

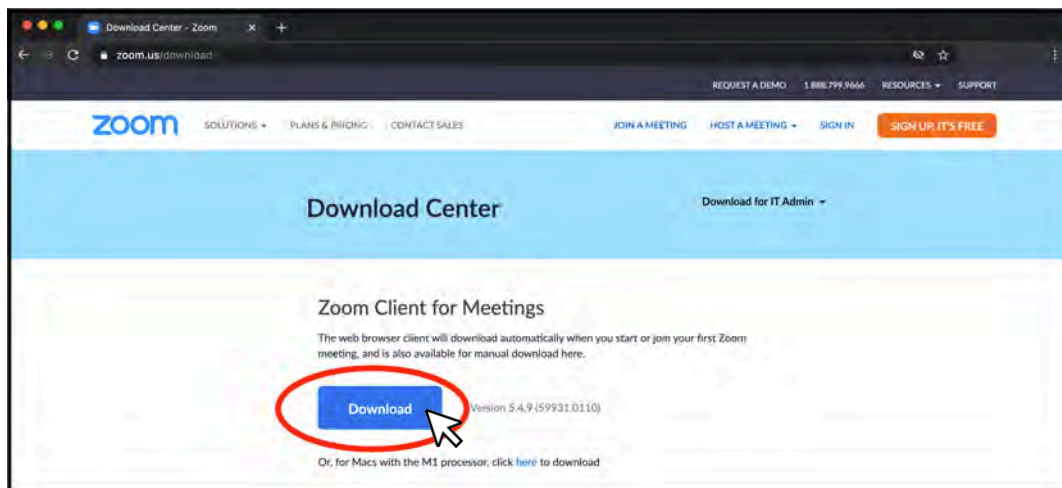
These instructions apply to all presentations at the APSA 2021 Annual Meeting, including Medical Student Posters, with the exception of regular Posters.

Presenters are expected to self-record their presentations in the standardized format presented here and upload the MP4 file as requested to be included in the 2021 Annual Meeting Program.

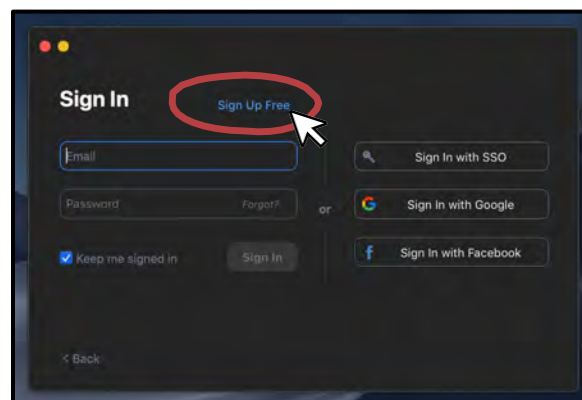
Presenters should include a contact information slide at the end of their presentation to facilitate Q&A, discussions, networking, and collaboration. This may include your +/- your collaborator(s) e-mails, phone numbers, Twitter® handles, and other relevant information. You may also include team pictures and QR codes if desired.

### Instructions:

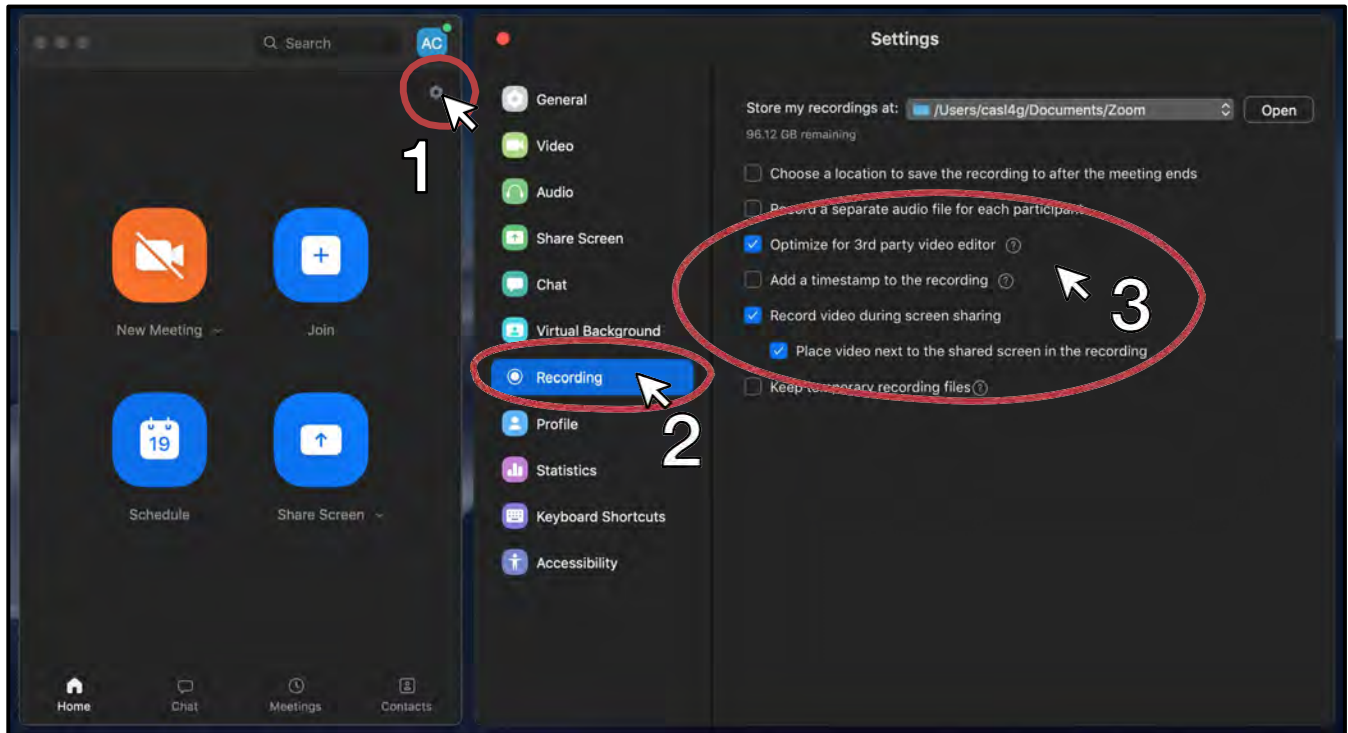
1. Download and install Zoom® Client for Meetings. This software is freely available at <https://zoom.us/download>.



