2020 ACMT VIRTUAL BOARD REVIEW COURSE

August 25-28, 2020
Technology Required

- Computer with Audio
- Chrome Browser
- Strong Internet Connection
- Computer with Audio
Whova Event Portal

Go to the Web App: https://whova.com/portal/webapp/bcrft_202007/

The first time you access the Web App, you will need to “Sign up here”
How to Sign Up

• To “Sign Up”, use the same email that you used to register for the course

• Create and confirm your own password – whatever you want it to be! Just something you’ll remember.
• After you’ve signed up, you will just need to sign-in with the same email and password that you’ve created yourself.

• We recommend that you bookmark the page for easy access!
NAVIGATING THE EVENT
Welcome to the Attendee Dashboard

We look forward to your online attendance at the 2020 ACMT Virtual Board Review Course, August 25-28, 2020. Please take some time to review the information below to help maximize your upcoming online experience.

Main Conference
August 25-28, 2020

Launching a Session
Each session opens 10 minutes prior to the start time. To access your live-streamed session(s) click the “Agenda” tab and select the desired session.

Attendance
Your attendance of a session is automatically registered when you click on it to watch. For those of you who have purchased CME, you will only receive CME credits for those sessions you click on to watch during the live event, August 25-28, 2020. You will not receive CME credit for watching recordings of the session after the live event.

Q&A
Type your questions into the chat box during the live event or click on the “Session Q&A” tab to pre-ask your question. The speaker will either respond to your question via chat or during a moderated Q&A at the end of the session if time allows.

Speakers will also be available for a moderated Q&A session during the Interactive Town Hall Q&A on Friday, August 28th from 4:40-5:40 PM EDT.

• This is what you should see when you sign in.
• This is the event “Home” or “Dashboard”
The menu bar on the upper left-hand side allows you to navigate the course. This is where you can access the homepage, agenda, and view and message other attendees.

Engage your fellow attendees with a public chat by clicking the “Community” tab. Create a new conversation topic, or respond to existing topics. It's a perfect way to crowdsource your questions and study together!

Check out our exhibitors! Reach out to them with any questions you have about their products or services and sign up for deals and offers.
The menu bar on the lower left-hand side gives you access to a variety of resources including:

- Transcripts of session Q&A
- Easily downloadable documents (PDFs of slides and handouts)
- Surveys for each session, CME, and the overall event
- Virtual Stimulus (coming soon!)
- Quick links to the online Quiz Bank and Flashcards
HOW TO VIEW A SESSION

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Identify the date and time of your session and click “View Session”
• If the session hasn’t started, you may see the following warning sign. Just click “Proceed Anyway”

A large black box will appear where the Livestream feed or recording will play

Warning

This session will start on August 28th, 7:00 AM EDT (6:00 AM your local time). Currently the stream either has no people or is showing other sessions. Please come back later to attend this session.
Check Captcha

- Click “check captcha”

- Another pop-up window will appear, press “continue”
• Be sure to connect your audio.
• Attendees will automatically be muted during the lectures.
During the lecture, type in your questions through the “Session Q&A” function.
Your question and the speaker’s response will be archived for everyone to reference later.
• Once the lecture is finished, we will have approx. 5 minutes for a moderated Q&A with the speaker.

• Remember, all lectures start on time! So if a speaker is going longer with Q&A, you can choose to stay and listen, but you may miss the beginning of the next lecture.

• If your question didn’t get answered, ask it again during the Interactive Town Hall Q&A scheduled for Friday, Aug. 28th, 4:40-5:40pm ET.
CONTINUING MEDICAL EDUCATION (CME)
To receive Continuing Medical Education (CME) credits, there are four requirements:

<table>
<thead>
<tr>
<th>Register</th>
<th>You must register (purchase) the CME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watch</td>
<td>You must watch the session live during the event, August 25-28, 2020. Your attendance is automatically registered when you click on the session. You cannot go back and watch a recording of the session and claim the CME credit.</td>
</tr>
<tr>
<td>Rate</td>
<td>You must rate the session that you watch and provide session feedback.</td>
</tr>
<tr>
<td>Complete</td>
<td>You must complete the CME Survey, located under the “Surveys” tab.</td>
</tr>
</tbody>
</table>
• After everyone who has registered for CME completes all these elements, ACMT Staff will forward your registration and survey feedback to the University of Alabama (UAB), our accredited CME provider.

• UAB will process this information and email your CME certificate directly to you.

• Attendees typically receive their certificate 6-8 weeks after the conclusion of the event.
FREQUENTLY ASKED QUESTIONS
Will I be able to talk with the speakers?

• Unfortunately not. Your mic will be muted the entire time and your camera will be off.

• You can communicate by submitting your questions through the Q&A Feature or emailing the speaker directly.
Are all the sessions eligible for CME?

- No.
- Each session is identified as to whether it is a CME activity or not.
- There is a maximum of 20.5 AMA PRA Category 1 credit(s) available.
- Physicians should only claim credit for those sessions they watch live.
When will the recordings of the lectures be posted?

• As soon as possible!

• We’ll try to post them same day, but no promises.

• If the staff can’t get them done same day, we’ll make sure they get posted on Saturday, August 29th.
When can I sign-in to the Event Portal and begin accessing info?

• Today!
• If you are watching this video, then you can sign-in to the Event Portal and begin:
  ➢ Downloading slides
  ➢ Connecting with other Attendees
  ➢ Checking out Exhibitors
  ➢ Viewing self-directed modules
What’s happening August 29th? I see it on the agenda.

- Nothing is happening on August 29th!
- All live sessions will be on August 25-28, 2020
- We added a day at the end for any self-directed modules or lectures that got turned into two parters
- You can access and view the August 29th materials today!
How long will I have access to the Course Materials?

• The whova event portal (web app) is available for 6 months after the live event. You will be able to access the recordings and PDFs of slides until February 2021.

• The online Quiz Bank (ProProfs) and Flashcards (Quizlet) will be available for 1 year after the live event, so until August 2021.
TROUBLESHOOTING TIPS
• Make sure your computer settings allow for pop-ups and then refresh your screen.
Live Stream Feed Freezes

• If your live stream screen freezes, exit out of the session
• Go to the Dashboard (homepage)
• Then go back into the Agenda and rejoin the session
Computer Loses Audio

• If you can’t connect to the audio with your computer, try calling in with your phone

• Note: the Meeting ID will change for each session
Chrome Browser

- If nothing is working quite like it should, make sure you’re using a Chrome browser
- We have found a whole host of odd quirks and bugs when using Safari, Internet Explorer, or Firefox browsers.
- Chrome browser really works the best for this platform! Download and install before the event.
STILL HAVING PROBLEMS? WRITE TO:

brc@acmt.net

The ACMT Staff will try their best to help you quickly!
THANK YOU