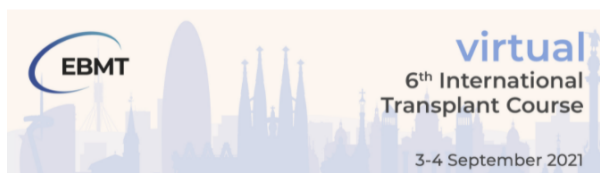# Recording Presentation and Uploading to eSpeaker Guidelines

It is with great pleasure that we welcome you as a presenter at **6ᵗʰ International Transplant Course 2021.** To assist with your pre-recording of your presentation and also your submission of your pre-recording to eSpeaker, please take the time to read these guidelines.

LOGGING INTO eSPEAKER AND EDITING YOUR PROFILE DETAILS

1. You will receive an email with your login details to eOrganiser. Please utilise these details when you login for the first time. Click the following link to be taken to the submission portal - https://itc2021-c77381.eorganiser.com.au/index.php?r=site/login

   You will be able to see the following screen to enter the details provided in the email.

2. Once logged in, we would appreciate you editing your profile to include your bigraphy, photo and other details. These details should be included by **16 August 2021.** Any details not in the system by this deadline may not find their details in the eMeeting virtual platform for ITC 2021.

a. To edit your profile details, please **click on your name in the top right** hand side of your screen. You can then **fill-in your details** and click **save** at the bottom of the screen.
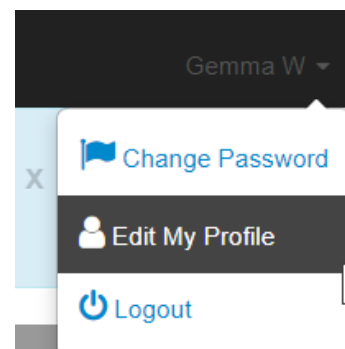
KEY DATES

- Pre-recorded presentation submission deadline – **Thursday 23 August 2021**
- Pre-recorded presentation modification deadline – **Monday 27 August 2021**
- Presenter rehearsals – **Thursday 26 – Friday 27 August 2021** (more information provided in due course)
- ITC 2021 – **Friday 3 – Saturday 4 September 2021**

REQUIREMENTS TO PRE-RECORD

- Laptop/desktop computer with Windows or MacOS
- Webcam, speaker, microphone (please test if built-in or additional microphone should be used. We recommend a headset to be used for clear sound)
- Internet connection

PREPARING YOUR PRESENTATION

All presentations for ITC 2021 will be pre-recorded and submitted for quality checking ahead of the event. Speakers should follow these guidelines on how to submit their pre-recorded presentation by the submission deadline. All sessions will have a live Q&A and instructions for these will be provided in the comings weeks in preparation of the rehearsal dates.

Format - Please prepare your presentation using PowerPoint (16:9 dimension is preferred). All video clips and audio must be embedded within your PowerPoint slides. Most video file types are accepted as embedded video clips, e.g. MP4, MPEG, WMV, AVI, QUICKTIME. The final file size of your presentation will be impacted by video clips, so ensure these are minimised in size as far as possible.

We then ask you to pre-record yourself giving your presentation over your PowerPoint slideshow. Attendees will expect to see you present, therefore we recommend using Zoom or PowerPoint to record as you can include yourself and your presentation. See below on how to record using Zoom and PowerPoint.

We recommend that you rehearse giving your presentation and time yourself speaking ahead of capturing the final recording. Make sure you only upload the final presentation you are happy to share with our audience, and that your presentation hasn't exceeded the time available to you for your talk as per your invitation.

Template – You can find the template under the submission dashboard or attached to the email that you have received with your credentials to login to the platform.