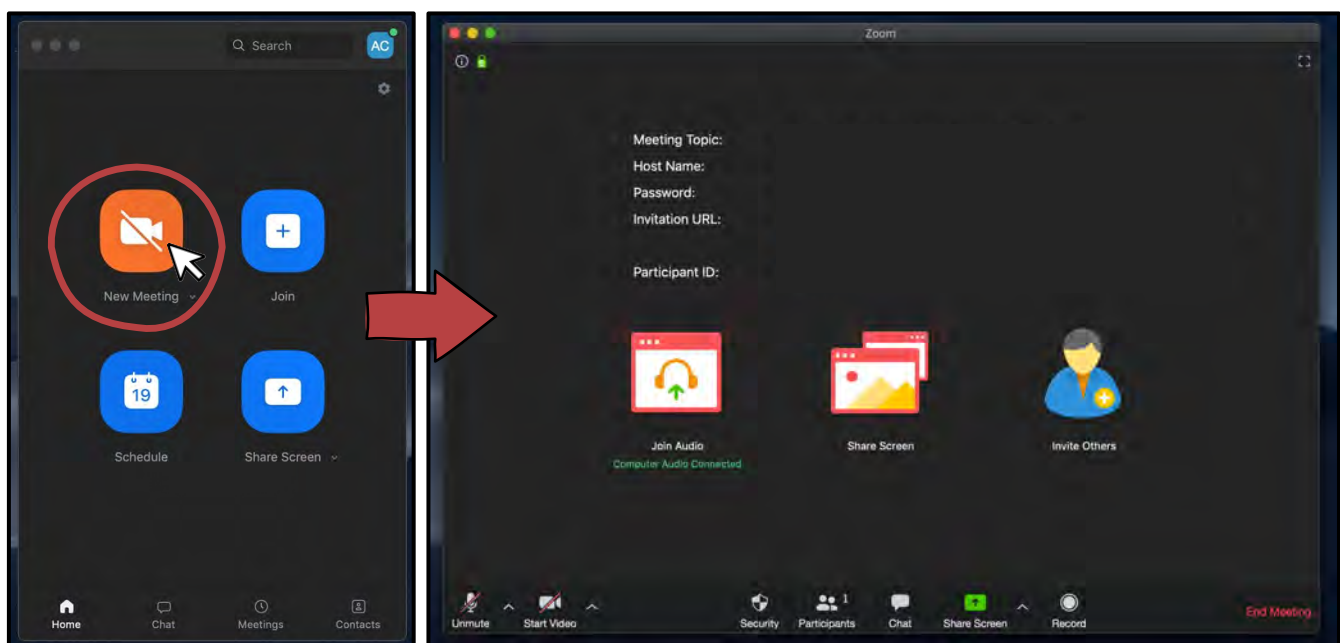
2. Sign in using your existing credentials or create a new account by selecting *Sign Up Free*.



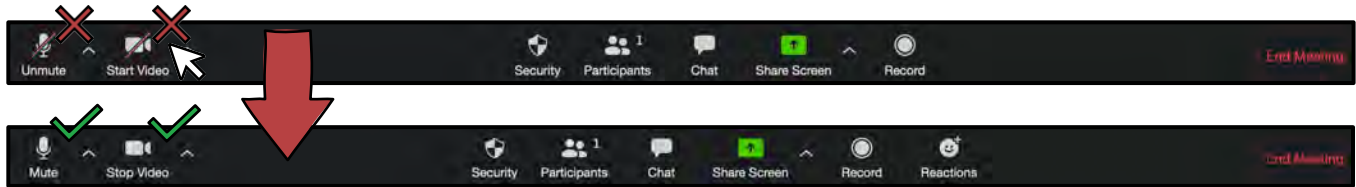
- Go to Settings > Recording > and select the options *optimize for 3<sup>rd</sup> party video editor*, *record video during screen sharing*, and *place video next to the shared screen in the recording* as shown below. You can also select a preferred folder to store your recordings.



