



PRESENTER GUIDELINES

Please read the instructions carefully and reach out to icap-conference@venuewest.com if you have any questions.

Plenary Presentations

90 mins including 10 mins Q&A

Concurrent Oral Presentations

60 mins including 5-10 mins Q&A

Pre-recorded Presentation – due August 15, 2022

As an oral presenter, you are required to submit a recording of your presentation for on-demand viewing. See below for instructions on how to use Zoom or PowerPoint to record your presentation.

Templates and Upload

Please find ppt templates, virtual background and upload link on the [website](#).

If you choose not to use the ppt template, please make sure your slide format is set to widescreen (16:9).

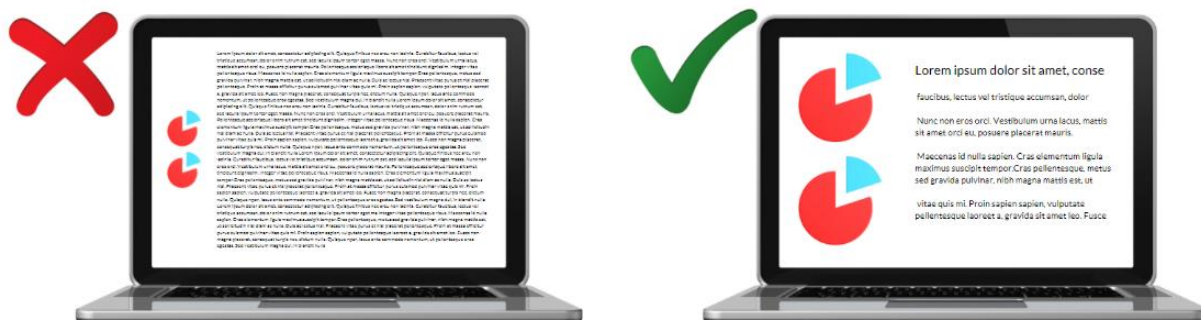
Presentation Slides – due August 28, 2022

Please upload your presentation slides by above date so we can have it ready on the presentation laptop for you. Upload link can be found on the [website](#).

If you are planning to use your own laptop, please let us know in advance.

If you wish to not share your slides due to patient confidentiality, send us a note so that we are aware.

Your presentation slides are there to help drive your message, not BE the message. Try to keep your slides short and to the point. Use your slides as a talking point or highlight, rather than reflecting your presentation word for word.



Questions? Please reach out to our team at icap-conference@venuewest.com and we will be happy to assist.

Recording with video in Zoom

- Click [here](#) to watch a useful video or follow the steps below
- Log in to your Zoom account (free to [join](#)), and select “new meeting”
- You should see your webcam on the screen indicating the meeting has begun. You can choose to turn the video feature on/off by selecting the video icon at the bottom of the screen.
- To set up your microphone, click on the chevron next to the microphone icon. From the pop-up list that appears, select the microphone you wish to use. Test your audio to ensure the microphone icon is filling with some green when you speak.
- When recording in Zoom please be sure that “HD enabled” is selected. This will give you the most optimal video recording. You can find this in the Video Settings tab. If your surroundings are in low light, adjust your Video Settings tab as well.
- Before beginning your Zoom recording, open your presentation (PowerPoint, Prezi, or other presentation software) and set it to speaker/presentation mode.
- Return to your Zoom meeting screen and click on “share screen”. In the dialog window that appears, select your presentation, and click “share screen”.
- Once your presentation is being shared on the screen, expand to full screen, and you will be able to advance slides with your mouse, space bar or arrows on your keyboard
- When the presentation expands to a full screen, your video screen will be reduced to a small window. You can reposition this window to wherever you would like it to appear throughout the presentation. You can also change the size of your video screen from small to large. If you choose to use the larger size video screen, be sure that you have designed your slides accordingly. *Remember, the webcam video will appear in the final recording.
- Select the “Record” button at the bottom of the screen and begin your presentation.
- If you need to take a break while recording, select the Pause button. When you are ready to continue resume by pressing Play for a continuous video. When you are finished your recording, press stop and end the meeting.
- The recording will automatically save to your computer, locate the file and rename using the provided guidelines.

Recording audio (a voiceover) with PowerPoint

- From the PowerPoint Slide Show tab, select the Record Slide Show drop-down arrow, then choose either Start Recording from Beginning or Start Recording from Current Slide.
- A dialog box will appear, select the desired options, then click Start Recording.
- Your presentation will appear in full-screen view. Perform your slide show, make sure to speak clearly into the microphone.
- When you are ready to move to the next slide, click the Next button on the Recording toolbar.
- When you reach the end of the presentation, PowerPoint will close the full-view screen.
- Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a speaker icon in the bottom-right corner.

Rehearse Slide Show Timings:

- Rehearsing timings can be useful if you want to set up a presentation to play at a certain speed without having to click through the slides yourself.
- Go to Slide Show tab, then click the Rehearse Timings command.
- Practice presenting your slide show. When you are ready to move to the next slide, click the “next” button on the recording toolbar in the upper left corner.
- When you reach the end of the show, a dialog box will appear with the total time of your presentation. If you are satisfied with your timings, click Yes.
- If you need more than one attempt to get the timings just right, the Recording toolbar can be used to take a break or start over on a slide.

Checklist after recording

- ✓ Your slides are easy to read
- ✓ Your audio is loud enough
- ✓ You can't hear any background noise that interferes with your presentation audio?
- ✓ Your video is showing your face clearly and in good lighting (Zoom only)?
- ✓ Your recording is no longer than the time specified time for plenary/concurrent oral presentations

Upload your file by August 15

- Videos **will not** be edited.
- Send the file complete and ready to be made available for on-demand viewing.
- Save your presentation as MP4, MOV, or AVI. **MP4 is preferred.**

Visit the [website](#) for the upload link, templates and more.