From: Secretariat
Sent: Tuesday, April 30, 2024 3:10 PM
To: rdavp22_chairs@rd-alliance.org
Cc: vp22enquiries@rd-alliance.org
Subject: RDA VP22 - Planning Updates for Session Chairs
Dear VP22 Session Chairs,
Please familiarise yourself with these important updates:

- **Collaborative notes available.**
  The notes can be found on the top of your VP22 web session submission page and accessed via the VP22 programme. Collaborative notes are editable shared documents for making notes during your session.
- **Editing your web session submission.**
  Due to the temporary limited functionality of the new website, session chairs are unable to edit their VP22 session submission webpages. The RDA Secretariat will edit the pages for you. Please send your request indicating the title of your session and required changes to vp22enquiries@rd-alliance.org no later than **Thursday, 9 May**.
- ***NEW* Communication with session chairs now available online.**
  The RDA P22 organisers have communicated important planning updates with session chairs via a mailing list. In case you have missed important communications, please see all updates in downloadable format.
- **Support provided during your session.**
  An overview of support that each session will receive, is listed below:
  - Session supporters have been recruited and assigned to each session. They will assist you with the technical arrangements, including opening Zoom rooms 30 minutes prior to your session start time.
  - A presentation slide template is available for you to use and download.
  - A demo on how to join a session in Whova will be shared.
  - Guidance and advice on how to hold your VP22 virtual session will be shared.
- **Post-VP22 report.**
  The Technical Advisory Board (TAB) will produce a written report summarising key messages from the VP22 groups sessions, pathways, and future activities in a downloadable format for the community. This will replace the post-plenary webinar that was held following the past three plenaries. More details can be found in collaborative notes.

Reminder from the communication sent on 13 April:

- **Highlighting session speakers in Whova.** Presenters of sessions can now be designated as "speakers" in Whova. Being a "speaker" on Whova has several benefits such as increased visibility, highlighting speakers' details under each session description, and the ability to add polls (surveys). Using the polls during your session within Whova is one of the simplest ways to engage with the audience.
  Note: Only speakers can create polls. Therefore, we urge you to add your session speaker details to Speaker_list_VP22.xlsx - Google Sheets to contribute from the benefits. VP22 organisers will upload the details as they become available.
  Deadline: we are aware that not all speakers have been confirmed as of yet. The closing date is **Monday, May 13.**

Please use vp22enquiries@rd-alliance.org for any assistance.
Kind regards,
Irina Hope
RDA VP22 Organising Committee Member