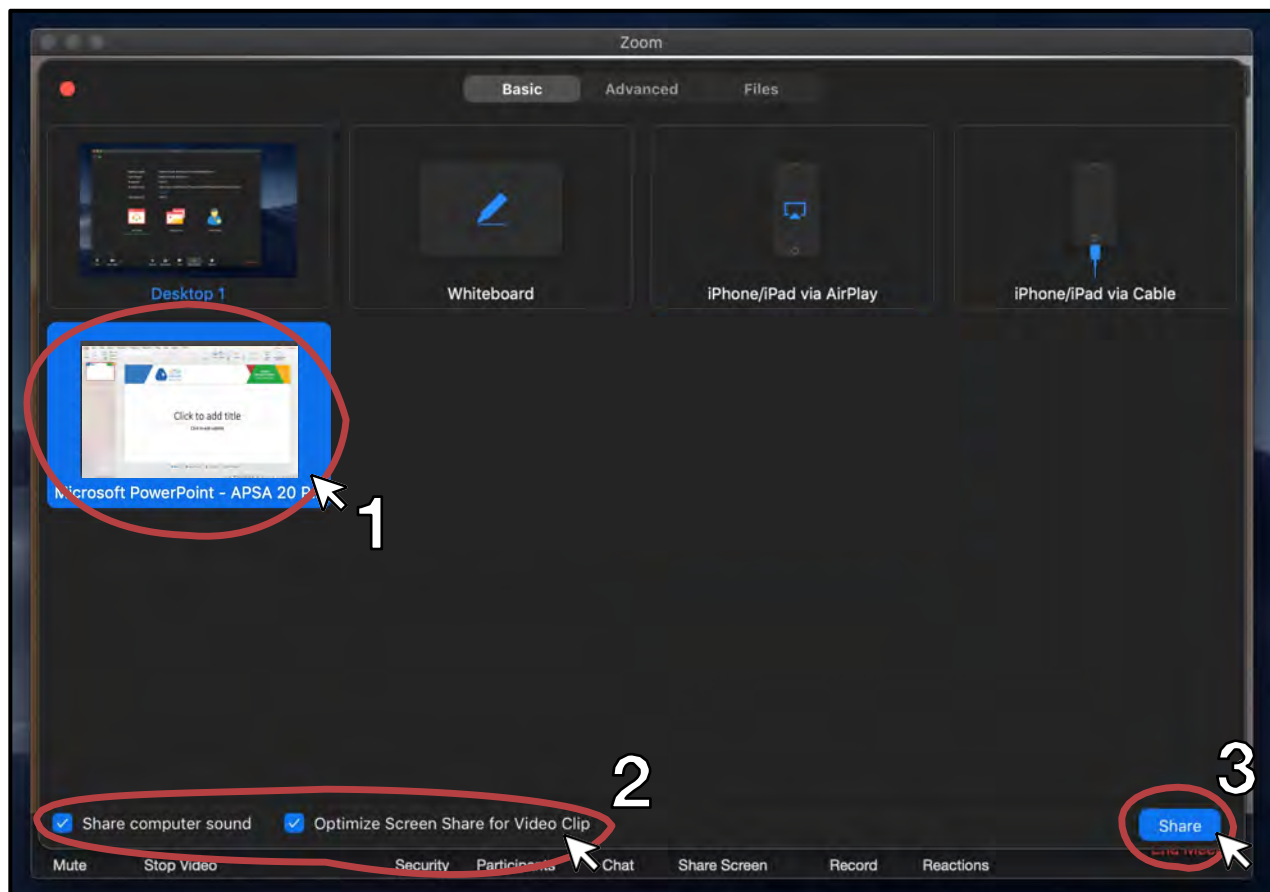
- When you are ready to record, start a *New Meeting* by clicking the orange button in the Zoom® home screen. This will open your meeting room in a new window.



