Orientation and Instructions for the virtual meeting

1. Login and Confirm Your Presentation Materials in the app. Login to the app with your email address and a password that you create upon your first login (write down your password). Then, if you have submitted materials to be loaded into the system (most relevant for poster presenters), please check to make sure your materials have been accurately uploaded. Session chairs for live oral sessions should also confirm the accuracy of their live meeting URLs
2. **Privileged communication. All materials submitted to this conference should be regarded as privileged communications from the authors to EPA and its members. As such, materials such as pdfs, PowerPoint presentations, data plots, photos, micrographs or any other documents found in the app should be for single use by EPA and its members. These materials should not be downloaded, copied or forwarded. If you desire additional use of any of these online materials, you MUST write to the author for permission to download, copy or use in any manner.**
3. Plan ahead. We are sending you the link to the meeting app so that you can plan ahead and optimize your time at the meeting. We suggest using March 5 and 6 for attending “live” sessions: keynote address, paper sessions, symposia, workshops and posters that include a live link. If a poster doesn’t have a live link, you can get a head start on the meeting by viewing those posters before or after the meeting. On the other hand, when a poster does have a link to a live presentation on March 5th or 6th, jump right in and get the basic facts from the author. Then you can go back in and look at details, even after the meeting.
4. Since all posters will be available both before (starting February 25) and after the meeting, you can get a head start on the meeting by viewing posters when they don’t conflict with the live sessions you want to attend. Some poster presenters are hosting live Q&A’s, while others are not. You can still ask a question of presenters who are not hosting a Q&A. Simply locate the first author in the Attendees list and send him/her a message.

1. Prioritize Live Presentations. Look over the meeting and create a schedule for March 5 and 6 (see My Schedule below). Prior to the meeting look at the posters that most interest you. Note whether a poster will be narrated “live” during the meeting and use that link on March 5 or 6 to hear the author describe the research. Watch pre-recorded presentations at your leisure.
2. The Calendar. The daily schedule of posters, papers and keynote addresses can be viewed most conveniently by downloading and printing the daily calendar from the EPA website. The app is also organized by day and time, but a printed calendar is best for seeing the overview of the meeting.
3. Using the app
	1. HOME PAGE. When you login to the app, you will land on the Home Page. Beneath the main image on the home page, three clickable buttons are shortcuts to view the agenda, the exhibitors and the posters. Below the buttons, you will see a scrolling panel of exhibitors who help to sponsor our conference. The exhibitors also participate fully in the conference, so make sure you visit with them during the exhibitor hours on March 5-6. Below the exhibitor panel is a scrolling panel of our keynote speakers. More information about the keynote speakers can be found in the app.
	2. NAVIGATION. Notice the three stacked horizontal lines in the upper left-hand corner of the app. The main sections of the app can be accessed from any page within the app by clicking the three stacked horizontal lines.
	3. AGENDA. Here you will be able to access sessions and subsessions, times, speakers, speaker information, session descriptions, Zoom links, poster pdfs. You can search the agenda for speaker names, session titles, etc.
	4. MY SCHEDULE. To optimize your time during the meeting, we suggest creating a custom schedule. Simply select a session within the agenda and click on the “My Schedule” button to save it. Then view your saved agenda sessions under the My Schedule section.
	5. SPEAKERS. Click on the Speakers section to view more detail on the speakers and their sessions. Search by name, title or organization. You may also access speaker detail on an agenda session. When you view a keynote address, you will notice a sponsor banner at the top of each keynote address. Exhibitors play an important role in the success of our conference and the sponsor banners remind us of that. For more information about our exhibitors, keep reading.
	6. EXHIBITORS. Click on Exhibitors to find information, descriptions, videos and live Zoom sessions with any of our fantastic exhibitors. Have a question about applying to graduate school or about APA publications? Send a message to the exhibitors and ask your question. Want to meet with university reps and talk about graduate school, books, insurance? Join a Zoom session at 4PM on Friday and Saturday afternoon.
	7. PRESENTERS/ATTENDEES. If you are presenting at the conference or just attending, you will find your name in the list of attendees. Consider personalizing your profile. Add a picture, links to your lab website, your social media accounts, etc. This optional step will enrich your presence at the meeting and may help you connect with more colleagues at the event.
	8. CHAT. You can chat with another attendee, exhibitor or a speaker by sending a *message*. Have a question about a poster? Send the author a message and ask your question. Didn’t understand something or disagree with an interpretation you heard? Send the speaker a message and get clarification. Just click on Message, add the speaker’s name and compose your message. Then wait for your answer in your email inbox.
4. Exhibitors and Social hours
	1. Exhibitors – Just like a physical meeting, we have arranged for exhibitor sponsors to support our meeting. These sponsors include universities that offer graduate programs, APA books and digital publishers that offer new and popular titles in psychology and the Trust, an insurance company that offers information and policies for psychologists who provide services to clients in private consultant settings. You can find out about our sponsors and their programs in the app, as described above. To maximize opportunities for you to interact with our sponsors, we have provided special Zoom sessions each day from 4-5 PM for you to meet with our sponsors and learn about their programs and offerings. Be sure to take advantage of this opportunity to introduce yourself to a number of masters and doctoral programs, to learn about the application process, the program requirements AND to make a first impression. **Send each of our exhibitors a message so that they can follow up with you via email**.
	2. Social hours (5-6 PM). At the end of a long day of meetings, it’s time to meet with friends, new and old. Join a social group via Zoom link as they are announced or create one of your own. To create your own social group (e.g., NYU graduates; Pavlovian Society; friends of foreign film), send a message with Zoom link to the event manager, paul.schnur@gmail.com, and he will broadcast your meeting.