube, please contact us at info@aapor.org to see if it is acceptable.
   d. To have a more engaging presentation, we recommend that you use the video feature on your Zoom (or other platform) so that conference attendees can see both your slides and your face during your recorded presentation.
3. The deadline for uploading your video file or video link to the AAPOR Presenter Materials submission site is April 16, 2021.
4. If you would like to share the PDF of your slides with all AAPOR attendees, please also upload your slides in PDF format by April 16, 2021 to the AAPOR Presenter Materials submission site.
5. Double check that you have the needed technology to join the live Q&A session. Our 2021 Conference FAQs describe the minimum hardware needed to share your presentation.
6. If you do not already have the Zoom Desktop app downloaded on your computer, install "Zoom Client for Meetings" at https://zoom.us/download#client_4meeting.

During the Conference:
1. To help attendees navigate the 500+ papers being presented at the 2021 AAPOR Virtual Conference, your prerecorded paper presentation has been assigned to a 2-hour session during the conference. Attendees can view the papers at any time before or during the conference, but we are encouraging attendees to view the papers during the first 90 minutes of the session.
2. During the last half-hour of each session, all presenters for that session will log in to a 30-minute live Q&A session.
3. The live Q&A sessions will take place using a Zoom meeting format. Presenters and attendees will be able to see each other using video.
4. To join your Q&A session, click on your assigned Q&A session on the main schedule or within My Agenda. Click on Manage, then Join Meeting, which will send you into the Zoom Green Room. Please join the Green Room 15 minutes before your Q&A session start time for a final system test and to rename yourself in the webinar.
   a. During this time, you will be able to see and hear the moderator and other presenters, and they will be able to see and hear you. However, the attendees will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when the moderator will allow attendees in. For Q&A sessions, the meeting will automatically start and open to attendees one minute before the scheduled start time of the session.
   b. Check how your name is listed. Click More and then Rename it if it is not correct.
   c. Check your sound levels by unmuting yourself and speaking. The moderator will let you know if they can hear you.
d. Check that your video camera is working by turning your video camera on. The moderator will let you know if they can hear and see you.

5. Turn your camera and microphone on during your Q&A session. Keep yourself muted if you are not speaking.

6. You will be in a Q&A session with other presenters whose prerecorded sessions were available as part of your concurrent session. Attendees will be able to join the meeting and ask you questions or connect with you about your presentation.

7. It will be helpful to review questions that come in through the chat feature during the session time of your prerecorded presentation so you are prepared for questions that you may receive from attendees.

8. If you have a lot to discuss with an attendee, you may offer to connect with them outside the Q&A session. You can do this by emailing them directly within the conference platform or scheduling a one-on-one meeting – both are features you can access by clicking on the individual’s profile.

Live Round Table Presenter Guidelines

Before the conference:
1. All round table sessions are scheduled for 60-minute live conversations.
2. If you want to share slides as part of the round table, you will share your slides from your own computer. You can create your slides using PowerPoint or as a PDF file that can be shared from your own computer. Use your own template or use the AAPOR 2020 Conference PowerPoint template.
3. To be able to share the PDF of your slides with all AAPOR attendees, please upload your slides in PDF format by April 16, 2021 to the AAPOR Presenter Materials submission site.
4. Double check that you have the needed technology to present. Our 2021 Conference FAQs describe the minimum hardware needed to participate as a presenter.
5. If you do not already have the Zoom Desktop app downloaded on your computer, install "Zoom Client for Meetings" at https://zoom.us/download#client_4meeting.

During the Conference:
1. The live round table sessions will take place using a Zoom meeting format. Presenters and attendees will be able to see each other using video. Presenters can use screenshare to show slides to the attendees as part of the round table, as needed.
2. Visit the page of your round table on the main schedule or in My Agenda. Click on Manage, then Join Meeting, which will send you into the Zoom Green Room. Please join the Green Room 15 minutes before your round table start time for a final system test and to rename yourself in the webinar.
   a. During this time, you will be able to see and hear the moderator and any other presenters, and they will be able to see and hear you. However, the attendees will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in. For round tables, the meeting will automatically start and open to attendees one minute before the scheduled start time of the session.
   b. Check how your name is listed. Click More and then Rename it if it is not correct.
   c. Check your sound levels by unmuting yourself and speaking. The moderator will let you know if they can hear you.
   d. Check that your video camera is working by turning your video camera on. The moderator will let you know if they can hear you.
3. Turn your camera and microphone on during your round table and during the Q&A. Keep yourself muted if you are not speaking.
4. Different types of round table sessions may have different formats.
   a. If you are planning to give an initial presentation or slides, plan to share your screen.
b. Some may start with presentations. Others may start with open discussion. Connect with the moderator of your round table to make sure they know how you would like to format the round table.