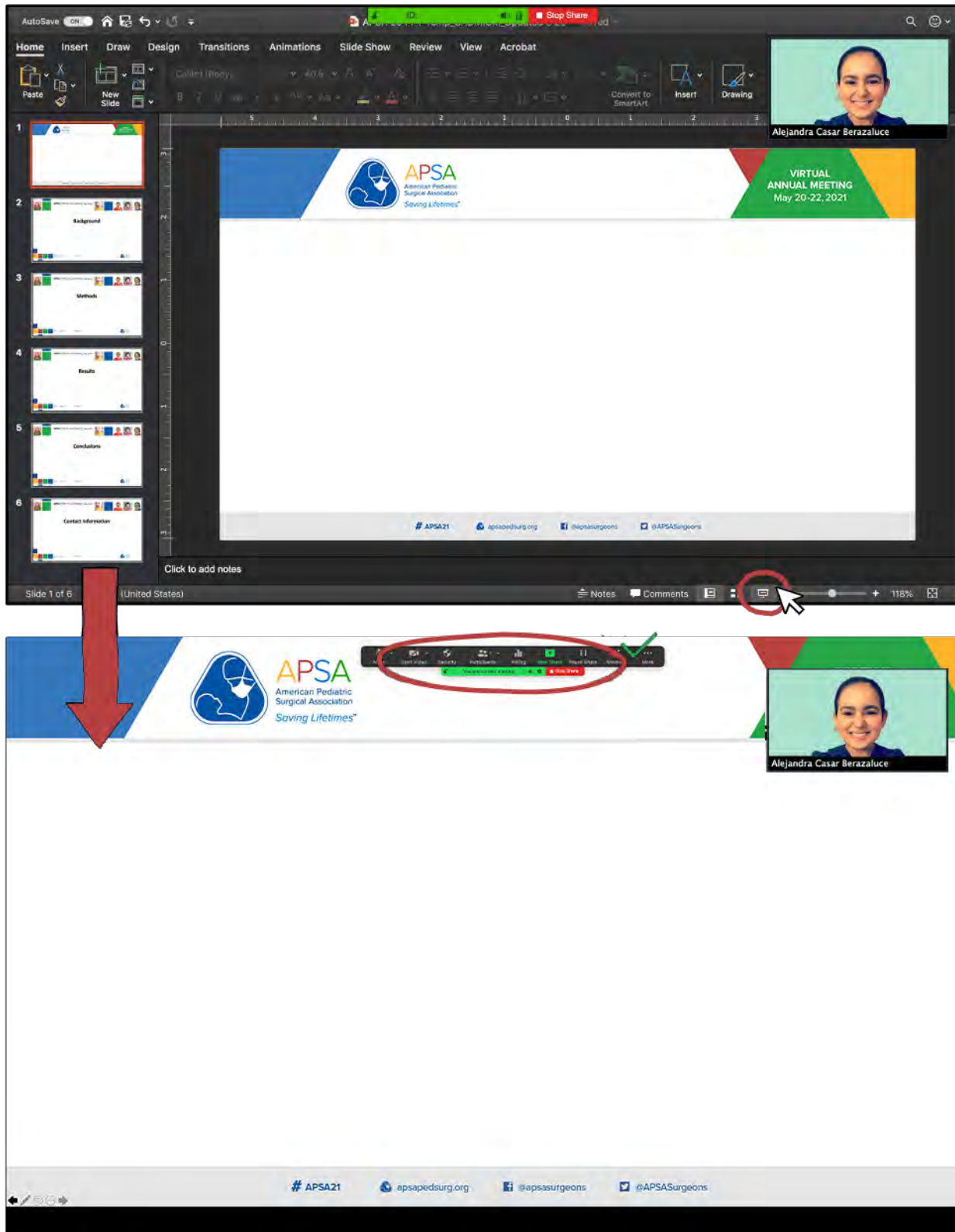
5. Ensure your audio and video are turned **ON** by looking at the control bar at the bottom of the screen. If this is your first time using Zoom®, you may be asked to give permissions to allow access to your webcam and microphone. The correct settings will show microphone and camera icons that are not crossed out, with the legends *Mute* and *Stop Video*.



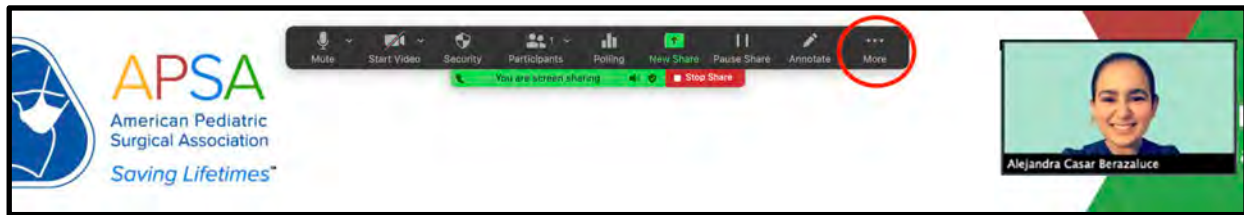
6. Share your screen by clicking on the Share Screen button at the bottom of the screen. You will be prompted to select what to share.
  - a. Select the source that contains your presentation.
  - b. Check the bottom options *share computer sound* and *optimize screen share for video clip* if your PowerPoint® presentation includes audio, animations, or video clips. Make sure to mute your notifications, as those sounds will also be recorded. **Note: Due to technical limitations of Zoom® screen recording, we discourage the use of video clips, as the playback quality will be significantly impacted.**
  - c. Click Share to start PowerPoint® integration.



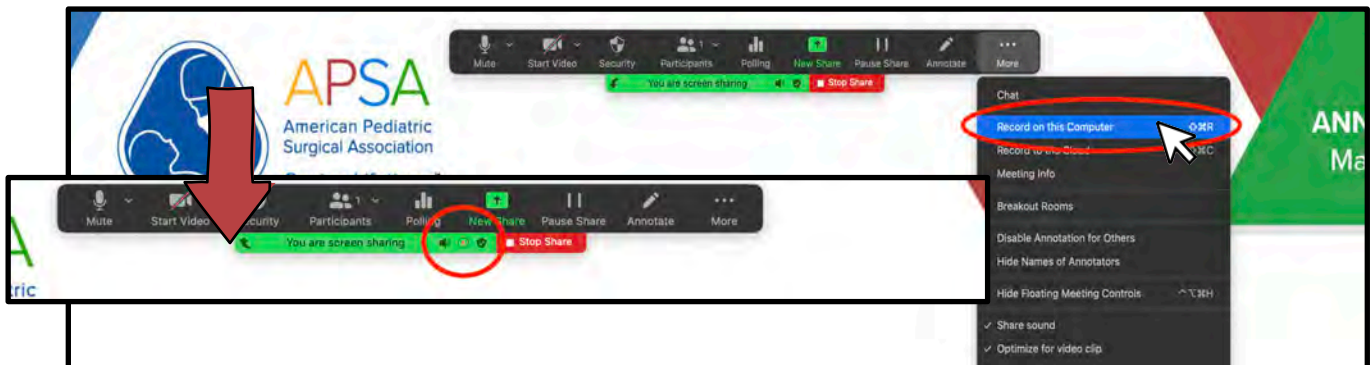
7. Start your presentation in *Slide Show format* to ensure full screen display and confirm that screen sharing is active by visualizing a green bar at the top of the screen.



