

Important Information for 2020 ASA Annual Meeting Book Salon Organizers

We are asking each organizer to work with your moderator, author(s), and panelists to coordinate an online session. There are two choices: (1) a prerecorded session; or (2) a virtual session held at the scheduled program date and time (Pacific) as reflected in the [online program](#). The ASA staff is here to assist with this endeavor and this message includes detailed instructions and resources that will help you do this successfully.

What are the steps involved in organizing a virtual session?

First, reach out to your participants to find out who is interested in presenting in a virtual session. Participation is, of course, voluntary. Instructions for accessing participants' emails can be found [here](#).

Second, decide whether you would like to organize a live presentation at the normally [scheduled program date and time](#) (Pacific) or a prerecorded presentation. Links to prerecorded sessions will be posted for viewing as soon as they are received (beginning as early as June 1) and will remain accessible until September 30. If you choose to record a session that was presented live at the regularly scheduled time, that link will also be posted for viewing until September 30. One of the advantages of a live presentation is that audience members can engage with participants. Prerecording may be more attractive, on the other hand, for sessions with participants in different time zones.

Third, choose a presentation platform and think carefully about how to structure the session. [Here](#) you can find a list of possible platform options for consideration along with some tips for choosing a platform that meets your needs. Some factors to consider when making this choice include ease of use, security of the platform, accessibility features, and cost.

Fourth, by **July 17** please fill in [this form](#) to provide instructions on how someone can join the presentation live or view the recorded presentation. We will add that information to the session listing in the [online program](#), and it will be available only to registered event participants (registration is free for ASA members and \$25 for non-members). If this information is submitted after July 17, it will still be included in the online program, but event participants will expect a completed program by July 20 and may miss your addition if they don't check back routinely.

Please note that in providing a link to a recorded presentation to ASA, all presenters acknowledge and agree to let ASA publicly exhibit the recorded presentation containing their intellectual property and likeness rights (i.e., image, likeness, name, biographical information, actions, performance, voice, conversations, quotes and material spoken), and to keep the link active for viewing until September 30, 2020.

Questions?

We have created a [2020 Virtual Engagement Resources](#) web page that includes all of the information in this email along with additional detail. If you have other questions, please email meetings@asanet.org and we'll be glad to assist you.

Thank you for considering this request. We hope you are able and willing to assist in ensuring this crucial opportunity for professional engagement is not lost due to COVID-19.