AM20 PRESENTER GUIDE – LUNCH AND LEARN SEMINARS

Presenter Guide Sections

BASIC PREPARATION GUIDELINES

Preparing your presentation
- Prepare your presentation as you would for a live-audience during an in-person meeting.
- Use 16:9 ratio (widescreen) for your presentation format. A template is available for download in your Conference Harvester.
- You may use the presentation system you are most comfortable with (PowerPoint, Keynote, etc.) During the presentation recording, you will simply deliver your presentation by doing a "screen-share" on the Zoom recording.
- Plan a cohesive session, not individual lectures.
    - Stick to the learning objectives assigned to the session.
    - Stay on-topic; avoid content overlap with other presenters in your session.
- Adhere to the learning objectives specifically assigned to your session.
- Ensure that all presentation materials are the original work of the presenter, or that the appropriate permissions have been obtained and source references are provided (including figures, tables or graphs).
- Do not include corporate or industry logos in any presentation materials.
- Utilize generic drug and product names to avoid marketing bias.

Stay within your allotted presentation time
- Presenter recordings, **collectively**, for your session **must not exceed 45 minutes** (11:00 am - 11:45 am). Please work with your group to determine the length of each of your self-recordings. The live Q&A will take place the last 15 minutes of your session. A moderator will facilitate the live Q&A discussion.

Be sure to embed your videos into your presentations
- If you are including embedded links, check the video play correctly in your recording.
- Ensure that you have the necessary permissions and documentation (if needed) to utilize patient videos in your presentation.

PRESENTER TIPS TO MAXIMIZE YOUR RECORDING

Background and Room:
- Be aware of your surroundings and what your video camera will be capturing while you are recording.
- Put yourself in a secluded area and/or close the door so you have no distractions or background noises.
- Silence your mobile phone and any other device not being used during your recording.

Questions: Email: meetings@aacpdm.org / Phone: +1-414-918-3014

Video:
- Lighting should be in front of you, but not directly on or over you.
- There should be no windows or lights behind you.
- Wear a color that contrasts with your wall color so you stand out.
- Be far enough from the camera that if you move a bit in any direction you do not "fall off" the screen.
- Clean your video camera lens prior to starting the recording.

Audio:
- A headset with a microphone works best for sound quality; alternately, air buds with a microphone or a laptop microphone also work.
- Do not write, type, eat, or play music/TV while recording since all of these sounds will be heard and picked up in your recording, in particular if you use a laptop microphone.
- Speak slowly and clearly. Annunciate and project your voice, just as you would at the podium in a large auditorium.
- Try to remain as comfortable as possible during your recording. When in doubt, breathe and smile.

Camera
- Position yourself to make sure the camera is set at an appropriate height so it is facing you at eye level; this will allow for a more personal interaction while recording.
- Make intermittent eye contact with the camera rather than just focusing on the screen.

Internet Connection:
- Ensure you have a secure internet connection; for best results connect to a hard-wired internet line. Make sure your physical connections–Ethernet cable, power cords, power strips–are functioning properly.
- Let your router breathe. If possible, do not keep it in an enclosed area like a cabinet. Reboot the router if it has not been rebooted in a while.
- Use a hard-wired connection if possible, but if you must use Wi-Fi, the optimal distance is 5 to 8 feet from the router to the computer. 5.0Ghz is faster and less susceptible to interference than 2.4Ghz.
- Turn off Wi-Fi on your cell phone and disconnect all nonessential devices in the area to improve the speed (audio and especially video require a lot of bandwidth). These devices include smart TVs, Google Home, Nest products, Intelligent lights and appliances, smart watches, video game systems.
- Ask other members in your household to refrain from using the network during your presentation time.
- On your laptop or computer, close other windows and programs so they are not running in the background.
- If you have a VPN, turn it off for a faster connection.

Attire
- Business casual attire is encouraged. We recommend wearing solid-colored clothing and to avoid busy patterns.

Practice, Practice, Practice
- It is highly recommended that you complete trial runs of yourself recording your presentation. If needed, forward your recording to a colleague or friend for constructive feedback.
- Notice any excessive habits that should be avoided; such as touching your face, playing with jewelry or tapping a pen.
- Notice if you use excessive verbal pauses ("um, like, so") and try to avoid them.

