



Presentation Recording Instructions

Your abstract or other presentation has been approved to be part of the 2021 American Surgical Association (ASA) 141st Annual Meeting, being held April 15-16, 2021. These instructions will help you to provide the highest quality video of your presentation, using Zoom. *Please Note: Videos that do not adhere to the strict time restrictions will be returned for editing. If you do not know the exact length of your presentation, contact Angela Allard, at AAllard@prri.com.*

Your initial video submission will be your final submission, so please review and make all final edits to your presentation before scheduling your recording session.

How to Record Your Presentation for ASA

STEP ONE: Prepare Your Content

This may be the most difficult step, because most likely, you will need to finalize your presentation several weeks before the conference. The actual recording of your presentation only takes as long as your actual presentation length, so make sure you are aware of any deadlines ahead of time.

With key dates in mind, it's time to go through your PowerPoint®, Keynote®, PREZI®, or other presentation software with a careful eye to detail:

- Remember to proof your slides individually, to be certain that your content is final. If you have a team that can review your presentation prior to your recording, this will save you potential re-recording or editing steps.
- Include a presentation title slide during your audio introduction with your name, organization, and abstract title.
- Many events require that you include a disclosure slide. It's best to add this immediately after your title slide. If you have no disclosures, please state that while showing a blank "No Disclosures" slide.

• ~~Keep a laser pointer~~ Allows you to record "laser pointer" or mouse movements. Use the pointer to make a circular motion around any key elements of your slides for emphasis. When not using your mouse as a pointer, remember to move it off the screen or to a corner of your slide.

• ~~Do not~~ simply read your bulleted presentation content. Instead, develop scripted bullet points that enhance the content of each slide. This will make the listening and viewing of your video presentation much more interesting, and allows you to provide more information than the physical space of each slide. It also helps to keep your narration sounding "live," versus scripted.

- Practice and time yourself giving your presentation, to ensure that you stay within the maximum video length that is allowed for your time slot. Ask the event organizer if you must leave time for Q+A, or if you can use your full time slot for the recorded presentation. Keep in mind that if your pre-recorded video submission runs long, the conference organizers may choose to not include you in the virtual event.

STEP TWO: Set Up Your Recording Studio

Find a quiet place and use the best equipment you have available. Following these tips will shorten the length of time you will need to spend during your recording appointment.

- Determine the best location and time to record your presentation. This may be late in the evening or early in the morning, when there are fewer distractions and less background noise. Be sure to sign up for a recording appointment time that you will not have to cancel.
- Remember that even a quiet HVAC unit may sound louder on your recording.
- The closer you are to your microphone, the higher the quality. Do a test record to confirm you are happy with the quality.
- Raise your webcam to eye level or above.
- If you use an external keyboard or mouse, tapping or clicking may be louder on the finished video than you think, so keep this in mind and listen to your test recording.
- If your embedded videos include audio, plug headphones into your audio jack or mute the speakers. You do not want to “double-record” the audio through the software and through your microphone at the same time.
- Turn off your cell phone and unplug any other phones or devices that may unexpectedly turn on or make noise during your recording session.
- Don’t forget to start your recording with an introduction that includes your name, organization and presentation title. And if you need to mention any disclosures, do so at the start of your presentation.
- Pretend that you are presenting to a “live” audience. Use bullet points and don’t read a script. Look at your webcam as much as possible.

STEP THREE: Press Record!

You’ve finalized your content, proofed for errors, and practiced your timing. Now it’s time to record.

See the next page for detailed Zoom recording instructions.

Recording Your PowerPoint Presentation and Webcam with Zoom

You may use Zoom already for your online meetings, so taking it step further by using it to record your presentation may be the best plan for you. The best part is, you do not need anyone else to be on the call that may be a distraction; you can do this all by yourself, even with the free version of Zoom.

If you are recording a Discussant presentation, you will not need to share your screen; simply record your webcam only.

OPEN YOUR POWERPOINT PRESENTATION

First, open your PowerPoint presentation and click "Slide Show." Then click "Set Up Slide Show." Under Show Type, choose "Browsed by an Individual (Window)," as this will allow you to present in slideshow view without being in full-screen mode. Click "OK." Finally, click "Play from Start" or "From Beginning" to begin the slide show.

OPEN THE ZOOM APP AND SHARE YOUR CONTENT

Now it's time to start a New Meeting within Zoom. If you are asked to choose an audio conference option, click "Join with Computer Audio." At the bottom of the Zoom window, click on the "Share Screen" button. A window opens, showing the various options you have for sharing. Click on your PowerPoint presentation.

If your presentation includes any sound files or videos with audio, make sure check off the box titled "Share Computer Sound." You can also check the box to "Optimize Screen Sharing for Video" if your presentation includes a video. Finally, click the "Share" button. You should see a green outline/box appear around your PowerPoint presentation window.

SET UP YOUR WEBCAM WINDOW

You should also see your webcam window. If others are on the call with you, make sure you set it so that you only see your webcam, not a "stacked" gallery of all webcams. This comes in handy if you are co-presenting, but generally we only want to see you during your pre-recorded presentation. Go ahead and reposition and re-size your webcam window. Drag it right to the top-right edge of your PowerPoint window. Do not drag your webcam OVER your PowerPoint; the webcam will be recorded even if it is outside of the green box. If you leave your webcam over your content, Zoom will record that, and your webcam will be covering your presentation content.

START YOUR ZOOM RECORDING

When you begin "sharing" within Zoom, the control bar minimizes and moves to the top of your Zoom window. If you hover your mouse at the top of the window, you will see the full set of Zoom controls. First, make sure you are unmuted. To begin your recording, click the "...More" button, then select "Record on this Computer." You may also choose to "Record to the Cloud." You are now recorded and can begin speaking and clicking through your slides.

If you seem to have lost control of slide advance, first click the PowerPoint window to focus your keyboard and mouse commands to that window.

If you plan on sharing more than one presentation, document, website, etc., you can click on "New Share" in the Zoom control bar, select the new window you wish to share/record, then click "Share."

STOP YOUR ZOOM RECORDING TO SAVE YOUR VIDEO FILE

When you are finished with your presentation click the "...More" button under the Zoom controls. In order for the recording to be saved, you must click "End Meeting," and then "End Meeting for All." This initiates the transfer and preparation of the recording.

RENAME AND UPLOAD YOUR RECORDING

When Zoom has finished transferring your recording, you should rename it to your LastName,FirstName.mp4. Once you have renamed your file, watch at least a portion of your video, to make sure you are happy with the audio and video quality.

When you are ready, upload your video to this Dropbox File Request Link by [Clicking Here](#) or going to this URL: <https://www.dropbox.com/request/Xi8jB76Aa9yRYSWob9e6>.