8. Hover at the top of the screen to expand the menu bar. Click *More* for additional options.

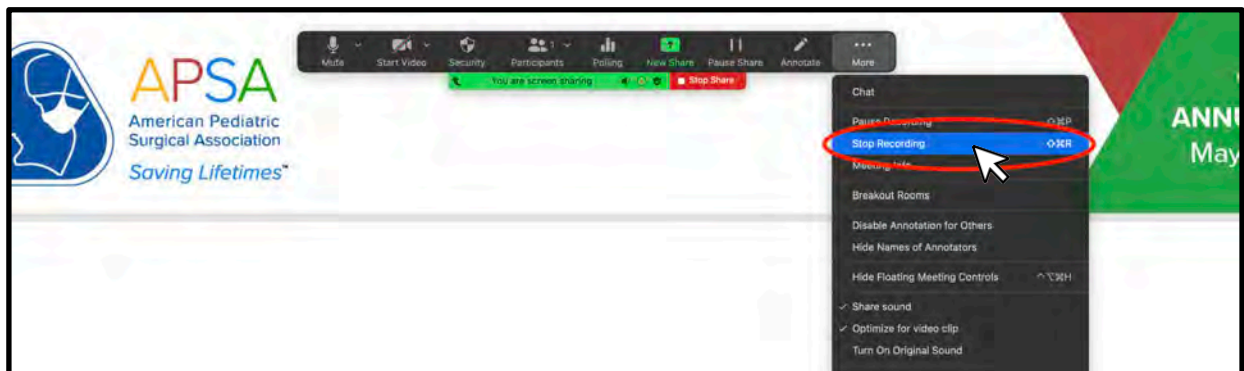


9. Select **Record** to start recording. Your green bar should now display the record symbol.



10. Narrate your presentation while advancing the slides as you would from the podium. Make sure to maintain eye contact with the camera. Try to avoid looking at your slides, as this will break eye contact with your audience on the recording. For more recommendations and best video etiquette, see [Tips and Tricks for Presenter Video Recording](#) below.

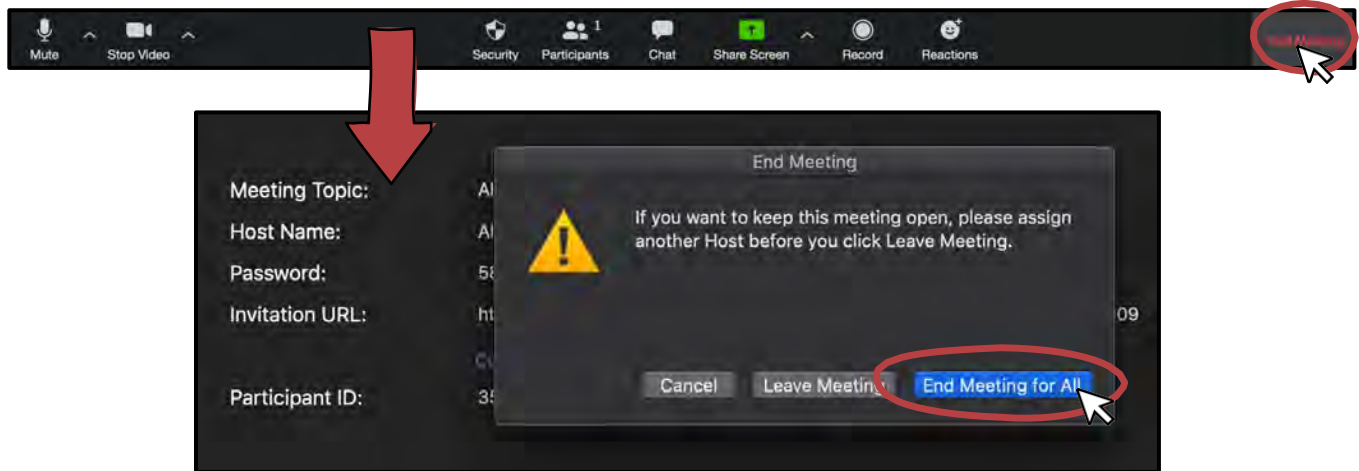
11. When you are done, hover once again at the top of the screen to expand the menu bar, click *More*, and select **Stop Recording**.



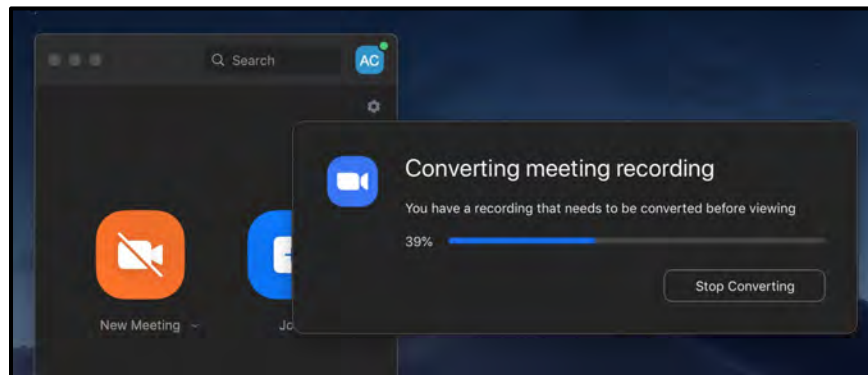
12. Click *Stop Share*.