Review Your Recording

- Re-watch the recording before submitting your file to be sure you are satisfied with the video. Make sure there is no unwanted background noise, the lighting is acceptable, and the camera is at eye level.

Day of Presentation

- The above tips also apply for the day of your presentation when you will be on video for your live session(s).

LIVE VIRTUAL SESSION FORMAT

The virtual format will follow that of a regular live, in-person session.

Lunch and Learn Seminars (formerly "Breakfast Sessions"): 11:00 am – 12:00 pm, CDT (1 hour)

Moderator:

- Welcomes attendees, introduce them self and co-moderator (if applicable).
- Leads LIVE Q&A discussion
- Concludes session with closing remarks, thank presenters and attendees.

Presenters:

- Each recorded presentation will play in presenter order.
- Each presenter completing the "Presentation Order" task in his or her Conference Harvester **no later than September 8, 2020** will determine the presentation order.

LIVE Q&A

- The facilitated live Q&A will take place after the pre-recorded presentations have played (11:45 am – 12:00 pm).

ON-BOARDING

Participate in a live demonstration with one of the technicians where you can interact with the virtual platform. Thus, allowing you to have first-hand experience of the platform, ask questions, and build confidence.

We encourage you to sign up at your earliest convenience as dates and times are subject to availability.

Sign up HERE.

SELF-RECORDING GUIDE

All self-recordings must be submitted as an MP4 file; no other file type will be accepted. You must **submit your recorded presentation file (.mp4 file, only) no later than Wednesday, September 9, 2020**.

All recordings are to be done using the screen-sharing platform, Zoom

You are encouraged to download the Zoom application onto your computer for best results (paid or free trial/basic subscription).
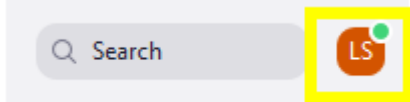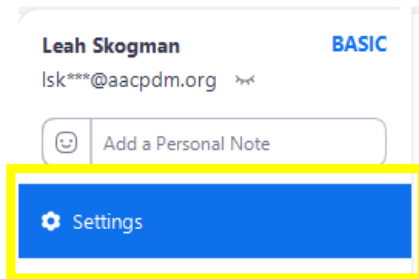
WHAT YOU WILL NEED

- High speed broadband internet connection
- Device (preferably a desktop or laptop computer) with;
    - Camera
    - Microphone
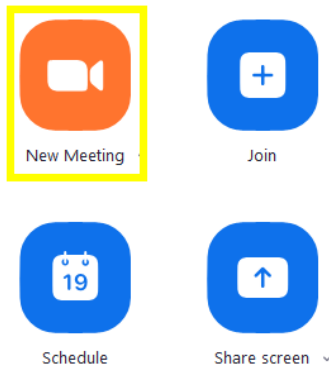   - Speaker

INITIAL SETTINGS

- Once you have opened the Zoom application, click on your icon in the upper right hand corner of the dashboard/home screen to access your basic settings (it will be either your initials (as shown below) or your profile picture pending how you set up your account).

- On the drop-down menu click on "Settings" to access your Zoom settings, adjust your settings as needed.

- Click on "New Meeting" on the dashboard when you are ready to begin the steps to record your presentation.

MICROPHONE AND VIDEO CHECK

- Be sure your microphone is not muted (unmuted) and test your microphone
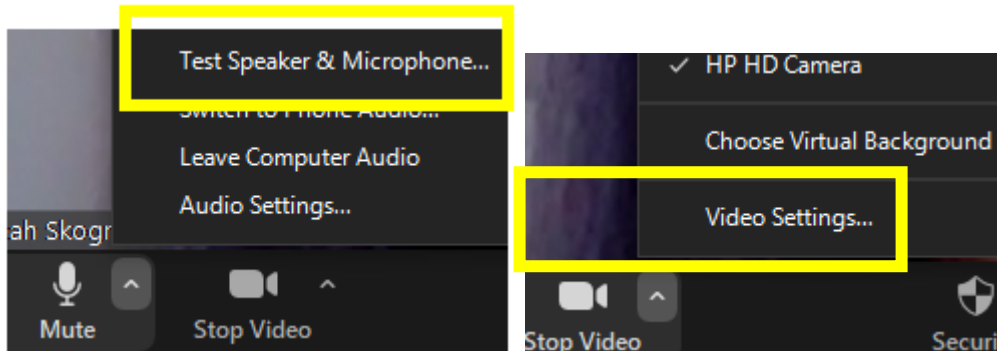- Be sure your video is on