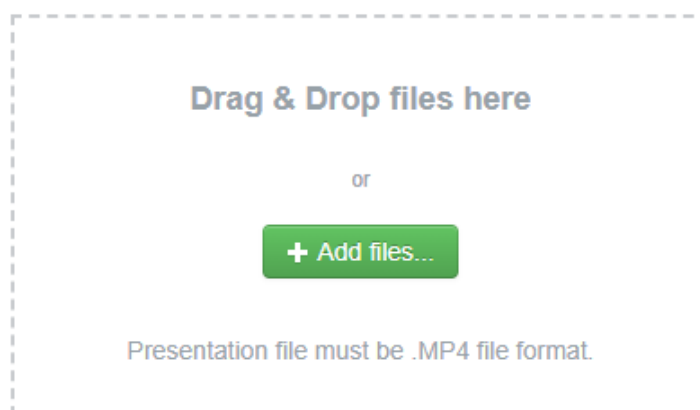## SUBMITTING YOUR PRE-RECORDED PRESENTATION

To submit your presentation, please follow the steps mentioned below:

1. Once you have logged into eOrganiser, please go to the **"Submissions"** tab and then the **"+ Submit Presentation"** sub tab or you can click the purple **"Submit Presentation"** button on your dashboard.
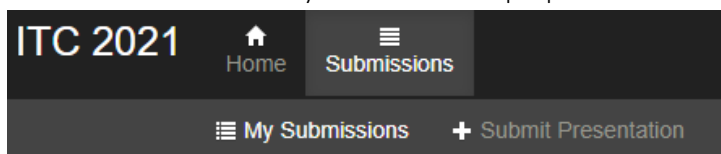
2. Attach your pre-recorded presentation in .MP4 format (maximum file size: 1.5GB). You can re-upload your presentation as many times as you like up until and including the submission deadline. After this date, no more changes can be made.

3. After completing the form, click the purple **"Submit"** button at the bottom of the page.

Please note, if you have **multiple presentations during ITC 2021**, you will be required to fill-in the form per-pre-recorded presentation.
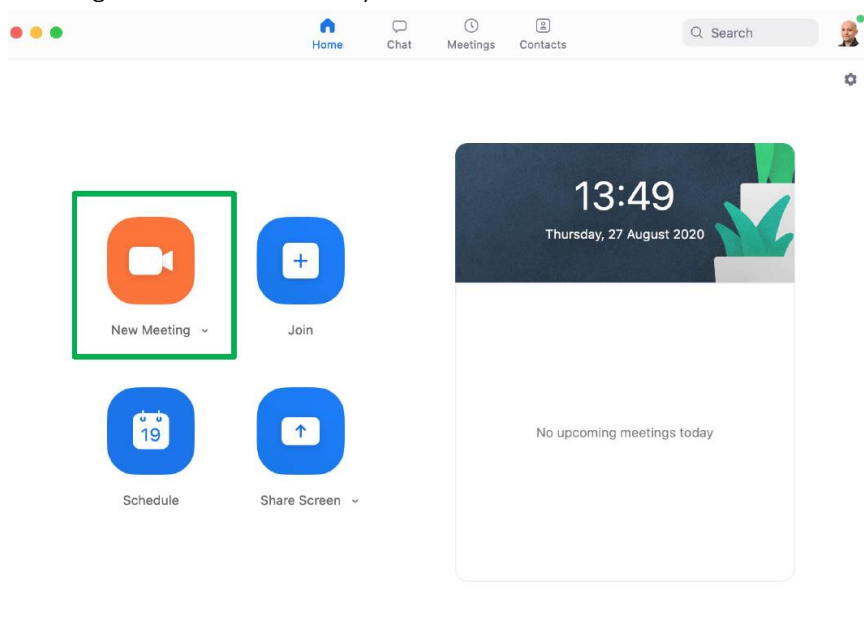
RECORD USING ZOOM

Zoom is free to use for use under 40 minutes. To sign-up or download the Zoom app, please click here.

1. Once the Zoom application has launched, start a new Zoom meeting. "Exit Full Screen" if the meeting window has covered your whole screen.

