American Association
of Certified Orthoptists

AACO 2020 National Meeting
RECORDED PRESENTATION Fact Sheet and Toolkit

Like many other conferences this year, the AACO has been forced to avoid in-person gatherings for the safety of our members. Fortunately, we are able to continue educational opportunities by converting the 2020 National Meeting to an online format. Of course, this requires some attention to technology, and this fact sheet is intended to help guide you to a successful virtual meeting experience!

As a presenter who will be submitting your talk by **recording**, there are some important factors that we ask you to take into consideration. This fact sheet provides some overall advice, as well as specific points for actually creating and saving your recording.

- Conference "broadcast"
    - During the actual conference, we will be using the **Zoom Webinar** platform. Each program participant – whether speaking "live" or just attending – will receive a sign-in link that is unique to them, meaning it can be used only by that individual.
    - If you are planning to attend *any* of the educational sessions, including participating in a Q&A session after your pre-recorded talk has been played, approximately one week before the first session, you will receive an automated email from Zoom with your sign-in link and some additional instructions. This same information will be sent to you the day before the first session. Be sure to keep this email handy since it is your pathway into the conference.
    - This link can be used for all of the sessions over the entire 3-day conference (except for the AACO business meeting). Also, you'll be able to sign-out and sign-in again during a session if you need to leave and return.
    - If you receive your email at work but plan to participate in the conference from home, be sure you have access to the account with the sign-in link or forward the link to your personal email address.
    - Please refer to the "attendee" fact sheet that is included in the registration confirmation.

- How we will be handling pre-recorded presentations:
    - All recordings will be saved to the conference computer. Then at the appointed time, the conference organizer will play the recording for all attendees to view.
    - A live moderator will introduce the recorded lecture just as if you were there in person.
    - Presenters who have submitted a recording do not need to sign-in for that session unless you also will be participating in a live discussion panel or Q&A segment.

- Presentation Tips
    - Keep your PowerPoint or Keynote presentation simple. Learners are more interested in your content.
        - Avoid slide transitions, fancy animations or soundtrack audio/music.
        - Don't put too much text on a slide. Short phrases, bullets and larger fonts are best.
        - Keep charts and graphs as basic as possible while still presenting the data desired.
        - You can use the computer's mouse as a pointer or to mark/underline portions of your slide during your presentation.
    - NO copyrighted images or music!
        - Since we are both "broadcasting" and recording all of our sessions for members to view later, copyrighted content is not allowed.
    - Comply with HIPAA privacy regulations.

- Practice before you record; and re-record if you are not satisfied with the first try.
    - See instructions below about how to record your PowerPoint
- Time your presentation! The moderators will be under pressure to keep the program as close to the public schedule as possible. Your final recording may not exceed the time allocated in the program.
- Speak with a normal cadence (not too fast), and speak clearly.

- Setting (environment) for your presentation
    - Select a location with little or no background noise or distractions. Don't sit near an open window with street noise, your neighbor's lawn mower, etc. Keep the dogs and/or kids in another room.
    - Mute anything that rings, beeps or buzzes (such as your phone).
    - If you have access to your own Zoom account, you can record a Zoom presentation while using your webcam. (Note - AACO is not able to help you to create a Zoom recording.) If you choose to do this, please keep in mind the following webcam points:
        - Make sure there is adequate light on your face. Sitting in front of a window will make you look like you're in the witness protection program. Best option is to have a neutral, solid background like a bookcase or solid wall. Having a light in front of you that will illuminate your face is a great idea, too.
        - Elevate the webcam to eye-level. Having the camera on your laptop or mobile device lower than your face will not be flattering, and nobody really wants to see your ceiling. And sit fairly close to the camera so that you take up most of the frame.
        - Sit up straight in your chair or stand if it's more comfortable.
        - Wear something professional looking . . . just as if you were speaking to a live audience in-person.

- Technical requirements –
    - PowerPoint recording instruction: You can record directly in PowerPoint and save the audio and slide timing in your slide show file. This will not allow you to use a webcam, but the audience will be able to hear your audio (voice) along with viewing the slides.
        - This is a good primer on how to do this:
          https://business.tutsplus.com/tutorials/powerpoint-narration--cms-29313
    - Save the PowerPoint file with the narration and slide timings, and we will be able to replay it within PowerPoint.
    - You also can save the file to a video format by using the "File/Export" function in PowerPoint. Make sure you use the recorded narration and timing.
        - If you submit a video file, please be sure it is in "MP4" or "m4v" format.
    - Microphone/Audio Quality
        - For the highest audio quality, we encourage you to use an external USB microphone that plugs into your laptop, or use a headset with a microphone. Most headsets will cancel out unwanted noise or echos that are present when using the computer's built-in mic.
    - Zoom recording instruction:
        - If you have access to a Zoom account, feel free to give your talk in Zoom and record it while sharing your screen. This will allow you to use your webcam so the audience can see and hear you while viewing your slides.
        - Just download the resulting MP4 file and send it to us.

- How to send your file to AACO after completing your recording:
    - Upload your file using our "Hightail" file transfer account:
        - Just go to this website and follow the easy instructions to upload your file –
          https://spaces.hightail.com/uplink/RichardPaulAssociates
        - Put enter your LAST NAME as the first word in the file name along with at least some of the title of your lecture. Please *don't* name the file "AACO 2020"!!!
    - DO NOT use any other file transfer service, such as GoogleDrive or DropBox.
    - Deadline – Submit your recording no later than Wednesday, November 4.

- **Finally, a couple of additional comments . . . .**
  - **Get help if you need it!** While most people with basic PowerPoint computer skills will have no problem preparing a pre-recorded presentations. But it never hurts to have a helping hand ready in case you run into a problem.
  - Adhere to the submission deadline. There are many moving parts to this conference, and we simply are unable to handle a lot of last-minute issues. <u>LATE SUBMISSIONS MAY BE DROPPED FROM THE PROGRAM</u>!

- Questions *before* the conference? Contact Rich Paul at the AACO Administrative Office:
  Email – Rich@RichardPaulassociates.com
  Phone – 847-680-1666