You are **unmuted** and your video is **on**

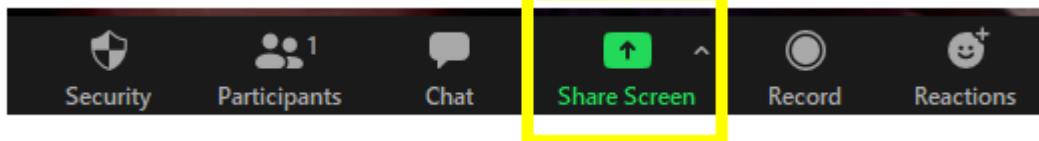You are **muted** and your video is **off**

- You may click on "^" to access settings and/or to test the microphone and video
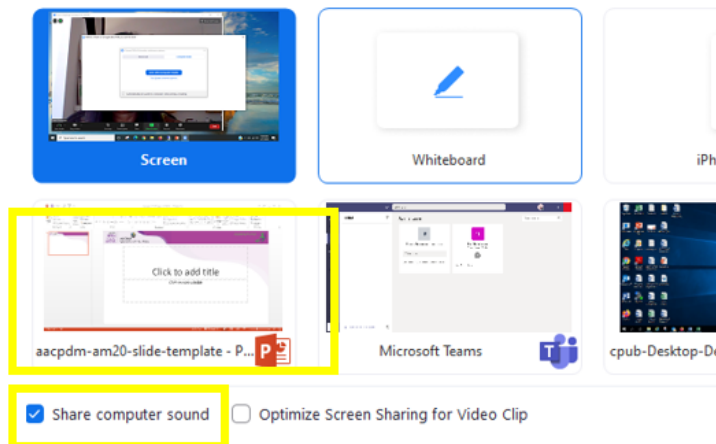

Test Speaker & Microphone...
Leave Computer Audio
Audio Settings...

✓ HP HD Camera
Choose Virtual Background
Video Settings...

SHARE SCREEN

- Be sure to have your presentation file (i.e. PPT file) **open** before clicking on "share screen".
- Select **Screen Share** (menu bar can be found on the lower part of your screen)

- Select the window where you see your presentation file.
- Select **Share Computer Sound** if you will utilize videos that contain audio. This will record your voice plus the video sound simultaneously.
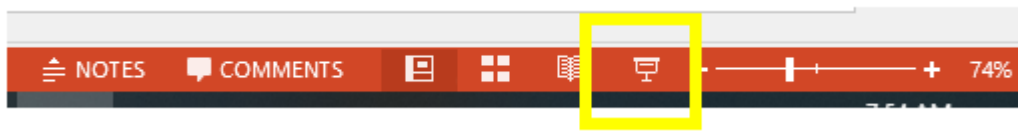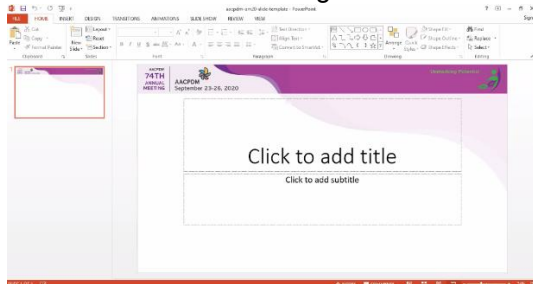

☑ Share computer sound   ☐ Optimize Screen Sharing for Video Clip

- Once you click "share screen" you should see the below in the upper portion of your screen. When you hover your mouse over the green bar, this will drop down the menu bar to access the "More" selection which you will need later in order to access the "record" option.