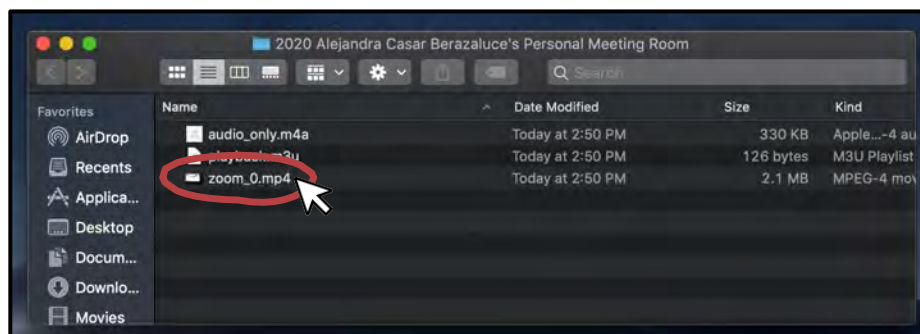
13. Click *End Meeting* on the bottom right corner of the screen. If a secondary window pops up, click *End Meeting for All*.



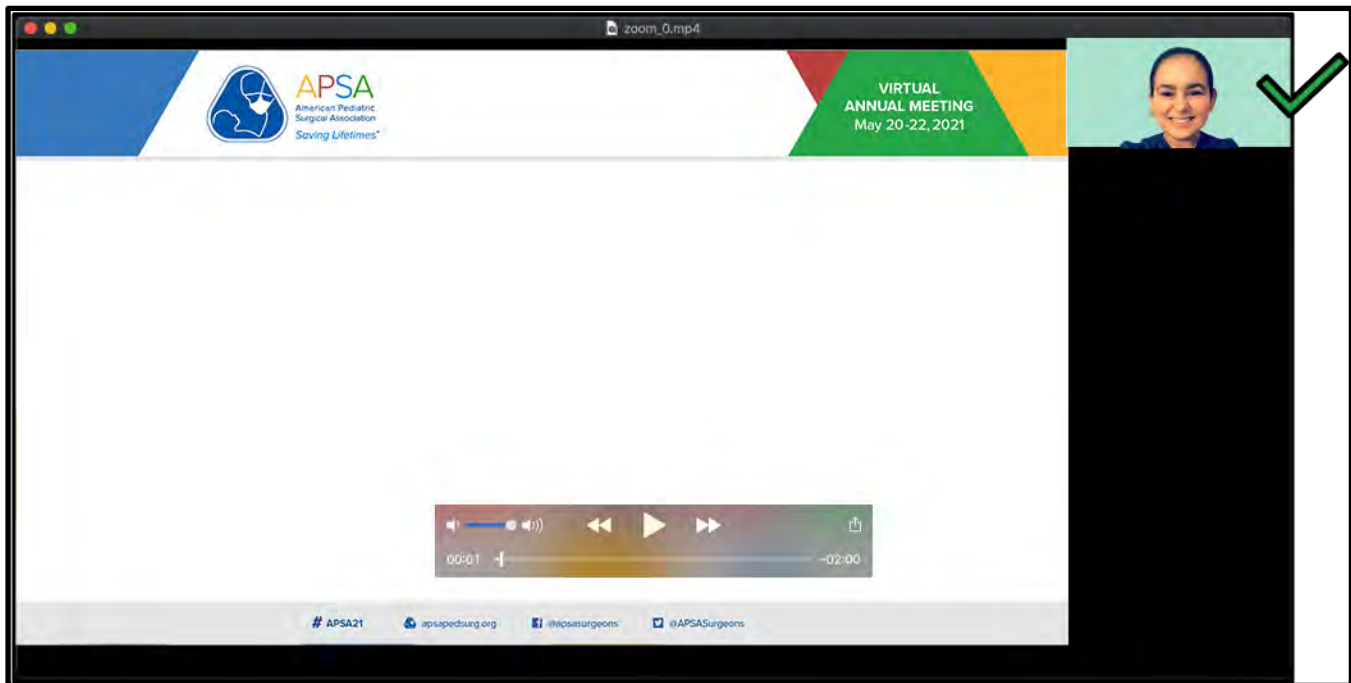
14. Wait for video conversion to complete. This step may take a couple of minutes depending on the length of your recording. Remember to adhere to presentation time limits.



15. A new system window containing your video recording and associated files should open. The **.mp4 file** is the full-length video you should use for upload. It is usually labeled "zoom\_0.mp4" but may have other names. Rename the file for your convenience.
- If no new window opens, navigate to the target folder specified in Step 3.



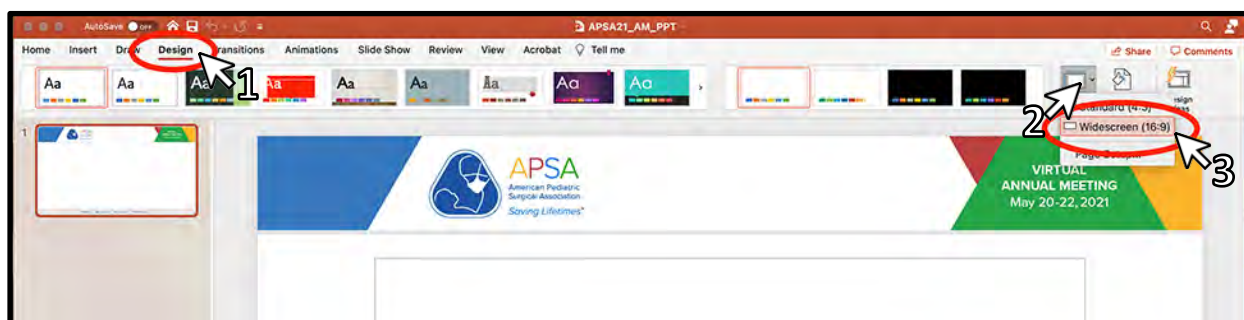
16. Test the video with sound on to ensure the quality is good and it functions appropriately. The final product should display an unobstructed view of your PowerPoint® slideshow with a black panel to the right showing your presenter video in the top right corner. Re-record as needed following these steps to ensure you are satisfied with the product before submitting.



