Video Presentation Recording Guide

Thank you for participating as a presenter in our upcoming virtual 2021 ACVIM Forum. This Video Presentation Recording Guide will provide you with information and details needed to prepare and successfully deliver your session(s) for the conference. Read this document thoroughly and/or print it for reference throughout your recording.

Video Presentation Recording Platform Recommendations

PowerPoint	Zoom
✓ Single presenters ✓ Windows computer users with Office 365	✓ Multiple presenters ✓ Apple / Mac computer users

If your PPT presentation has not yet been reviewed and approved by ACVIM, please wait to record your presentation video.

Topics covered in this guide include the following:
1. ACVIM contacts
2. Instructions before recording
3. Recording tips & best practices
4. Suggestions for multi-speaker sessions
5. PowerPoint video recording instructions
6. Zoom video recording instructions

ACVIM Contacts
- Hannah Stuhr, *Exhibits and Conference Specialist*, Hannah@ACVIM.org
- Erika Picciolo, *Online Learning Contractor*, Erika@ACVIM.org

Important Instructions Before Recording
- If your PPT presentation has not yet been reviewed and approved by ACVIM, please wait to record your presentation video.

- PowerPoint versions prior to 2016 do not include video recording features. Most versions of PowerPoint do not include video recording features on Mac computers. If your Mac does not display the video feature, please record your session via Zoom with screenshare.

- Within PowerPoint, your video placement will be in the lower right corner of each slide. Within Zoom, your video placement will be in the upper right corner of each slide. Please <u>do not</u> move the position of your video. Moving the position of your video may cover important content.

- RACE approval requirements are strict and require recordings to last as follows:
  - A minimum of 50-60 minutes is required to qualify for 1 CE hour. (49 minutes will not qualify for 1 CE hour)
  - A minimum of 25 minutes is required to qualify for .5 CE hour.

- How to submit speaker materials? Please upload recorded presentations into the '*UPLOAD PPT PRESENTATION*' task within your Speaker Portal after you have received confirmation that your PPT presentation has been approved. If you experience any challenges in uploading your material, please contact Hannah@ACVIM.org.

- A downloadable PDF of your PowerPoint deck will be made available to all learners. If your deck includes proprietary cases or other information, which you would like to exclude from the PDF, please remember to remove prior to uploading the PDF of your PowerPoint into the *'PDF SLIDES TO SHARE WITH ATTENDEES'* task within your Speaker Portal.

Recording Tips & Best Practices

Please note that the recording should capture video of you, the presenter, from the *chest up, as well as a screenshare of your presentation.*

Best Practices:
- Ensure your recording area is quiet and well-lit from the front. You do not want a window behind you.
- Ensure the space in your recording area is clutter-free.
- Your video will look best if your camera is slightly above eye-level. Consider using a monitor stand or simply stacking books to get the appropriate height.
- If you feel your video looks dark, consider positioning a lamp in front of you (careful of shadows) or using a ring light.
- Silence your cellphone prior to recording.
- Plug your computer into a power source prior to recording.
- Clothing: Please wear business-casual attire. Avoid busy patterns (especially narrow stripes), stick to neutral colors, soft blues and browns.

Recording Tips:
- Please test the recording process and your audio prior to recording your presentation.
- Please begin your recorded session by stating your name and the topic/session title that you will be presenting on. Please recognize any sponsorship, if applicable.
- To qualify for 1 CE hour, there must be a minimum of 50 minutes of content. Therefore, please aim to record approximately 50-60 minutes of presentation content for every 1 CE hour.
- Please record your presentation all the way through in one sitting if possible. If you make a mistake, within PowerPoint you can go back to re-record just that section of presentation at the end. This will reduce the number of noticeable changes in your body position, environment, lighting, noise, etc. throughout the recording.

Should you have any questions or need an alternative recording solution, please email Hannah@ACVIM.org.

