

## Information for Oral Presenters to Record Presentations

We are excited to welcome you as a presenter at the 7<sup>th</sup> International Symposium on Focused Ultrasound, 9-13 November 2020! Below you will find all the information you will need for preparing, recording, and submitting your presentation.

We ask that your presentation be pre-recorded. Your presentation recording should be no more than 5 minutes in total (unless otherwise indicated). These pre-recorded talks will be loaded into the virtual meeting platform and available on demand beginning on 1 November 2020.

### PREPARING YOUR PRESENTATION

**Step 1 – Prepare Your Slides:** If possible, and for consistency's sake, presentations should be prepared using Microsoft PowerPoint in widescreen (16:9) format.

Please remember to include the following information on your TITLE SLIDE, so it appears on the screen at the beginning of your presentation: presentation title, your name, title, and organization.

**Step 2 – Prepare a Video Presentation:** You will need to record yourself giving your presentation in no more than 5 minutes and provide us with a copy of the video. If you have a paid Zoom account, we also include instructions below on how to record a video of yourself giving the presentation. Some recommendations for recordings are below.

- Time your presentation and stay within your allotted time frame (5 minutes unless otherwise indicated)
- View the recording of your presentation before submitting it so that you can re-record if needed
- Make sure you are in a quiet and well-lit area (it is better to have light in front of you rather than being back-lit). (for Zoom recordings with speaker video)
- Dress as if you were providing the presentation in person. (for Zoom recordings with speaker video)
- Adjust your screen so that your eyeline is level with your camera. Use a stand, stack of books or boxes if needed to raise your laptop or screen. Remember to look into the camera while presenting. (for Zoom recordings with speaker video)
- Consider your background and choose a background that does not interfere with your presentation (or you may consider a “virtual” background under “settings” in Zoom). (for Zoom recordings with speaker video)

**If you do not have a paid Zoom account,** please create a recording via [voice-over PowerPoint](#) and submit the MP4 file along with a photo of yourself using the link below.

**If you have a paid Zoom account,** you may record your video and your slides simultaneously as separate files. Please follow the instructions below:


1. Go to the Zoom website ([zoom.us](https://zoom.us)) and sign into your Zoom account.
2. Please update your Cloud recording settings to record your slides and your video as separate files by doing the following: Once you login to your Zoom account, go to Settings under Personal. Ensure you have Record active speaker, gallery view, and shared screen separately. You will want to submit the MP4 files of the Active Speaker and the Shared Screen separately.


#### Cloud recording


Allow hosts to record and save the meeting / webinar in the cloud


- Record active speaker with shared screen
- Record gallery view with shared screen ?
- Record active speaker, gallery view and shared screen separately
  - Active speaker
  - Gallery view
  - Shared screen
- Record an audio only file
- Save chat messages from the meeting / webinar

3. Click on “host a meeting” or “new meeting.” From the Home tab, click “with video on” and the meeting room will open. You will need a webcam or a camera on your laptop/monitor for this to work.
4. Click “Join Audio by computer” to activate your mic.
5. If you will be using PowerPoint slides or any other presentation software while making your video recording, make sure you have them up on your desktop. When you are ready to begin referring to your slides, click on “share screen” on the bottom toolbar. You will see a green border around the screen that is being shared. Select the image with the green border that you want to share. Click “share screen” again in the bottom right corner. If you are using a computer with two monitors, move the image to the monitor with zoom on the desktop. To stop sharing, click on the red “stop share” button at the top of the screen.
  - We recommend doing a short test recording of the first few slides to check your audio and visual set up. View the recording to ensure the video quality is acceptable and make any adjustments needed. Then record your full presentation.
6. When you are ready, hit the “record” button to record your presentation. Please record on the cloud.
7. When your presentation is finished, click “stop recording” in the More menu. After your recording is complete, you will be able to find your presentation in the Recordings section of your Zoom account. Zoom will also email you when the recording is ready to download. Please download the MP4s of your speaker view and your shared screen.
8. Upload both videos when submitting your presentation via the link below.


 Shared screen with speaker view

 Speaker view

 Gallery view

 Shared screen

 Audio only

 Chat file

## PRESENTATION UPLOAD/SUBMISSION

**All oral presenters are required to submit their recorded presentation(s) by 16 October 2020.** Because this is a virtual meeting, if we do not receive your video with adequate time before the event, your video cannot be uploaded. Again, if you recorded using voice-over PowerPoint and not Zoom, please also submit a photo of yourself so that we can include that in the video.

Please include the following information in your FILE NAME, so that we may correctly place your document: name and abstract number (BBB-1, TEC-2, etc.). For example, TEC-1\_Smith.mp4, or BBB-1\_Smith.jpg.

### [Submit your Presentation Materials](#)

If you have any questions, please contact Alison Cockrell at [acockrell@custommanagement.com](mailto:acockrell@custommanagement.com).