

Speaker Toolkit for On Demand Recording



- Creating your presentation
- Recording environment
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Creating Your Presentation



- Keep it simple! Learners are interested in your content. Don't add transitions, cartoons or copyrighted music or images. Content is paramount.
- Online learners have shorter attention spans coupled with many distractions, so short talks by multiple presenters work best.
- Develop your presentation.
 - Use a 16x9 slide format.
 - Start by introducing yourself, your topic and your financial disclosures.
 - Do not use copyrighted information, including cartoons and celebrity pictures.
 - Comply with HIPAA regulations.
- Rehearse your presentation, then record.
- Playback your file to be sure the audio and video are OK.

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Creating Your Presentation



- Presentations will be available on demand for attendees to view 24/7 in the Virtual Meeting platform till Feb. 14, 2022 and on demand till Aug. 1, 2022. 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](#)
 - Login to [Presenter Central](#) to submit or update your disclosures, photo and permissions.

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Recording Environment

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- 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.



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Recording Environment

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- If using a 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, especially jewel tones, work well.
 - Keep your background neutral.



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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.

- Camera

- Most computers have a built-in camera. Use HD setting.
- Use an external camera if your computer doesn't have one.

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Recording Recommendations

- Use screenshare 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.

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Submitting Your Recording Due Oct. 15



- Accepted video files: mp4, m4v, mov.
- When naming your file, please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.
- The submission site will open **Sept. 28**. Detailed instructions will be sent on that date.

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