

# AMA Research Symposium Instructions and FAQs

## Purpose of this resource

These instructions and FAQs are to help you navigate the virtual 2020 AMA Research Symposium on the Virtual Next platform.

## What does this resource contain?

- **Instructions**
  - How to log into the virtual platform
  - Where to go for help
- **Frequently Asked Questions**
  - How to participate
  - Poster Gallery
  - Poster Competition
  - Voting
  - How to access a Roundtable Discussion

## How to log into the virtual platform

### Step 1: Logging in the first time

- Access your login details via the system-generated email you received. Sender is AMA Research Symposium.
- Click directly on the LOG IN TO ACCESS EVENT button, or copy/paste the link into your preferred browser window.
- Enter email address and temporary password included in your email
- Click Login
- Choose a new password when prompted

### Step 2: Logging in every time after

- Access Login Link: <https://researchsymposium.ama-assn.org/login/>
- Use the email address that you are registered under and the new password you created.

### I did not receive an email with my login link. How do I access my unique link?

- Be sure to check your spam/junk folders. If not there, please contact [support@fervirtualnext.com](mailto:support@fervirtualnext.com) for support.

### Important notes about logging in:

- We recommend using a laptop or desktop with speakers/headphones, **not** a mobile/tablet device.
- Google Chrome browser is recommended for the best experience. The latest versions of Firefox, Safari, and Edge are also supported. We do not recommend Internet Explorer. If you have any questions or problems, please contact [support@fervirtualnext.com](mailto:support@fervirtualnext.com).

## **Basic Troubleshooting**

- Clear your browsing history and cache to fix common system issues including choppy video/audio.
- View instructions below to clear browsing history and cache in the major browsers:
  - [Chrome](#)
  - [FireFox](#)
  - [Microsoft Edge](#)
  - [Safari](#)

## **Where to go for help**

If you have any questions or need assistance logging in, please go to the Help Desk in the navigation bar. Live technicians are available to chat during following times:

12/3, Noon – 8 p.m. CT

12/4, 8 a.m. – 8 p.m. CT

12/5, 8 a.m. – 6 p.m. CT

12/6, 8 a.m. – Noon CT

Or you can email [support@fervirtualnext.com](mailto:support@fervirtualnext.com).

## **How to participate**

### **How do I view a poster?**

- Select Poster Gallery or Poster Competition from the navigation bar. Once in Poster Gallery or Poster Competition, posters will display in randomized order each time you access. You can click on posters in main display, filter by category or search by keyword or name.
- You may locate a presenter's poster by searching their name, poster title, or keyword.
  - Reference the [poster directory](#) for a list of presenters and their poster titles.

### **Can I bookmark posters?**

- You can bookmark posters and view all bookmarked posters in your Profile.
- You can create folders and save bookmarks to specified folders.

### **How do I connect with a participant?**

- After clicking on a presenter's poster, you may send an email to them directly via the email link to engage in conversation offline. Other participants can send you an email, but your email address will not be shared unless you respond.
- Send friend requests!
  - You may send friend requests to other research participants and AMA members. Once accepted, you can begin a conversation.

### **As a presenter, how long will my poster be featured in the symposium? When do I need to be available and how do I participate?**

- Your digital poster (and pre-recorded video presentation if applicable) will be displayed from Thursday, Dec. 3 (noon Central) through Sunday, Dec. 6, (noon Central).

- Cast your votes! You have 3 votes to assign to your favorite research in the poster competition.
- Attend live roundtable discussions for tips to advance your research. Not signed up? No worries - all sessions will be available in view-only mode during specified dates/times.

#### **Can my family and friends view my poster?**

- We encourage you to invite your family, friends, and colleagues to view your poster. They must [create a guest login](#) to do so.

## **Poster Gallery**

#### **What is the Poster Gallery?**

- 400+ medical students, residents and international medical graduates are showcasing research in the Poster Gallery. Categories include: Public Health, COVID-19, Basic Science, Health System Science, Medical Education/Wellness Innovation, and Clinical Vignettes.

## **Poster Competition**

#### **What is the Poster Competition?**

- 50+ medical students, residents and fellows, and international medical graduates with the top scored abstracts are showcasing research in the Poster Competition. Categories include: Public Health, COVID-19, Basic Science, Health System Science, Medical Education/Wellness Innovation.
- Research in the poster competition includes vote buttons. All participants and pre-registered AMA members have access to vote.

## **Voting**

#### **How do I vote for posters?**

- Select Poster Competition from the navigation bar. Once in Poster Competition, posters will display in randomized order each time you access. You can click on posters in main display, filter by category or search by keyword or name.
- After you click on a poster, you'll see a vote button on the left side. When you click on the vote button, you'll be prompted to confirm your vote for that poster and will see the number of votes you have remaining (you have 3 votes to assign to posters). You will not be able to remove a vote once it's been confirmed.
- You can access your votes from your Profile.
- Only participants and pre-registered AMA members can vote.

