

UPMC Pinnacle

MEDICAL EDUCATION DAY – Virtual Thursday, April 8, 2021

Dear Medical Education Day Attendees

You Are Scheduled to Attend:

We look forward to your attendance at this Thursday's Annual Medical Education Day (virtual session) April 8th 2021. As announced previously, Med Ed Day will be held virtually via TEAMS (My Teams link). In preparation for the day, we ask that you review the information below:

Accessing the Conference /Virtual Login Details

- Your link to each track of the program has already been sent out
- There were four links sent to all attendees
 - Welcome
 - Medical Track – Oral Track 1 - will run simultaneously
 - Surgical Track – Oral Track 2 – will run simultaneously
 - Keynote Address and Award Ceremony
- Please make sure to use the correct link for EACH portion you will attend.
- *To limit distractions, we would like to offer you the opportunity to **connect from home**. When making the decision to connect from home, please ensure your home environment will provide optimal connectivity. If you choose to connect from your work office, please make sure you limit interruptions and distractions. An attachment is included entitled, "Tips to Make the Most of Virtual Meetings in Microsoft Teams".*

Virtual Support

- Should you experience technical difficulties with logging in using the My Teams Link, please contact the support number listed below:
 - 717-433-5729
 - 717-602-5255

Planning for the Day

- The attachments for the day including the agenda, CME Credit instructions and abstract summaries are attached. Please have these documents easily accessible prior to the start of the conference.
- During the session, there are two scheduled breaks. This time can be utilized for restroom breaks and grabbing some lunch before the Keynote Address.
- Please make sure to have our microphone muted at all times

- Please feel free to use the applause 🙌 emoji to show praise and congratulations for our speakers.
- Utilize the chat feature to ask questions you may have for the oral presenter. Our moderators will do their best to present these questions keeping the schedule on time for each presentation.
- Please login 10-15 prior to the “start” time to ensure all of your connectivity tools are working.