- Click on the icon to switch to "slide show" view

Screen view before clicking on "slide show" view
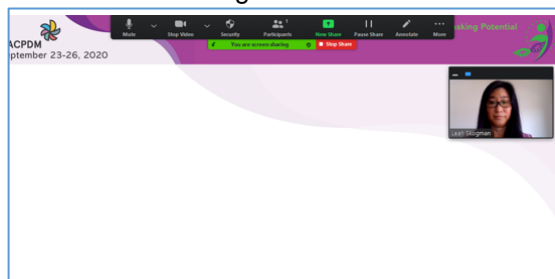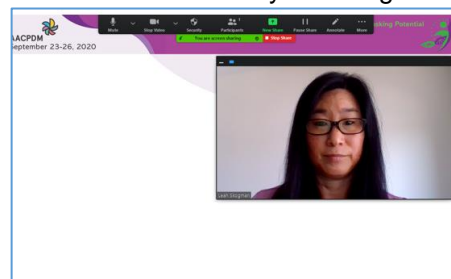

Screen view after clicking on "slide show" view

- **Enlarge** the video thumbnail of yourself.
   o Hover your mouse in the lower left corner of the video thumbnail of yourself
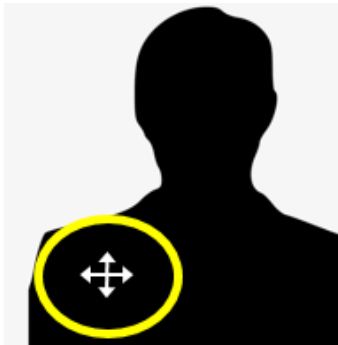   o Click and drag to expand the video thumbnail

Video thumbnail original scale

Video thumbnail after you enlarge it
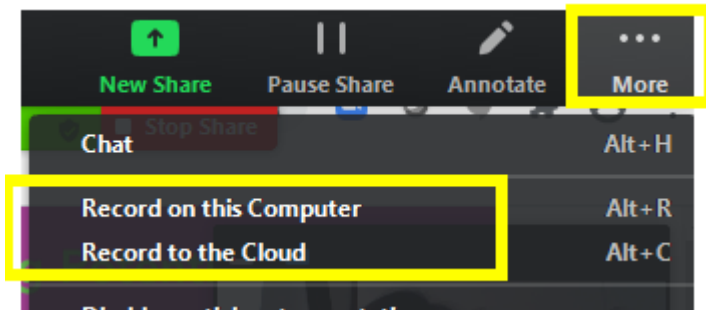
- Once you have enlarged the video thumbnail, hover your mouse over the thumbnail until you see "arrows"; click on the image and drag the thumbnail to where you would like it placed on your screen while you are recording. **Please note:** the video will show on the right side of the screen when you play back the recording and the video thumbnail will not block or cover your slides.

RECORDING YOUR PRESENTATION

- When you are ready to record, select **More** in the top menu bar (hover over "you are screen sharing" to view the menu bar to access the "More" selection.
  - ○ Select **Record to the Cloud or Record (to Computer)** when you are ready to begin. 'Record to the Cloud' option is only available with a paid subscription (not a free trial/basic subscription)

- There is an approximate two (2) second delay from the time you start recording to when your voice will be picked up. If you start speaking right away the recording may not pick up your voice. You are encouraged to do a quick trial recording to familiarize yourself when the recording of your voice will begin.
- After you stop the recording, you must **end** your Zoom session in order for the recording to convert to the .mp4 file and become available for viewing. The conversion will automatically being after you have ended your Zoom session.

REVIEW YOUR RECORDING

- **Re-watch the recording** to be sure you are satisfied with the video before submitting. Make sure there is no unwanted background noise, the lighting is acceptable, and the camera is at eye level.

SUBMITTING YOUR RECORDED FILE

- You will upload your file via a secure method using Dropbox. Submit the .mp4 file to the AACPDM Secretariat **HERE**. Please do not send your file individually or separately by email or by any other method. All files must be received via the AACPDM Dropbox folder.
- **You must submit your recorded presentation file (.mp4 file, only)** **no later than Wednesday, September 9, 2020**.

Thank you for participating in AACPDM's 74th Annual Meeting