2. If you are using a slide deck, open it in a new window. In PowerPoint, you can set the slide show to begin in a window (instead of taking up the whole screen) by following these steps:
   o Go to the "Slide Show" tab.
   o Click the "Set up Slide Show" button.
   o Select "Browsed by an Individual Window".
   o Click the "From Beginning" button to begin the slide show.
3. In the Zoom toolbar, click "Share Screen" and select the "PowerPoint window".
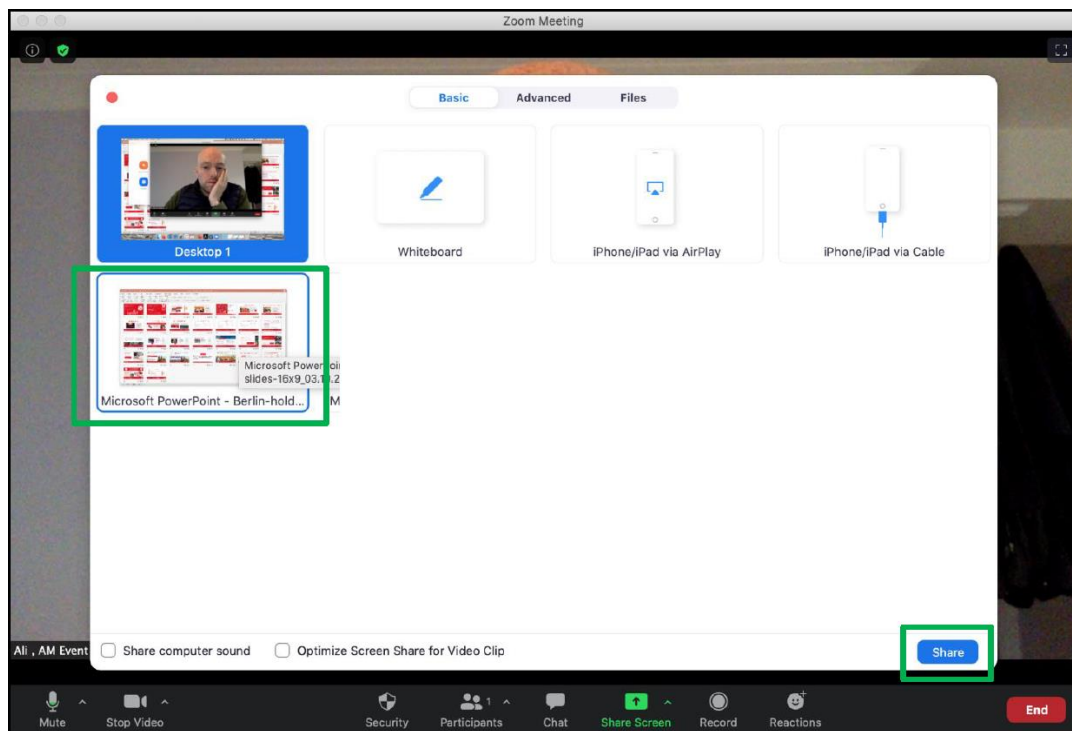
4. Click Alt+R or "Record" in Zoom (it may be under the "More" button). The recording will begin immediately. Go through your presentation. When you are done, click the "Stop Recording" button, or the Alt+R key combination again.

5. End your meeting. Wait for the recording to be processed. It will be saved on your computer, and Zoom will open the folder with the recording. To find out the location of your recording, open up your Zoom settings and then select 'Recording'.

6th International Transplant Course

3-4 September 2021

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- **Recording**
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Store my recordings at: 📁 /Users/alimcgrattan/Documents/Zoom ⬍ [Open]

19.15 GB remaining

- ☐ Choose a location to save the recording to after the meeting ends
- ☐ Record a separate audio file for each participant
- ☐ Optimize for 3rd party video editor ⓘ
- ☐ Add a timestamp to the recording ⓘ
- ☑ Record video during screen sharing
  - ☐ Place video next to the shared screen in the recording
- ☐ Keep temporary recording files ⓘ