### Tips and Tricks for Presenter Video

**Recording** For your PowerPoint® presentation:

- Use the On-screen Show (16:9) or Widescreen (16:9) slide size.
- Use font size 18 point or larger.
- Don't jam too much information into one slide.
- Keep reasonable empty space on your slide borders, as some screens may crop the edges. This also makes your presentation look more professional.



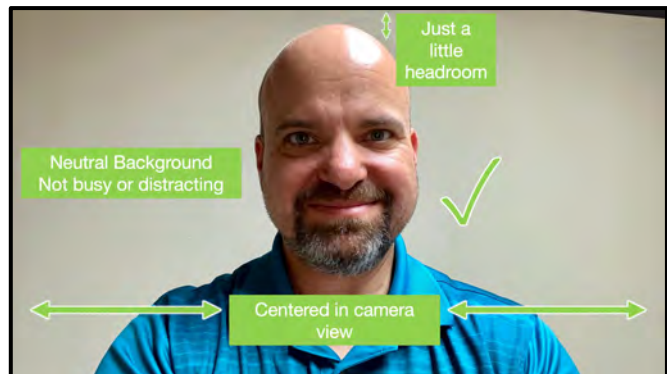
### For your microphone:

- Microphone placement is key to getting good sound output.
- If using your built-in computer microphone:
  - Lean in close to the screen while narrating.
    - This is especially important if you're also recording presenter video.
    - Leaning back will cause too much headroom (see below).
    - It will also result in poor audio quality and echo.
- You can also use earphones or headphones with built-in microphones.
  - Please perform a test recording to make sure the sound is being captured.
  - Please watch and listen to your final video to ensure it can be heard clearly.
  - Please don't submit videos with poor audio quality. This cannot be corrected.

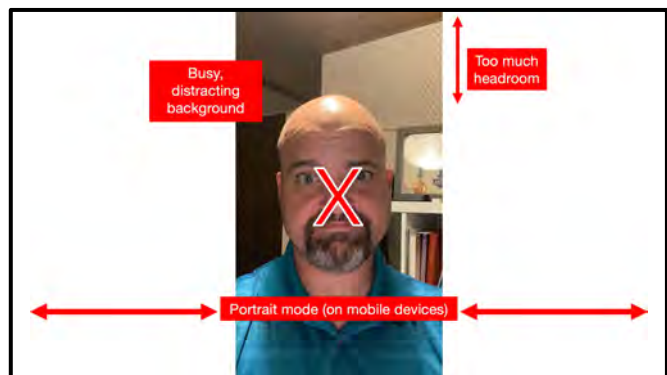
### For your presenter video:

- You will need a quiet area that provides adequate lighting. Try to avoid having pets, children, or distractions near you while you record.
- Mute your phone and computer notifications, alarms, etc.
- Remember to look at the camera and not at your slides to maintain eye contact with your audience.