Suggestions for Multi-speaker Sessions
- Recommended recording platform: Zoom
  - Option 1: All speakers to conduct a Zoom call together, with each speaker sharing their screen when speaking. ACVIM will then cut out time gap when the transfer of screen sharing occurs, if necessary.
    - Please rehearse your presentation to ensure smooth transitions between the speakers and make sure the host's view is set to only show the speaker by choosing "Speaker View," at the top right of the window.
  - Option 2: Each speaker individually records their section(s) of the presentation within Zoom and submits their recordings to the ACVIM. Email instructions for how the multiple videos should be arranged. (i.e., This is video 2, which should follow Dr. X's recording.) The ACVIM will combine the individual recordings based on your instructions.
  - Option 3: If all speakers have the ability to record video within PowerPoint, all presenters can record within the same PPT file. To do this, have one speaker present/record their slides, share the deck with the next presenter (in PPT format) to record their slides.
    - Note: If you go this route, be very careful not to record over the first presenter's video, as it will override. The final presenter will convert the file to MP4 and submit.
- Need help? Please contact Hannah@ACVIM.org to schedule a training for hands on assistance.

PowerPoint Video Recording Guide

The ACVIM encourages using **PowerPoint** to record your sessions. The following instructions are provided as a general guide but may need to be altered slightly depending on your computer and version of PowerPoint. Please test the various features (audio check, slide progression, start/stop of recording, etc.) prior to recording your presentation. Should you have any questions or need an alternative recording solution, please email Hannah@ACVIM.org.
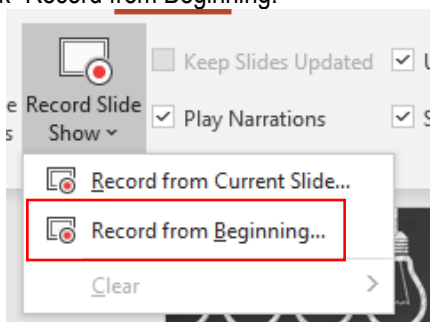
Not all versions of PowerPoint include video recording features. If your version of PowerPoint does not support video recording, please record your session via Zoom with screenshare.

PowerPoint Video Recording Steps
1. Open your PowerPoint deck. Click the "Slide Show" tab on the top panel and then click "Record Slide Show."
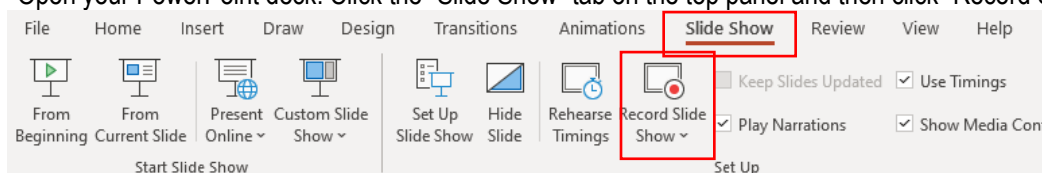

2. Click "Record from Beginning."

3. Your slideshow will display. When you are ready to record that slide, click the "Record" button in the top left corner. A 3 second timer will display; your video will appear in the bottom right and then your recording will begin. **Prior to beginning, please confirm that your video displays in the bottom right of the slide. If you do not see your video after you press record, your video will not be captured.** *Please do not move the position of your video from the lower right corner. Moving the position of your video may cover important content.*
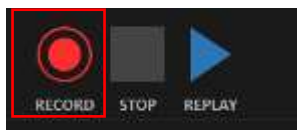

4. Please record your presentation in one take. This will minimize changes in body position, noise, etc. throughout the presentation to ensure it feels seamless. When you reach the end of your presentation, click the gray "Stop" button in the top left corner.
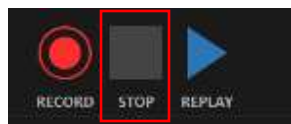
5. At this point, verify your recording is approximately 50-60 minutes. The time tracker will display in the bottom left. The number on the left is the duration of the recording on the slide you are on. The number on the right is the duration of your complete recording.
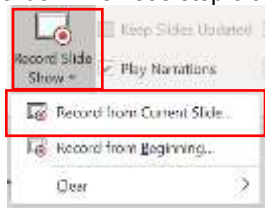
Slide 1 of 5

0:07 / 0:19
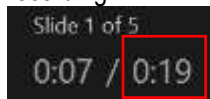
6. From here, you may go back through your presentation by toggling through each individual slide to replay and determine if there are slides you would like to re-record. As an alternative, you may do this on the slide view page (see step 9).

7. If you would like to re-record a slide, click the large gray "X" on the top middle-right side of the screen. Select, "**Clear Recordings on Current Slide**." Be very careful <u>not</u> to click, "Clear Recordings on All Slides." Please attempt to keep your body language/positioning consistent with the previous and following slide recordings.

