

AAO 2020 Virtual Speaker Toolkit Recorded Content Guidelines



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Welcome and Overview

- Together, with your help, we are transforming the in-person annual meeting into a three-day virtual event with extensive on demand offerings.
- The live broadcast sessions, which will include some live and some recorded content, will take place Fri, Nov. 13–Sun, Nov. 15, approx. 7am-4pm PST daily with some afterhours sessions targeted for our international colleagues.
- Above and beyond the estimated 100 live broadcast sessions, all instruction course, symposia, skills transfer, video, paper, eposter and Subspecialty Day presenters are invited to record their presentations to be included in the on demand library.



On Demand Recording Checklist

- ✓ Be sure you have completed all Presenter Central forms (permission to record, financial disclosure, photo)
 - Log in to [Presenter Central](#)
- ✓ Develop your presentation, keep it simple
 - Start by introducing yourself, your topic and your financial disclosures
 - Do not use copyrighted information, including cartoons and celebrity pictures
 - Comply with HIPAA regulations
 - No slide transitions or soundtrack audio
- ✓ Rehearse your presentation, then record (see instructions on pg. 8)
- ✓ Playback your file to be sure the audio and video are OK
- ✓ Submit by: See pg. 9 for deadlines
 - But we encourage you to start now and submit your recording as soon as possible



eLearning Strategy

- Virtual learners have shorter attention spans coupled with many distractions, so short talks by multiple presenters work best.
- Keep it simple! Learners are interested in your content. Don't add transitions, cartoons or copyrighted music or images. Content is paramount.
- Multiple breaks are scheduled throughout the live broadcast days to encourage learners to get up, move around and then refocus on the next session.
- Social and fun activities are available in the platform under the EyePlay tab to capture the inspiration and connection that people feel when they attend the in-person meeting.

Helpful Tips to Keep in Mind as You Create Your Presentation



- Presentations will be available on demand for attendees to view 24/7 in the Virtual Meeting platform till Feb. 15, 2021 and on demand till Oct. 15, 2021. Please review the guidelines below to be sure your presentation complies with HIPAA and copyright law as well as financial disclosure requirements.
- [Ensure your presentation complies with HIPAA law](#)
- [How to use copyrighted material](#)
- [Financial disclosure and first slide policy](#)

Recording Environment

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





Recording 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 laptop.
- 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.

Recording Technical Requirements

- Recommended Recoding Options:
 - [Voice Over PowerPoint Instructions](#)
 - [Voice Over Keynote Instructions](#)
- Have questions?
 - Instruction Courses: speckens@aao.org
 - Papers/Posters: jfennell@aao.org
 - Skills: soslar@aao.org
 - Subspecialty Day: alestrange@aao.org
 - Symposia: ewashburn@aao.org





How/Where to Upload Your Recording

- What File Output is Expected?
 - All recorded presentations must be submitted as video files.
 - On Demand: MP4 or m4v files accepted
 - Resolution: 1280x720
- Upload site opens Wed, Sept. 23. Check your email for instructions and the link to the submission site.
 - The instructions will also provide information on how to name your file