5. The moderator is responsible for reading the questions in the Zoom chat or in the chat box on the session’s webpage out loud for presenters.

6. After the round table and Q&A period is complete, presenters may continue to chat with attendees and respond to any questions via the chat box on the round table’s webpage.

Moderator Guidelines

Before the conference:

1. Email the presenters in your session to obtain brief (1-2 sentences) bios to read as part of an introduction for the session.

2. For live paper sessions, let the presenters know that you will keep time through verbal announcements during their presentations. Moderators should plan on giving a 5 minute, 1 minute, and “please wrap up” warning.

3. Double check that you have the needed technology to present. Our 2021 Conference FAQs describe the minimum hardware needed to share your presentation.

4. If you do not already have the Zoom Desktop app downloaded on your computer, install "Zoom Client for Meetings" at https://zoom.us/download#client_4meeting.

During the Conference:

Live Paper Session Moderators:

1. The live paper presentation sessions will take place using a Zoom webinar format. In the Zoom webinar format, the presenters and moderator will be seen over video. Presenters will use screenshare to show their slides to the attendees. The attendees will not be seen over video, but will be able to interact through the Q&A.

2. Visit the page of the session you are moderating on the main schedule or in My Agenda. Click on Manage, then Start Meeting, which will launch the Zoom meeting application for you and all the presenters and put you into a Zoom Green Room. Please open the Green Room 15 minutes before your session start time for a final system test and to rename yourself in the webinar, if needed.
   a. During this time, you will be able to see and hear the presenters and they will be able to see and hear you. However, the "attendees" will not be able to see or hear you, nor will they be able to see anything you or the presenters screenshare until one minute before the scheduled start time, when attendees will be allowed in.
   b. Check how your name is listed. Click More and then Rename it if it is not correct.

3. One minute before the session is scheduled to begin, attendees will be able to enter the Zoom room, but will not actually see you and the presenters until you click "Start Broadcast." When you click "Start Broadcast" on a webinar, attendees will be able to see and hear you and the presenters and the recording of the session begins. DO NOT click Start Broadcast until you are ready to be recorded, and have attendees be able to see and hear you. Plan to click “Start Broadcast” about one minute before the scheduled start time of the session.

4. Give the attendees no more than 2 minutes to enter the session before starting your introduction to the session.

5. At the beginning of the session, welcome attendees to the session. Introduce yourself and give the name of the session. Tell the attendees the ground rules for the session. An outline is provided below. An example script for moderators is forthcoming.
   a. Ground Rules:
i. The moderator will introduce all presenters to attendees and then introduce each speaker, one presenter at a time, according to the order in the conference program.

ii. Each moderator should have a stopwatch or some other method of keeping track of the time for the session handy.

iii. The moderator will verbally announce the time limits for the session. They will provide a 5 minute warning, a 1 minute warning, and a “please wrap up” warning to end the presentation. If the speaker talks for more than 1 minute beyond their presentation time, the moderator should thank the presenter for their contribution and encourage them to go to the last slide.

iv. Each presenter will have a total of 15 minutes for their presentation. If the presenter completes their presentation before their 15 minutes is up, there may be time for you to bring up a question from attendees for the presenter to answer. Be sure to monitor the time to not go beyond the presenter’s 15 minutes. If there is not time for that presenter in their allotted 15 minutes, then wait until the general Q&A session before asking questions. After all of the presentations, there will be time for additional live Q&A.

b. Each session will have a Q&A chat box right side of the screen during the session as well as the chat feature in the Zoom. The moderator needs to monitor questions posted by attendees using both of these features.

i. The moderator will read questions out loud for the presenters to answer. The questions can be read in order or grouped thematically. During the Q&A at the end of the session, if there are questions for multiple presenters, the moderator should aim to read questions so that multiple presenters have the opportunity to answer the questions.

6. Monitor the time left in the session. With 3 minutes left, if there are unanswered questions in the chat, announce that there is time for one more question.