8. To exit out of the recording area, click the small black "X" in the top right corner of the screen. This will take you back to slide view, where you will now see a thumbnail image from your video in the bottom right corner of each slide.

CLEAR ▼   SETTINGS ▼
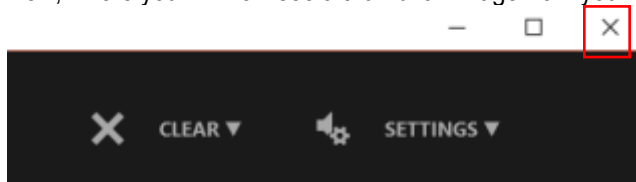
9. From the slide view screen, you may scroll through your slides. To watch your recordings on each slide, toggle your mouse over the video thumbnail on the large slide on the right. Then click the grey triangle.

00:00.00

10. If you find a slide you would like to re-record, again click "Record slide show" in the top banner, then select, "From current slide." Then see step 8 above and follow those instructions.

Record Slide Show ▼   Play Narrations
Record from Current Slide...
Record from Beginning...
Clear

11. Please <u>do not</u> move the position of your video from the lower right corner. Moving the position of your video may cover important content.

12. When you are satisfied with your recording, click "File," then "Save As." Select the folder you would like. Name your file (title of your presentation) and click the down arrow on the box that reads, "PowerPoint Presentation (*.pptx). Scroll down to MPEG-4 Video (*.mp4) then click "Save." **Video recordings should only be saved in .mp4 format.**
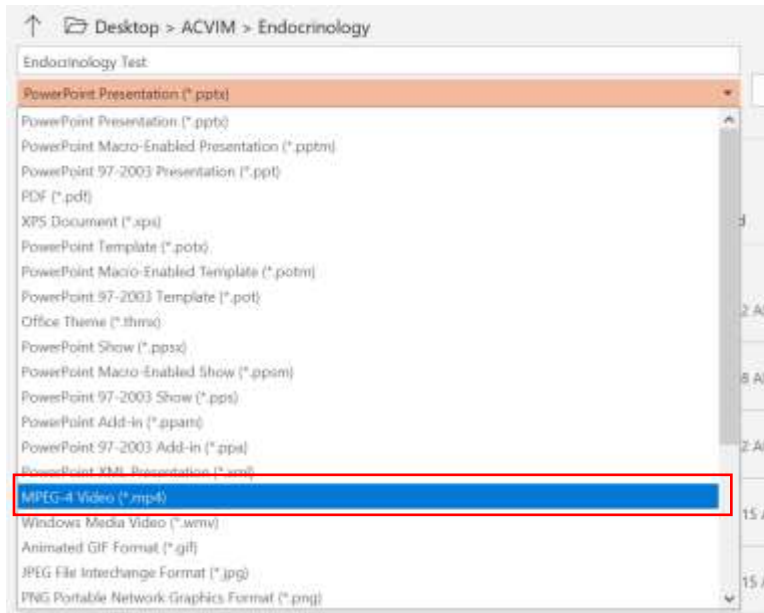

13. Upload your .mp4 recording into the '*UPLOAD PPT PRESENTATION'* task within your Speaker Portal.

Zoom Video Recording Guide

If you are co-presenting your session, please follow the directions below, only presenting on your relevant slides. After uploading your video (step 21), please send Hannah@ACVIM.org an email explaining the flow of the recordings between you and your co-presenter(s). If you have two presenters for your session or if you have a paid Zoom account, you can record with your co-presenters over Zoom together. If you do this, please rehearse your presentation to ensure smooth transitions between the speakers and make sure the host's view is set to only show the speaker by choosing "Speaker View," at the top right of the window.

Zoom Video Recording Steps

1. Login or create a free account on zoom.us. A free Zoom account will allow you to record to meet the length of time for your session.

2. Click "Host a Meeting" in the top right of your screen. Click "With Video On" in the dropdown.
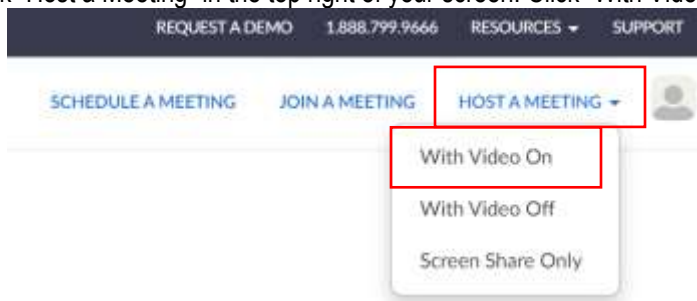
3. When your meeting opens, click "Test Speaker and Microphone." Follow the instructions they provide. If you are satisfied with the quality of the audio from the computer, click "Join with Computer Audio."