RECORD USING POWERPOINT

1. Once your presentation slides are complete, go to the "Slide Show" tab.
2. Click on the "Record Slide Show" button and select "Record from Beginning".
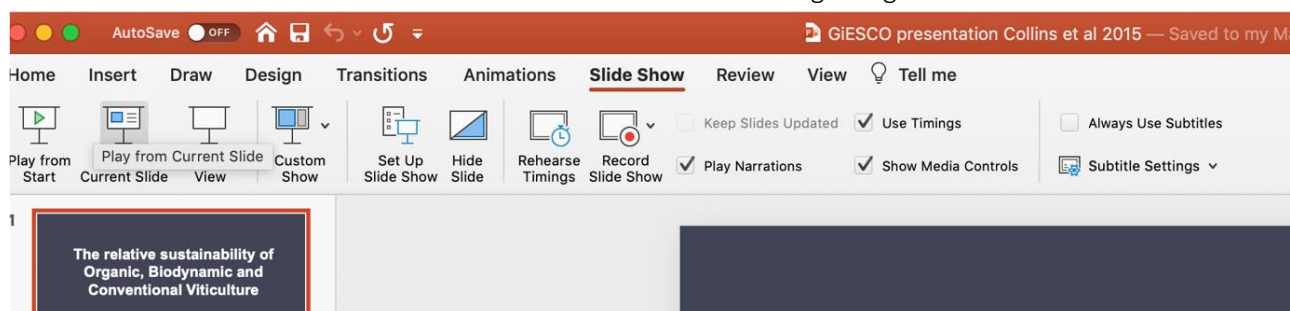
3. You will be taken to "Presenter View". It is here that you can use the "Settings" button on the upper right corner allows you to select your microphone and camera. You can also utilise the "laser pointer", "highlighter" or "pencil" at the bottom when you're presenting.
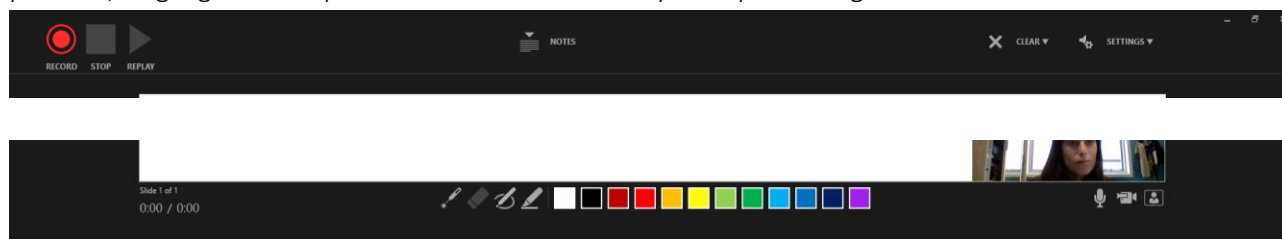
4. Click "Record" on the upper left corner when you're ready to record. PowerPoint will start a 3-second countdown and then start recording.
5. The recording will automatically stop after your last slide.
6. Select "File" -> "Export" -> "Create a Video" to save your recording on your hard drive (We recommend a resolution of 1080p or 720p to make sure the file isn't too big, but the quality is still moderate).

PRESENTATION TIPS FOR PRECORDING

- Make sure your computer is connected to power.
- Rehearse your presentation before you record to test the length of your presentation.
- Close ALL unnecessary files and applications.
- Present in a quiet location.
- Make sure you won't be interrupted by pets, children, partners or colleagues.
- Frame your shot properly as it is vital to maintain eyeline level with your camera.
- Ensure lighting is at eye level as overhead can cast shadows on your face.
- Ensure your background is tidy to limit viewer distraction.
- TURN OFF ALL NOTIFICATIONS (turn your phone, watch, computer, landline, doorbell, etc).
- Have water nearby that can't be spilled over.

QUERIES

All queries relating to the content of your presentation (not virtual platform related) should be sent to education.events@ebmt.org

All queries relating to technical issues with the submission portal should be sent to **Gemma Weltman** at itc2021@arinex.com.au