**Key Dates/Actions:**

* **Registration** - Please [register](https://urldefense.com/v3/__https:/na.eventscloud.com/ereg/newreg.php?eventid=605706&__;!!IKRxdwAv5BmarQ!ODZQ8guXfHQ4Pk7Z9M3DmgqRU3QysAOqwecfsw81rqQia9XkPBLxrYSqVLVHXbBT06cJxkI$) for your session, and any others that you are interested in attending.
* **Slides** - If you have not yet turned in final slides, using the conference PowerPoint template, please submit those to jessica.robins@asu.edu as soon as possible. (No later than March 10th as the last possible day)
* **Dry-Run** - It is recommended that each presenter/presenter group do at least one run-through of their presentation together. The session monitor is the go-to if presenters need an audience for a dry-run.
* **Session Monitor Orientation** - Two duplicate orientation sessions have been scheduled. Each session monitor should attend one of these meetings. Monday, March 15th from Noon-1pm or Tuesday, March 16th 8:30 – 9:30am. Contact jessica.robins@asu.edu if you are a session monitor and did not receive a meeting invite.
* **Zoom Practice Sessions** - for Pre-Award Track sessions in the Zoom Webinar format, a 15-minute practice session will be scheduled between March 17-19.

**Zoom**

* All sessions will be recorded.
* Sessions have been set up using the Zoom Webinar format (unless otherwise specified on the Session List for Presenters and Session Monitors).
  + For a comparison of Zoom Webinars vs. Zoom Meetings, click [HERE](https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison)
* Polls: due to Zoom limitations, only the committee member who created the zoom session will be able to create polls for presenters to use in their session.
  + If you would like to use a poll in your session, contact samantha.munguia@asu.edu.
* Closed Captioning will be turned on for each session to allow a live transcript for attendees who need it. Individuals can choose to not have it visible to them, if preferred.

**Calendar**

A [shared calendar](https://urldefense.com/v3/__https:/calendar.google.com/calendar/ical/c_it6bs7kdnvmmbehd47cq1140dk*40group.calendar.google.com/public/basic.ics__;JQ!!IKRxdwAv5BmarQ!ODZQ8guXfHQ4Pk7Z9M3DmgqRU3QysAOqwecfsw81rqQia9XkPBLxrYSqVLVHXbBTKMyBsqQ$) has been set up for the conference, which includes all session information. The calendar will be updated with pertinent Zoom information and presentation materials.

Please double-check your session date/time on the calendar.

To ***subscribe*** to the Tri-University Research Administration Conference shared calendar from Outlook:

1. From your Outlook Calendar, select “Add Calendar”
2. Select “From Internet”
3. Enter the following address in the text field

<https://calendar.google.com/calendar/ical/c_it6bs7kdnvmmbehd47cq1140dk%40group.calendar.google.com/public/basic.ics>

4. Click “Yes” (or “OK”)