4. If you feel you need to use headphones, plug them in/turn them on and test the audio again by selecting the name of your device in the box associated with "Microphone 1." *Keep in mind that iPhone headphones with cords will catch noise from shirts, hair, scarves, ties, etc. and any external headphones may pick up on the sound of the fan in your computer.*
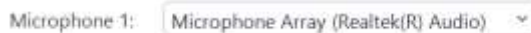

5. Minimize Zoom and open your PowerPoint deck. Click, "Slideshow" then "From beginning." Advance your presentation a few slides forward, then back to the beginning, which should give you the ability to advance your slides with your mouse and/or keyboard arrows throughout your recording.

6. When your PowerPoint is full screen, click the three dots at the bottom of your screen. Next, click, "Screen," then "Show Taskbar."
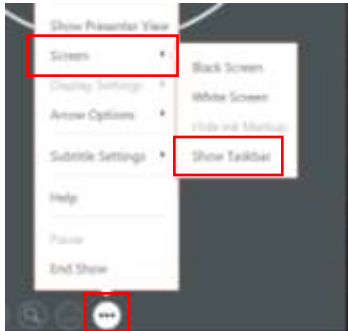

7. On the taskbar, click the Zoom icon.

8. Once back in Zoom, hover over the bottom of your video window within Zoom and click the green arrow pointing up to bring your video to full screen.

9. Click the "Share Screen" arrow at the bottom of your screen.

10. You will be prompted to select which window or application you would like to share. Click the icon of your full-screen PowerPoint (it will turn blue), then click, "Share" at the bottom right. *If you have embedded videos within your PowerPoint, see page 9 of this document.*
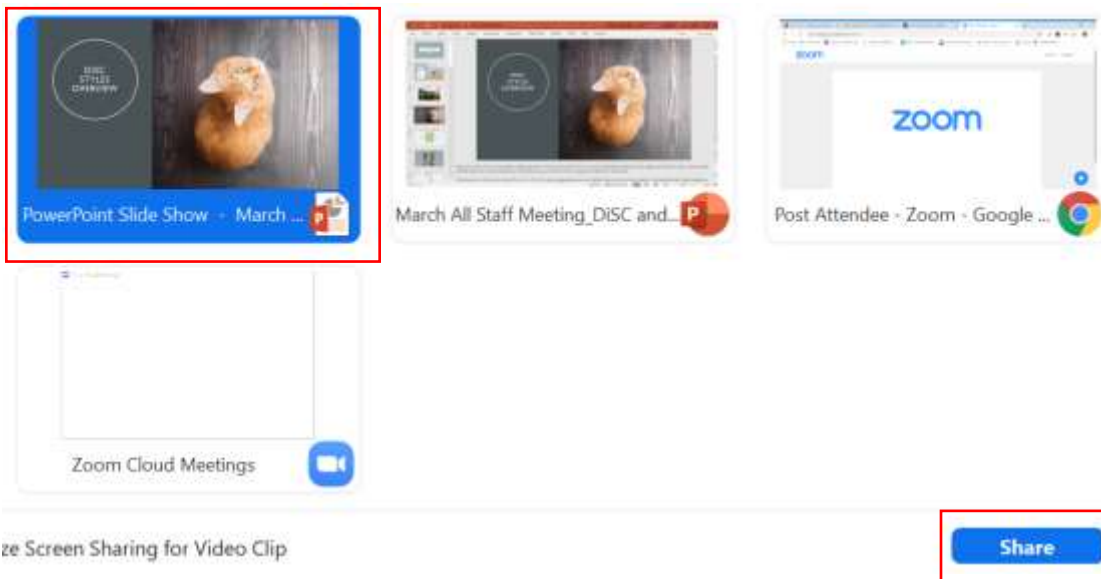

11. Video placement will be in the upper right corner of each slide. Please <u>do not</u> move the position of your video from the upper right corner. Moving the position of your video may cover important content.