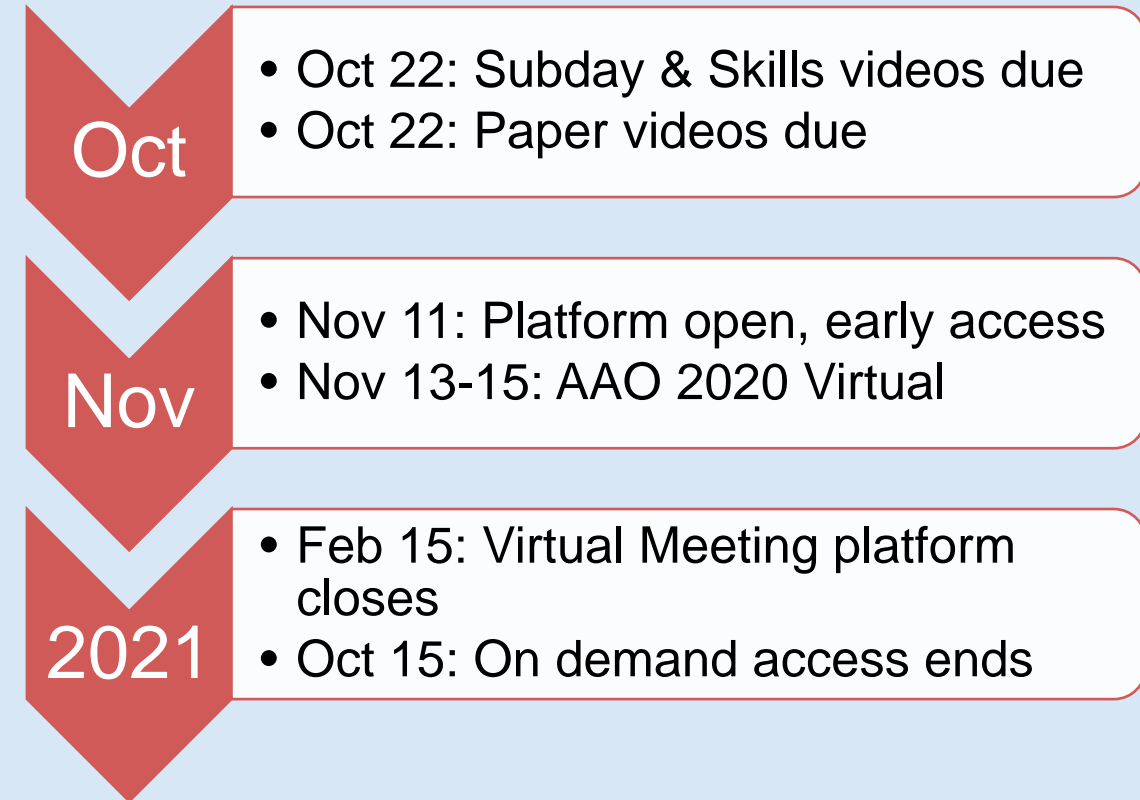
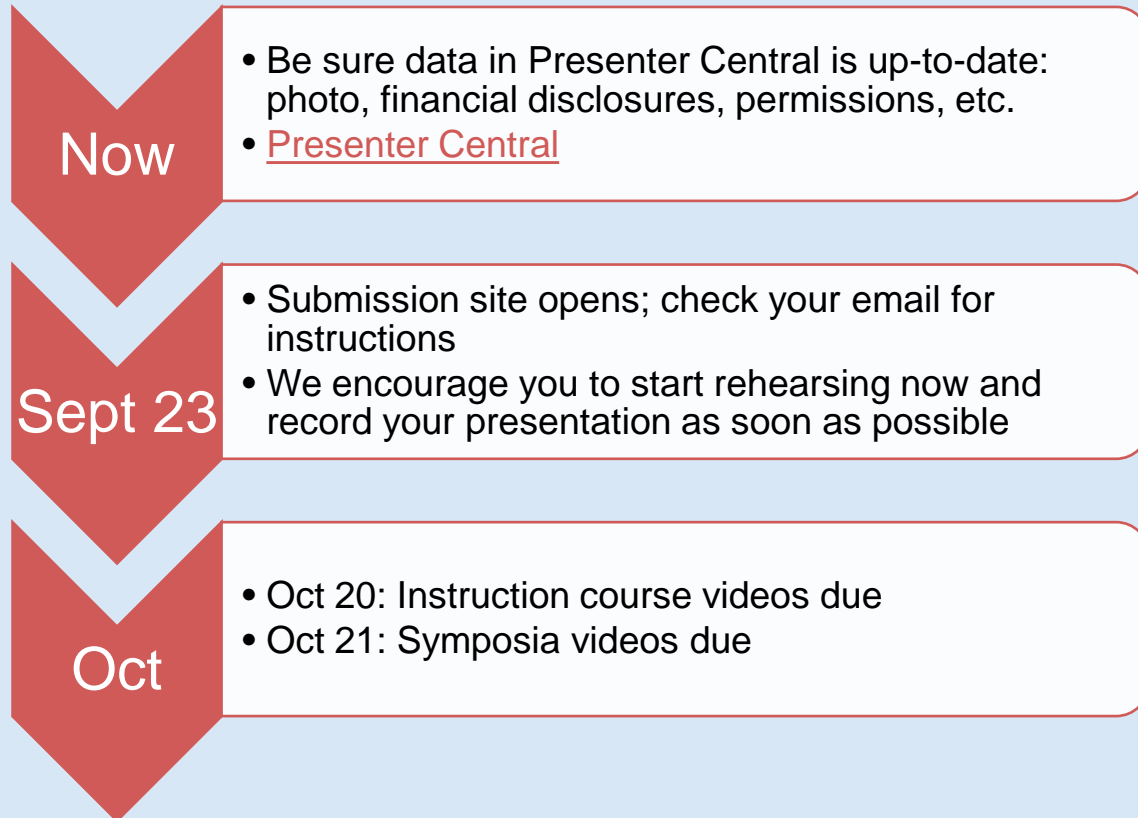
- Due By:

We are expecting over 1400 videos so please adhere to the dates below to allow the site to process all the files.

 - 10/19/20 - Instruction Course videos due
 - 10/20/20 - Symposia videos due
 - 10/21/20 - Subday and Skills videos due
 - 10/22/20 - Paper videos due



Timeline and Deadlines





Frequently Asked Questions

- Do I pay for the All Access Pass?
 - Those who are part of the live broadcast will need to register for the meeting in order to access the virtual meeting platform to participate in the Q&A and live discussion. AAO member price is \$425.
<https://www.aao.org/annual-meeting/registration/registration-information>
 - Presenters of on demand content do not have to register or attend the meeting. However, we hope that you will join us as the Planning Groups and staff are planning a unique and engaging experience.
- Can I use Zoom to record my presentation?
 - Voice over PPT or KEY is recommended but Zoom can be used. Note, surgical videos do not replicate well in Zoom.