



## Scientific Session Pre-Recording Instructions for Oral Abstract Presentations

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

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#### Session Structure

- Each oral abstract is allotted a 12-minute presentation (pre-recorded) timeframe. This time limit will be strictly enforced and our online platform will end each presentation after 12 minutes.
- After the session is played, the presentations will be made available for On-Demand viewing.

#### 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.
- By September 25, presenters 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 the presenting author during the abstract submission process.

Incorrect email addresses provided during the abstract submission process could result in delayed or undeliverable notifications.

- [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](http://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.

Download

Version 5.2.3 (45120.0906)

- 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 abstract title. This title should match exactly to the abstract title that was entered into the abstract submission site.
  - Your first name and last name

- Please refer to page 5 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](mailto:support@e-attend.com). When communicating with the audio-visual staff, indicate that you are a scientific session abstract presenter 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**

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

- After the pre-recorded presentations have been played, the Question and Answer Period (Q&A) will now be conducted with a live video and audio component with presenters following the last pre-recorded presentation of the session.
- The presenters WILL NOT be brought on screen while the pre-recorded presentations are playing, and there will be no live audio or video in between the pre-recorded presentations, but only after the last presentation has concluded.
- As a reminder, Annual Meeting registration is required in order for presenters to submit pre-recorded presentations and participate in the live Q&A at the end of 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 presenters 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 information to presenters with detailed instructions for participating in the Q&A Period.
- We encourage presenters to participate in the Q&A 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 Period.

- All Scientific Sessions, including the live Q&A 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 Presenter Registration**

- By September 25, presenters 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 the presenting author during the abstract submission process. Incorrect email addresses provided during the abstract submission process could result in delayed or undeliverable notifications.
- You must register for the Annual Meeting in order for your presentation to be processed in the Presentation Submission Portal.
- If you submit your 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>
- 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 scientific session is played during the Annual Meeting, the scientific session abstract 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 an abstract, the presenter has given permission to ASTMH to include an audio-recording of the abstract presentation in an On-Demand (MP4 recording) webcast.

- In a separate e-mail, all presenters will receive a link to the Speaker Permissions Portal, whereby presenters 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 to allow slides and video presentation for On-Demand access.
  - If the presenter wishes to decline permission of slides and video presentation for On-Demand access, the presenter must log into the Speaker Permissions Portal and take deliberate action to OPT OUT.
  - If a presenter 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, ASTMH will send you the link to the Speaker Permissions Portal.

### **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