



Symposium Session Pre-Recording Instructions

**Deadline Extension:
Pre-Recorded Presentations Due October 8**

The Symposium Organizer is responsible for sharing this information with all symposium participants.

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Pre-Recording a Presentation Using Zoom

- Pre-recorded presentations must be submitted as an **.mp4 file** (video file) to the Presentation Submission Portal by October 8.
- Symposium Organizers are responsible for contacting presenters to ensure all presentations are submitted by October 8.
- By September 25, speakers will receive an email with the following information:
 - Link to upload presentation to Presentation Submission Portal
 - The email will include a unique Speaker Presentation Code. The unique Speaker Presentation Code must appear in the file name or we cannot identify your presentation.
 - The link and Speaker Presentation Code will be sent to the email address provided for each speaker by the Symposium Organizer during the symposium submission process. Incorrect email addresses provided during the symposium submission process could result in delayed or undeliverable notifications. It is very important for the Symposium Organizer to be in contact with session presenters to ensure receipt of the Speaker Presentation Code.

- **OPTIONAL:** If the Symposium Organizer and/or Symposium Co-Chair wish to submit a pre-recorded presentation with welcoming remarks, brief introduction and/or slides, the pre-recorded presentation is due to the Presentation Submission Portal by October 8.

If the Symposium Organizer and/or Symposium Co-Chair submit introductory presentations, here is how the presentations will be handled:

- The presentation submitted by the Symposium Organizer will appear as the first presentation in the session.
- The presentation submitted by the Symposium Co-Chair will appear as the second presentation in the session.

- [Click here](#) to view an instructional video for recording your presentation with Zoom software.

- Sign up for a free Zoom account at www.zoom.us
- Click RESOURCES in the upper right corner and select Download Zoom Client
- Click Download to Download Zoom Client for Meetings

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



- Start a Zoom meeting (no need to invite anyone)
- Share your screen and select your presentation.
 - This will allow for the presentation to appear full screen with a picture of you or your camera shot in the upper right hand corner.
- Click Record
- Give presentation
- End Zoom meeting once presentation is complete
- The **.mp4 file** will be available on your computer shortly after you finish the Zoom meeting.

- Should I record one slide at a time?

When recording with Zoom, if you stop the recording in the middle of the presentation, you will have to re-record your presentation from the beginning. You should approach recording your presentation the same way you approach a presentation during a live meeting and record the entire presentation at once.

- The first slide of each presentation must include the following information:
 - Your presentation title. This title should match exactly to the presentation title provided by the Symposium Organizer in the symposium submission site.
 - Your first name and last name
- Please refer to page 6 for best practices to use when recording your presentation.
- Avoid the use of “good morning” or “good afternoon” when recording your presentation. Attendees from around the world will be viewing your presentation from different time zones.
- If you need technical support when recording your presentation on Zoom:

Step One: Use this link to view the resources on the Zoom Help Center
<https://support.zoom.us/hc/en-us>

Step Two: If your questions are more technical and require a specialist, send an email to the audio-visual staff at support@e-attend.com. When communicating with the audio-visual staff, indicate that you are a symposium speaker for the ASTMH Annual Meeting and provide as many details as possible in your message.

Important Update on the Structure for the Question and Answer Period and Discussion

ASTMH has added a new feature to the upcoming sessions: Question and Answer and Discussion Periods, originally proposed to be conducted via typed text exchanges, will now be conducted via *live video and audio*.

- The pre-recorded presentations will run in sequential order as indicated in the symposium submission site. All questions and answers (Q&A) and discussion will take place using any remaining time at the END of the session.
- During the Q&A/Discussion Period, the Symposium Organizer, Co-Chair and speakers WILL NOT have the ability to present slides and WILL NOT have the ability to share screens.
- The Symposium Organizer, Co-Chair and speakers WILL NOT be brought on screen while the pre-recorded presentations are playing, and there will be no live audio or video between the pre-recorded presentations, but only after the last presentation has concluded. However, Symposium Organizers and Co-Chairs may submit a brief pre-recorded introductory video that will be played prior to the speakers’ pre-recorded presentations.