7. End the meeting on time using the End and “End Meeting for All” button. In order for the session to end, you must “End Meeting for All” or else the session will keep going.

8. After the session is complete, presenters may continue to chat with attendees and respond to any questions via the chat box on the session page.

Live Q&A for Prerecorded Session Moderators:

1. The live Q&A for prerecorded sessions will take place using a Zoom meeting format. Presenters and attendees will be able to see each other using video. Presenters can use screenshare to show slides to the attendees as part of the Q&A, as needed.

2. Visit the page of the live Q&A you are moderating on the main schedule or in My Agenda. Click on Manage, then Start Meeting, which will launch the Zoom meeting application for you and all the presenters and put you into a Zoom Green Room. Please open the Green Room 15 minutes before your live Q&A start time for a final system test and to rename yourself in the webinar.

a. During this time, you will be able to see and hear other presenters, and they will be able to see and hear you. However, the attendees will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in. For live Q&A, the meeting will automatically start and open to attendees one minute before the scheduled start time of the session. This will happen without you needing to open up the live Q&A.

b. Check how your name is listed. Click More and then Rename it if it is not correct.

c. Check your sound levels by unmuted yourself and speaking.

d. Check that your video camera is working by turning your video camera on. As moderator, you are responsible for making sure that the live Q&A is recorded. Once the live Q&A is about to begin (within one minute of start time), click on the Record button then select Record to Cloud.
e. Turn your camera and microphone on during the live Q&A. Keep yourself muted if you are not speaking.

3. In addition to attendees asking questions in the Zoom, each live Q&A will have a Q&A chat box on the right side of the screen as well as the chat feature in the Zoom. The moderator needs to monitor questions posted by attendees using both of these features.
   a. The moderator will read questions out loud for the presenters to answer. The questions can be read in order or grouped thematically. If there are questions for multiple presenters, the moderator should aim to read questions so that multiple presenters have the opportunity to answer the questions.

4. Monitor the time left in the live Q&A. With 3 minutes left, if there are unanswered questions in the chat, announce that there is time for one more question.

5. End the meeting on time using the End and “End Meeting for All” button. In order for the session to end, you must “End Meeting for All” or else the session will keep going.

6. After the live Q&A is complete, presenters may continue to chat with attendees and respond to any questions via the chat box on the round table’s webpage.

Round Table Moderators:

7. The live round table sessions will take place using a Zoom meeting format. Presenters and attendees will be able to see each other using video. Presenters can use screenshare to show slides to the attendees as part of the round table, as needed.

8. Visit the page of the round table you are moderating on the main schedule or in My Agenda. Click on Manage, then Start Meeting, which will launch the Zoom meeting application for you and all the presenters and put you into a Zoom Green Room. Please open the Green Room 15 minutes before your round table start time for a final system test and to rename yourself in the webinar.
   a. During this time, you will be able to see and hear other presenters, and they will be able to see and hear you. However, the attendees will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in. For round tables, the meeting will automatically start and open to attendees one minute before the scheduled start time of the session. This will happen without you needing to open up the round table.
   b. Check how your name is listed. Click More and then Rename it if it is not correct.
   c. Check your sound levels by unmuted yourself and speaking.
   d. Check that your video camera is working by turning your video camera on. As moderator, you are responsible for making sure that the round table is recorded. Once the round table is about to begin (within one minute of start time), click on the Record button then select Record to Cloud.
   e. Turn your camera and microphone on during your round table and during the Q&A. Keep yourself muted if you are not speaking.

9. Different types of round table sessions may have different formats.
   a. Some may start with presentations. Others may start with open discussion. Connect with the speakers in your round table to see how they would like to format the round table.

10. Each session will have a Q&A chat box right side of the screen during the session as well as the chat feature in the Zoom. The moderator needs to monitor questions posted by attendees using both of these features.
    a. The moderator will read questions out loud for the presenters to answer. The questions can be read in order or grouped thematically. If there are questions for multiple presenters, the moderator should aim to read questions so that multiple presenters have the opportunity to answer the questions.

11. Monitor the time left in the session. With 3 minutes left, if there are unanswered questions in the chat, announce that there is time for one more question.
12. End the meeting on time using the End and “End Meeting for All” button. In order for the session to end, you must “End Meeting for All” or else the session will keep going.

13. After the round table and Q&A period is complete, presenters may continue to chat with attendees and respond to any questions via the chat box on the round table’s webpage.