Speaker Toolkit for On-Demand Recording

- Creating Your Presentation
- Recording Environment
- Technical Requirements
- Recording Recommendations
- Submitting Your Recording

#aa02024

Creating Your Presentation

- **Keep it simple!** → Learners are interested in your content. Do not add transitions, cartoons or copyrighted music or images. Content is paramount.
- **Speak naturally** → Speak as if you are presenting to a live audience
- **Keep it short** → Online learners have shorter attention spans couple with many distractions. Short talks by multiple presenters work best!
- **Rehearse your presentation** → Rehearse then record
- **Playback your file** → Be sure the audio and video are OK.
Creating Your Presentation

Develop Your Presentation

- Use a 16x9 slide format.
- Start by introducing yourself, your topic and your financial disclosures.
  → Financial disclosure and first slide policy
    - Login to Presenter Central to submit or update your disclosures, photo and permissions.
- Do not use copyrighted information, including cartoons and celebrity pictures.
  → How to use copyrighted material
- Ensure your presentation complies with HIPPA regulations
Recording Environment

- Position yourself in a location with little to no background noise or distractions.
- Mute anything that beeps or buzzes, so you do not distract yourself.
- Refrain from swiveling or rocking in your chair. Stand if necessary.
Recording Environment – Webcam

- Be sure the camera is at eye level and look straight at the camera when speaking.
- Have a bright source of light on your face. Avoid having a window behind you.
- Avoid wearing busy patterns or big accessories. Solid colors, specifically jewel tones, work well.
- Keep your background neutral.
Technical Requirements

Internet Connection

→ Use a hardwire connection, if possible.
→ Recommended minimum speed: 10 mbps up and down
→ If using WiFi:
  ○ Sit close to your router.
  ○ Close everything on your computer that is not being used for your presentation.
  ○ Limit the family bandwidth use during your presentation if recording at home.
  ○ Disconnect from your business VPN.

Microphone

→ For the highest audio quality, use an external USB microphone that plugs into your computer.
→ Or use a headset with a built-in microphone. Be sure the microphone is close to your mouth. Headsets will also cancel out some unwanted noise.

Camera

→ Most computers have a built-in camera. Use HD settings.
→ Use an external camera if your computer does not have one.
Recording Recommendations

- Use screen software like Zoom or Loom
  - Internet connection required.
  - Good for short presentations that can be recorded straight through.
  - No ability to edit specific slides or trim the video, but eliminates software version and audio skipping issues
- Record Using Zoom
- Record Voice Over PowerPoint
- Record Voice Over Keynote
  - We do not have detailed instructions for using PPT on Mac, but will find resources to assist you if needed.
Submitting Your Recording – SEPTEMBER 16

- Accepted video files: mp4, m4v, mov.
- Only submit ONE video file.
- When naming your file, please keep the length under 30 characters and do not include special symbols $ & + , ? : ; = % { } | \ ^ ~ [ ] ‘. This will prevent your presentation from uploading through the submission website.
- The submission site will open September 5. Detailed instructions will be sent on that date.
Thank YOU!

- Thank you for your contribution to the AAO 2024 Virtual Meeting!
- Presentations will be available on-demand for attendees to view 24/7 in the Virtual Meeting platform until March 3, 2025.