

Invited Speakers & Oral Abstract Presenter Recording Requirements

- Must be an MP4 Video File Format.
- Video must be in a 16x9 aspect ratio.
- Video resolution should be at minimum 1280x720.
- The video file cannot exceed 1GB in size.
 - Please reach out to our team if you are having an issue with this.
- Your recording cannot exceed your allotted presentation time. Please refer to your invitation letter to find out how long your presentation is scheduled for.
 - **Invited plenary & concurrent speakers** – 30 minutes (this includes time for Q&A)
 - **Abstract presenters** – 10 minute presentation, does not include time for Q&A. All abstract presenters Q&A time is compiled at the end of the session
 - If you have any questions regarding the length of your presentation, please email jsalabritas@oarsi.org.
- We recommend using Zoom to record your presentation.
 - **Instructions to record your presentation can be found [here](#).**
- Once your recording is complete you must watch your recording in its entirety to ensure the video and audio are working correctly.
 - Things to look for:
 - Can you hear your audio clearly at a normal volume level?
 - Does any of your PowerPoint content run off the edge of the screen?
- Including a view of your camera in the video recording is optional.
 - If you choose to record a view of your camera, please be sure no content is covered up by your camera image when review your completed recording.
- If you have further questions, please visit the speaker resource page located [here](#). There you will find a video demonstration of how to record and several best practice recommendations.

DEADLINE TO SUBMIT: April 9th, 2021.

Poster / Rapid Fire Presenter Recording Requirements

Poster Presentation (Required)

- Posters can be submitted in either 4:3, 16:9 format or in letter format.
- Posters must be presented on a single page. Multi-page posters will be rejected.
- The poster file format must be a PDF.
 - If you have your poster as a MS PowerPoint, we ask that you export your poster as a PDF.

DEADLINE TO SUBMIT: April 21st, 2021.

Rapid Fire Presenter Recording Requirements (Optional)

- Must be an MP4 Video File Format
- Video must be in a 16x9 aspect ratio.
- Video resolution should be at minimum 1280x720.
- The video file cannot exceed 250MB in size.
 - Please reach out to our team if you are having an issue with this.
- Your recording cannot exceed 5 minutes in length.
- We recommend using Zoom to record your rapid-fire video.
 - **Instructions to record can be found [here](#).**
- Once your recording is complete you must watch your recording in its entirety to ensure the video and audio are working correctly.
 - Things to look for:
 - Can you hear your audio clearly at a normal volume level?
 - Does any of your PowerPoint content run off the edge of the screen?
- If you have further questions, please visit the speaker resource page located [here](#). There you will find a video demonstration of how to record and several best practice recommendations.

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Guidelines for Recording a Virtual Presentation

To assist you with your virtual presentation recording, you will find general guidelines, preparatory details and best practices below for your use.

Internet and Technology (*applicable to recordings in Zoom*)

- Reliable Internet! Wi-Fi connections are acceptable but wired is preferred.
- Be sure to close all non-essential programs such as VPN connections, browser windows, email, programs – these will slow down your connection!
- If you have not restarted your computer and/or run system updates, please do so prior to your recording.
- Turn off Wi-Fi connections for all devices not necessary for your recording.
- If you are recording from a home office, consider asking other household members to refrain from internet usage and disconnecting mobile devices from the Wi-Fi during your recording.
- If possible, use a headset during your recording. If you are not using a headset, please keep the sound coming from your speakers at a minimal level to avoid echo. Headset microphones also help filter background noise.

Location

- Select a quiet area to present. If you are in a location with a door, consider closing the door and posting a “do not disturb” sign so your colleagues or family do not interrupt your recording.
- Be aware of what’s behind you! Avoid bright or busy backgrounds.
- It is best to face a window or light, do not have lights or open windows behind you in the camera shot.
- Wear clothes with solid neutral colors – avoid plaids and tight patterns.
- Dress as if you are presenting IN PERSON!
- Avoid wearing large, dangling earrings.

Workspace

- Keep the webcam on your laptop or desktop computer at eye level. This can easily be accomplished, by placing a book or box under your laptop.
- During your talk, you can keep your script or notes in front of you on your desktop display.
- Consider having a timer within view to ensure you adhere to the timing guidelines outlined for your presentation.

Time to Record!

- **STOP!** As with any presentation, you should practice in advance of your recording and familiarize yourself with the nuances of remote presentations. Consider practicing in the location you plan on using for the recording.
- Be sure to look at the camera.
- Don’t worry about gaffes – you can always re-record your presentation.
- Try not to shift from side-to-side or back and forth.
- Take a deep breath, relax and begin your recording!