- As a reminder, Annual Meeting registration is required for Symposium Organizers, Co-Chairs and speakers who want to submit pre-recorded presentations and/or wish to participate in the live Q&A/Discussion Period during the session.
- Attendees may submit questions during the session by typing into the Question Box on the screen, indicating to whom the question is addressed.
- The session chair or moderator will receive and triage the questions, posing them to the speakers after the last pre-recorded presentation.
- To keep the Annual Meeting on schedule, the session will automatically end after 1 hour and 45 minutes (105 minutes) EVEN IF THE Q&A HAS NOT CONCLUDED.
- Prior to the Annual Meeting, we will send detailed instructions for the Q&A/Discussion Period to the Symposium Organizer, who is responsible for distributing the information to the Co-Chair and speakers.
- We encourage Symposium Organizers, Co-Chairs and speakers to attend the symposium and participate in the Q&A/Discussion Period. However, due to time zones, we recognize that presenter attendance is not always possible.
- A reliable hard-wired Internet connection is strongly preferred for all participants in the live Q&A/Discussion Period.
- All sessions, including the live Q&A/Discussion Period, will subsequently be made available for On-Demand viewing.
- Please note that these arrangements are subject to modification as planning continues.

Presentation Submission Portal and Speaker Registration

- By September 25, speakers will receive an email with the following information:
 - Link to upload presentation to Presentation Submission Portal
 - The email will include a unique Speaker Presentation Code. The unique Speaker Presentation Code must appear in the file name or we cannot identify your presentation.
 - The link and Speaker Presentation Code will be sent to the email address provided for each speaker by the Symposium Organizer during the symposium submission process. Incorrect email addresses provided during the symposium submission process could result in delayed or undeliverable notifications.
 - It is very important for the Symposium Organizer to be in contact with session presenters to ensure receipt of the Speaker Presentation Code.

- You must register for the Annual Meeting in order for your pre-recorded presentation to be processed in the Presentation Submission Portal.
- If you submit your pre-recorded presentation to the Presentation Submission Portal, but you have not registered for the Annual Meeting, the presentation will be placed in a HOLD FILE. ASTMH staff will contact you and the presentation will not be accepted until you have registered for the meeting.
- Register for the Annual Meeting here:
<https://www.astmh.org/annual-meeting/registration>
 - Speakers who are eligible for complimentary registrations must register through the ASTMH web site.
 - Please refer to the “Registration Instructions for Non-Member Symposium Speakers” sent to Symposium Organizers by email on September 9.
 - Presenters will be required to provide their Registration Order ID Number when submitting a pre-recorded presentation to the Presentation Submission Portal. The Registration Order ID Number can be found on the confirmation letter that you receive once you register.

Permission for Use of Pre-Recorded Presentation for On-Demand Access

- After the symposium is played during the Annual Meeting, the symposium presentations will be available for On-Demand access.
- Registered attendees will have access to the 2020 Annual Meeting virtual platform and presentations through November 1, 2021.
- By submitting a symposium proposal, the Symposium Organizer has given permission for ASTMH to produce On-Demand (MP4 recordings) of all AUDIO presentations in this symposium. By submitting a symposium proposal, the Symposium Organizer has confirmed permission from all speakers in this symposium to make audio presentations available for On-Demand access.
- In a separate e-mail, all speakers will receive a link to the Speaker Permissions Portal, whereby speakers will have the opportunity to OPT OUT of allowing their slides and video presentation to be available for On-Demand access.
 - The Speaker Permissions Portal will default to OPT IN for allowing slides and video presentation for On-Demand access.
 - If the speaker wishes to decline permission of slides and video presentation for On-Demand access, the speaker must log into the Speaker Permissions Portal and take deliberate action to OPT OUT.
 - If a speaker does not visit the Speaker Permissions Portal to OPT OUT of providing slides and video presentation for On-Demand access, the slides and video presentation will be available to registered attendees through November 1, 2021.

- By mid-October, the link to the Speaker Permissions Portal will be sent to Symposium Organizers, Chairs and speakers.

Best Practices for Video-Recording Your Presentation

- Use a computer with a built-in camera and microphone. Mobile phones and tablets are not recommended.
- The computer must have audio speakers and the presenter must know how to adjust the volume.
- A well-lit quiet space is best. Avoid dark rooms or noisy backgrounds, i.e. barking dogs, television, etc.
- Use a solid internet connection capable of streaming video. A hard-wired Internet connection is strongly preferred for reliability.
- When using a web cam, arrange for a close-up web camera shot of the presenter. We want to avoid a camera shot of an empty room with one person.
- When possible, frame the video to capture the top of your chest to the top of your head, with very little space above the head. Try to center yourself in the screen when facing the computer camera.
- The speaker should face the primary light source available in the room. If there is light coming through a window in the room, try to face the window.
- If possible, avoid a background with a blank wall. The use of a textured background or visual props results in a more dynamic presentation, as long as it is not more brightly lit than the speaker.
- Avoid the use of “good morning” or “good afternoon” when recording your presentation. Attendees from around the world will be viewing your presentation from different time zones.

Updated September 25, 2020