NRG ONCOLOGY

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NRG Oncology Summer 2020 Virtual Meeting
FAQ for Meeting Leaders

1. **What is the platform for virtual meetings?**

We are working with a vendor to provide a virtual meeting platform. Attendees will be provided access to a meeting webpage which links to various components of the meeting, such as exhibitors, sessions, and pre-recorded materials. We will use Zoom as the underlying software for the individual meetings; attendee's will link to committee meetings from within the meeting platform.

2. **How are we addressing the "Zoom hacking" security risk?**

We have sought to balance ease of use while addressing the potential security risks. Attendees will register for the meeting and receive a password that will be used both to access the meeting page and also the committee sessions via Zoom. Also, for each Zoom session we will disable participant's ability to "share screen". Our training for Zoom hosts will include "disaster preparedness" including potential hacker disruptions so we are prepared to handle a disruption quickly if required.

3. **What is a webcast?**

The audio visual vendor offers us the ability to support a broadcast that can be viewed more easily by larger audience, which will are utilizing for the town halls and plenary-style sessions (not committee meetings). While we will be using an underlying software to capture the live presentation, rather than attendee's being logged into a different system, it will be viewed directly from the meeting page. This allows us to reach larger audiences in a more streamlined manner and will be used for our town hall and plenary-type sessions.

4. **In Zoom, we have the option of a meeting or a webinar – what is the difference?**

Generally, a webinar is probably going to work best as it supports a larger audience. Only those who are identified as "panelist" in the webinar will be visible on screen and able to present, and there is a more streamlined and controlled Q&A feature. The meeting format allows all participants to be viewed on screen and the meeting host may be busier managing "mute". The webinar function does not provide participants the ability to speak unless they are a panelist, or the host unmutes a particular participant. See more https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison

5. **Will we have a chance to practice our presentation/meeting?**

We **strongly** recommend a rehearsal and have included this as part of our package with our vender. We will work with committees to schedule time. If a presenter can't make that time, we will work it out to ensure we can test their systems and support ensure their proficiency within Zoom.

6. **Is NRG charging a registration fee to attendee the meeting?**

Consistent with our effort in the recent meetings – no, we are not charging for members to attend. There is a modest fee for non-members (presenters, of course, will not be charged a fee regardless).

7. **Can I just forward log in information to others who want to attend just my committee meeting?**

All meeting attendee's should register for the meeting, even if they only intend to participate in one session. Importantly, registration enables us to assess how many individuals are interested in attending sessions and ensure our license will accommodate the number attending. NRG also want to assess the number of attendee's and maintain metrics.

8. **What if a presenter has a last moment technical issue?**

We are asking all presenters to submit slides in advance. If a presenter cannot log in for some reason, we can show the slides and the presenter can call into the meeting. If they are not able to join at all, the Meeting Chair will have the option to show the slides or skip that part of the presentation.

9. **Will meeting materials be available to attendees?**

Each meeting chair should make that determination but we strongly encourage doing so. We can post materials on the page for the session and/or distribute to registered attendee's in advance or after.

10. **Will presenters share their screen or will it be done centrally?**

Based on our experience it is **far** better to have the Zoom host or designee advance all slides centrally. This minimizes the time to change between presenters and mitigates presenter technical challenges. However, if a presenter has a strong preference and can demonstrate during rehearsal they are proficient, then it is the Meeting Chair's option to allow it.