#### **Who can vote for research in the Poster Competition? As a competition presenter, can I vote for my own?**

- All pre-registered AMA members and poster participants have access to vote for their favorite research in the Competition and may cast a vote for up to three posters. If you are a participant in the Competition, you may vote just not for your own poster.

## **What happens at the end of the Competition when voting is complete?**

- At the conclusion of the event, the top five voted participants are the winners of the AMA Research Symposium Poster Competition. The five winners will be invited to a finals round to present their research to a panel of judges and compete for the overall winner. This new event, AMA Research Challenge, will broadcast Jan. 13, 2021 at 7 p.m. CT.
- If you are one of the top five winners based on total votes, AMA staff will contact you following the event with next steps.

## **What is the voting criteria guidance?**

We recommend considering the following criteria to cast your vote:

- **Organization/visual presentation**
  - Visuals are easy to read and logically organized
  - Grammar and syntax are correct
  - Data is presented in a clear and understandable manner
- **Verbal presentation**
  - Presentation is limited to two minutes
  - Good diction; good articulation
- **Knowledge of material**
  - Author explains in detail relevance to the project

## **How to access a Roundtable Discussion**

If you signed up for a roundtable and received an email confirmation confirming your access, please follow the steps below.

If you are not signed up, we invite you to participate via view-only mode during the specified dates/times. To access, click on Roundtable in the navigation bar.

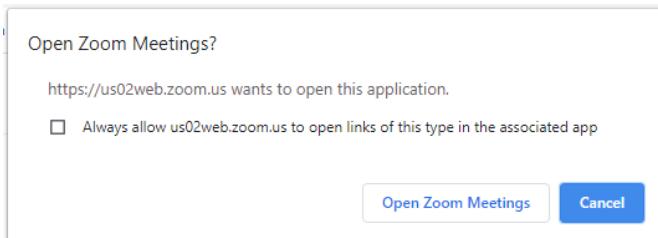
- **6 Tips to get published**  
Thursday, 12/3 | 7:00—8:00 p.m. CT
- **COVID-19 as a public health crisis: How research can inform public policy**  
Friday, 12/4 | 2:00—3:00 p.m. CT
- **Everything you need to know to present research**  
Friday, 12/4 | 7:00—8:00 p.m. CT
- **How to plan a career in academic medicine**  
Saturday, 12/5 | 2:00—3:00 p.m. CT
- **Using social media to promote your research**  
Saturday, 12/5 | 5:00—6:00 p.m. CT
- **How to apply for research grants**  
Sunday, 12/6 | 10:00—11:00 a.m. CT

**Steps for signed up participants:**

**Step 1: Click Roundtable Discussion in the navigation bar**

**Step 2: Enter the Roundtable**

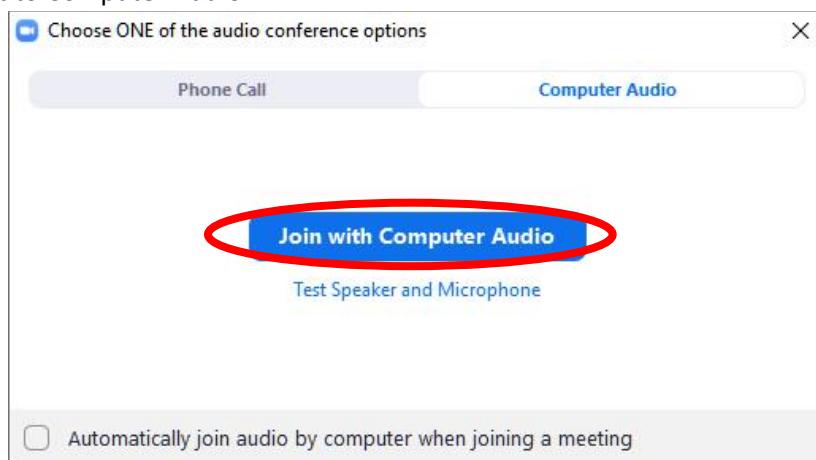
- Upon entry, click “Open Zoom Meetings” to access the meeting.



- Notes:
  - If you join the Roundtable Discussion before your host has started the meeting, you will remain in a virtual waiting room.
  - When the Roundtable Discussion begins, you will join with your microphone muted and your camera off.

### Step 3: Connect to meeting audio

- Connect your computer audio to the Roundtable Discussion. Click the "Join with Computer Audio" button that appears prior to joining. If you do not receive the blue pop up message, you can click on the "Join Audio" button in the lower left-hand corner of the Zoom window to connect to Computer Audio.



### How do I fix choppy audio/video buffering?

- Clear cache/browsing history and refresh.
- Free up bandwidth by closing out of all background applications.
- Switch Internet browsers.
- If none of those solutions work, please visit the Help Desk where a live technician will help troubleshoot.