#### ○ Do:



#### ○ Don't:





## QR Codes for Contact Information

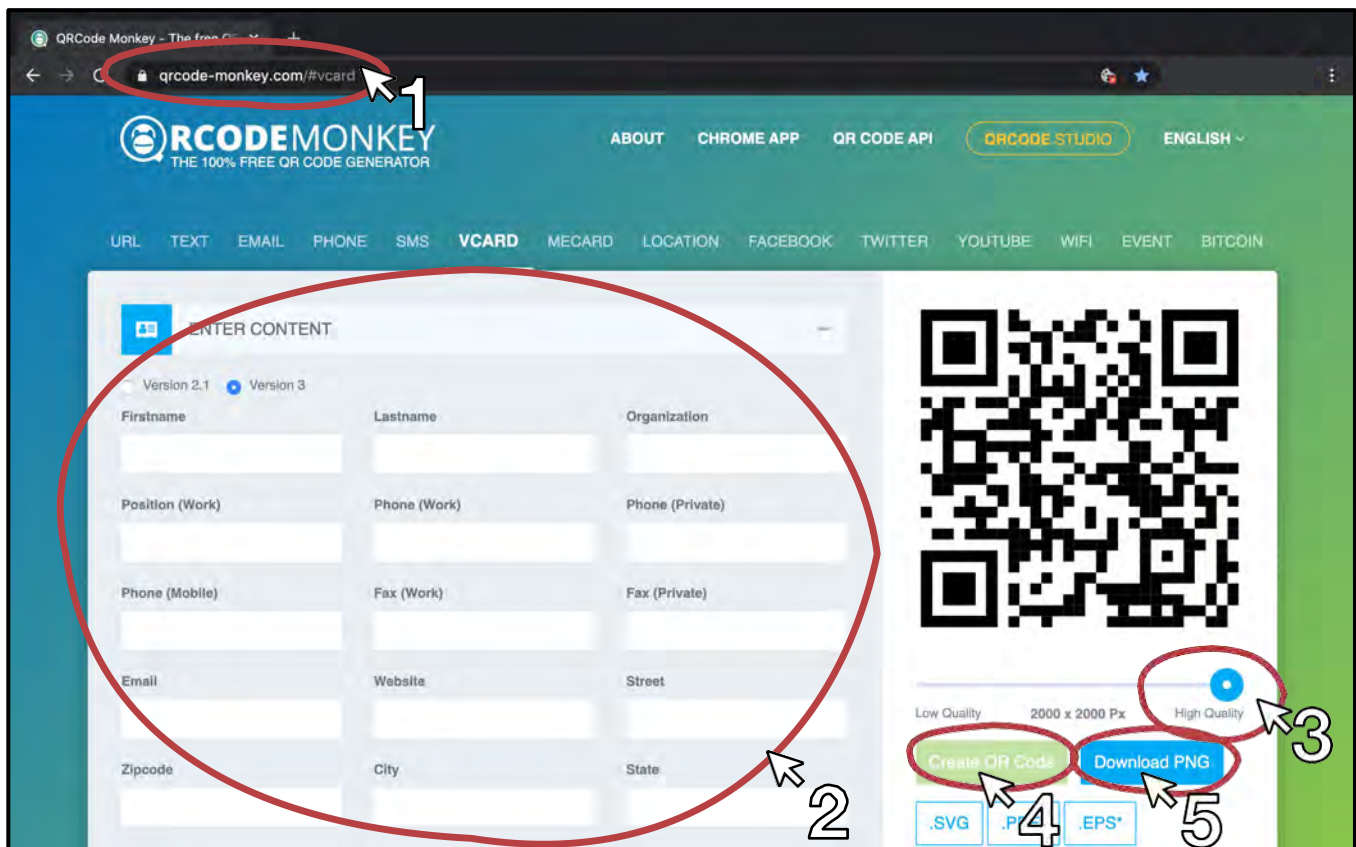
You may want to create a QR VCF business card to share your contact information.

This image can be added to the final slide of your PowerPoint© presentation to share your contact details.

When the audience points their camera or QR reader app at the screen, it will prompt them to save your contact on their phones.

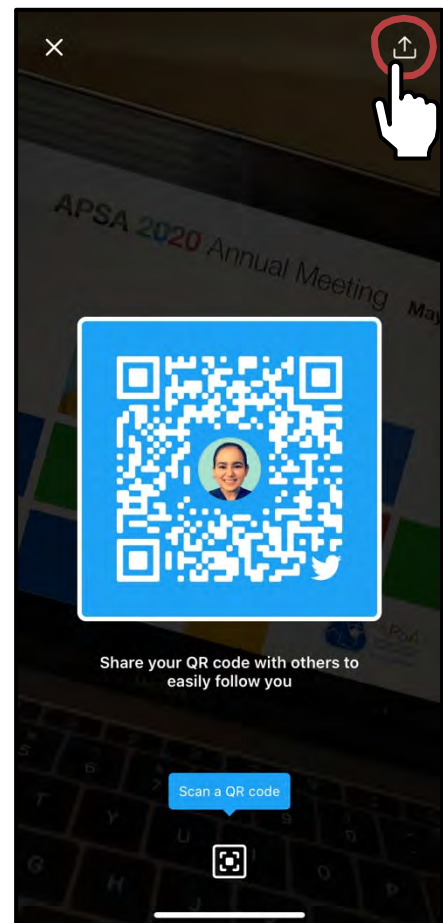
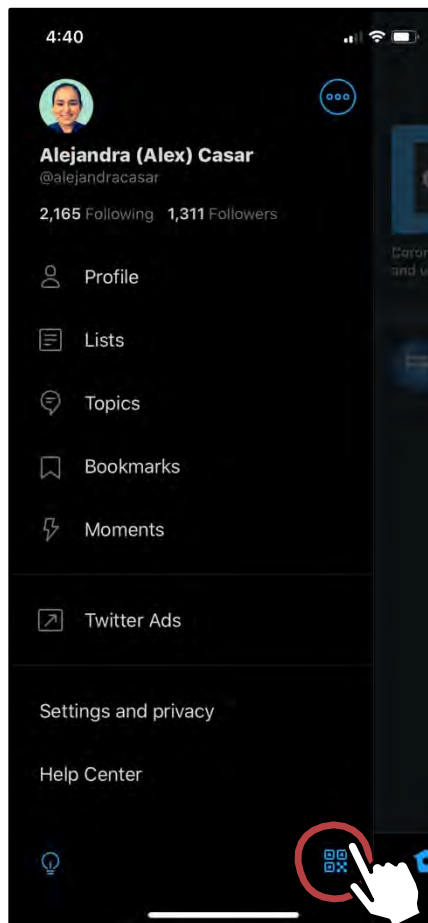
To create a QR contact card:

1. Visit <https://www.qrcode-monkey.com/#vcard>.
2. Enter the contact information you want shared. Fewer details make it easier to read.
3. Slide the bar at the right of the screen to *High Quality*.
4. Click *Create QR Code*.
5. Click *Download PNG*.
6. Save the file to your computer and insert it on your final slide.



To create a Twitter® QR code:

1. Open your Twitter® app.
2. Click on your profile photo to display the menu.
3. Click on the square icon at the bottom right of the screen.
4. Click on the top right share icon to save your QR code.
5. Insert the image to your final slide.



Test your code  
by pointing your  
phone camera or  
QR reader app  
at the image.