12. Once you are ready to record, click the three dots in your zoom toolbar and click "record." As an alternative, click and hold "Alt" and the letter "R." This will begin your recording. You will know recording has started when you see a circle with a red blinking dot at the top of your screen.
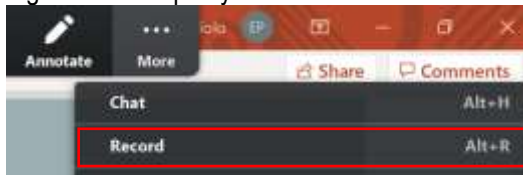
13. To pause your recording, click the three dots in your zoom toolbar and click, "Pause Recording." As an alternative, click and hold "Alt" and the letter "P." If you intend to pause, be sure to click "Pause Recording" rather than "Stop Recording" as that will create separate video files, as opposed to one cohesive video.
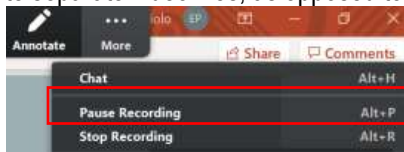
14. When you are finished recording, click the three dots in the zoom toolbar and select "Stop Recording." As an alternative, click and hold "Alt" and the letter "R."
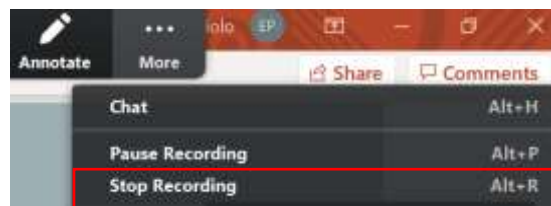
15. To exit out of the meeting, click the three dots in the zoom toolbar and click "End Meeting." As an alternative, click and hold "Alt" and the letter "Q." Select "End Meeting For All."

16. When exited, you will see a popup alert stating, "Converting Meeting Recording." Given the length of your recording, this process may take several minutes or longer, but this can run in the background while you do other work on your computer.

17. Choose where to save the file on your computer. (Recommendation: Create a new folder on your desktop so you can easily locate it.)

18. When you pick the location, three files will display (audio_only, playback and zoom_0). The one we need is the **zoom_0 (Mp4 file).**

19. Take a few minutes to click through your video recording to ensure you can see your slides, hear your audio and that of any embedded videos (if applicable).

20. Please upload recorded presentations into the '*UPLOAD PPT PRESENTATION'* task within your Speaker Portal after you have received confirmation that your PPT presentation has been approved. If you experience any challenges in uploading your material, please contact Hannah@ACVIM.org. Please also share any embedded videos within your PowerPoint. In the event the recording of these is choppy or the audio lags, we will include this as a link with your presentation. These files will not be shared.

Embedded videos in Zoom:

- When selecting your PowerPoint at step 9, click the box in the bottom left "Share computer sound." If you plan to play a video embedded within your PowerPoint that has sound, this will capture the sound from that video. If you plan to narrate your embedded video, you may skip this step.

- When you are ready to record the embedded video portion of your presentation, click the "More" three dots at the top right of your recording screen and click "Optimize Share for Full-screen Video Clip." This will turn off your video, allowing for the recording to capture your embedded video in a higher quality. *Please include the link to your embedded videos in the event the recording captures them choppy or with an audio lag.*
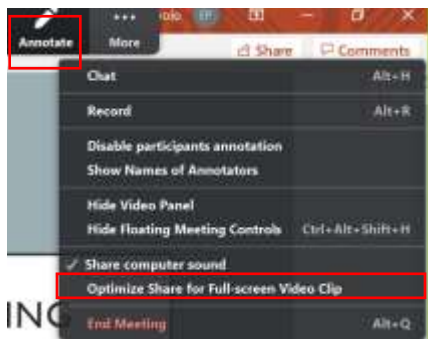
- Please remain silent or pause the video to speak so your voice does not compete with the audio from your video.

- After your embedded video has played, click the "More" three dots at the top right of your screen and again click, "Optimize Share for Full-screen Video Clip," which will remove the checkmark and bring back the video of yourself.

Questions?
Hannah Stuhr, *Exhibits and Conference Specialist*, Hannah@ACVIM.org
Erika Picciolo, *Online Learning Contractor*, Erika@ACVIM.org