

Important Information for 2020 ASA Annual Meeting Section Business Meeting Organizers

If you are not able to coordinate this meeting online, please work with your section's leadership to find someone who can serve as the coordinator.

You may either conduct the meeting at the [scheduled program date and time](#) (Pacific) or opt for an alternate time. There are two steps you'll have to take to plan a virtual meeting.

First, choose a presentation platform and think carefully about how to structure the meeting. [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.

Second, if you are going to be meeting at the scheduled program date and time (Pacific), please fill in [this form](#) to provide instructions on how someone can join the meeting by **July 17**. 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). 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. If you opt to schedule the meeting at an alternate time, please note that it will not be possible to list the alternate meeting details in the online program. You will need to communicate directly to section members with the relevant information they will need for participation.

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