



Presenter Instructions for the PHM Society 2020 Virtual Conference

In order to ensure a glitch-free online event, we ask all authors to pre-record and submit your presentation no later than Tuesday, October 13, 2020.

In order to load the recordings with all conference materials, we ask that you provide the following by **Tuesday, October 13** to ensure your presentation is a part of the Virtual Conference:

- Prerecorded video presentations
 - Your two videos must fit the time duration of 5 minutes and 20 minutes
 - Your video presentations MUST be submitted as an mp4 no larger than 1GB
 - Below are instructions for the two most common ways to record your presentation over your PowerPoint deck
 - **IMPORTANT: name your files this way:**
 - PaperNumber_LastNameFirstAuthor_5Min (or 20Min)
 - PaperNumber_LastNameFirstAuthor_pdf

[CLICK](#) to find your assigned session

To submit your materials please check [HERE](#)

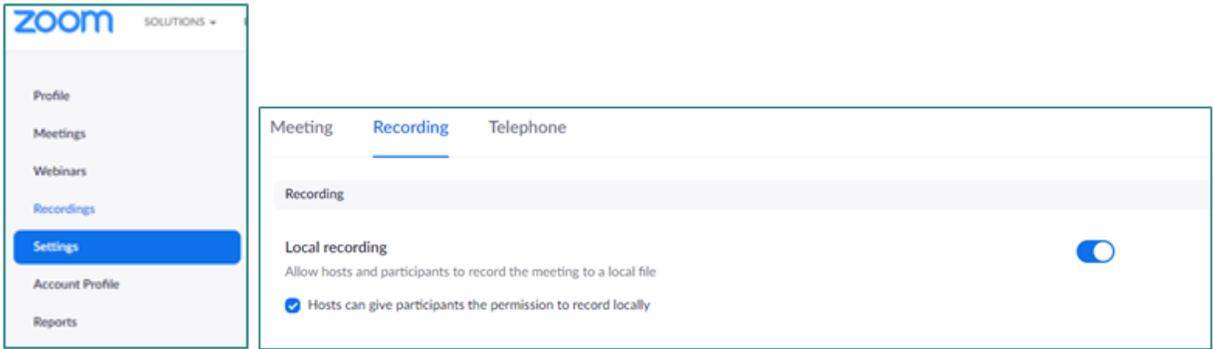
- Should you wish to upload an updated video presentation, please note the version or state “UPDATED” to your file name

If you have any questions, please contact tpc@phmconference.org

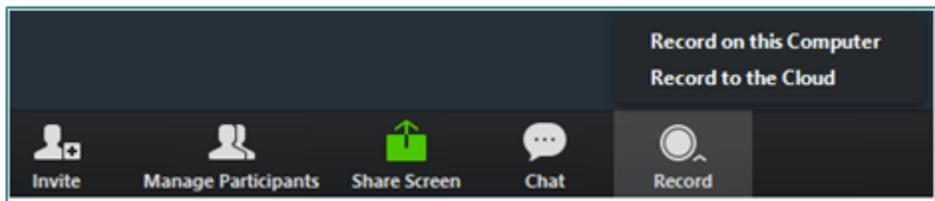
Recording Option One - ZOOM

- If you do NOT already have your own Zoom account
 - Visit <https://zoom.us/signup> and enter your email address
 - You will receive an email from Zoom (no-reply@zoom.us)
 - In this email, click ACTIVATE ACCOUNT

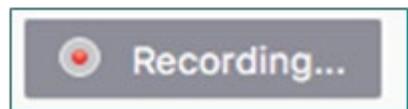
- Once you have accessed your new or existing Zoom portal, enable Local Recording:
 - Click Account Settings
 - In the Recording tab, navigate to the Local Recording option and verify that the setting is enabled.
 - Click the toggle to enable, if necessary. If a verification dialog displays, choose Turn On to verify the change.
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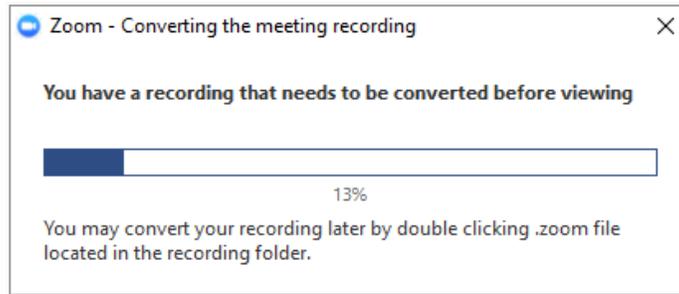
- Starting a Local Recording
 - Ensure your presentation material (PowerPoint, Keynote...) is open
 - In the top right toolbar, click Host a Meeting and start a Zoom meeting as the host
 - Select pre-determined video option
 - ⇒ Video On
 - ⇒ Video Off
 - ⇒ Screen Share Only
 - Click the option to Record, once meeting begins



- If there is a menu, select Record on this Computer
- Select Share Screen option to begin sharing your presentation materials
- You will see the following recording indicator in the top-left corner while recording is active (please ensure this icon is shown before beginning presentation)



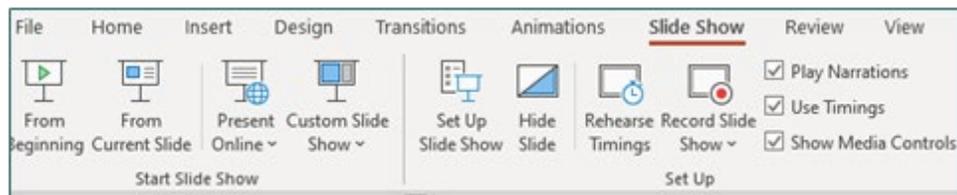
- Downloading Your Recording
 - Once you have completed your presentation, Zoom will convert the recording so you can access the files



- Once the conversion is complete, the folder containing the recording files will open
- All recordings will be placed in a Zoom folder found in the following file path
 - ⇒ PC: C:\User Name\Documents\Zoom
 - ⇒ Mac: /Users/User Name/Documents/Zoom
- By default, an audio/video file (MP4) will be named <Zoom_0.mp4>
- By default, an audio only file (M4A) will be named <audio_only.m4a>
- Please rename your presentation file once download is complete

Recording Option Two – Powerpoint (PC)

- Open your presentation deck in Powerpoint



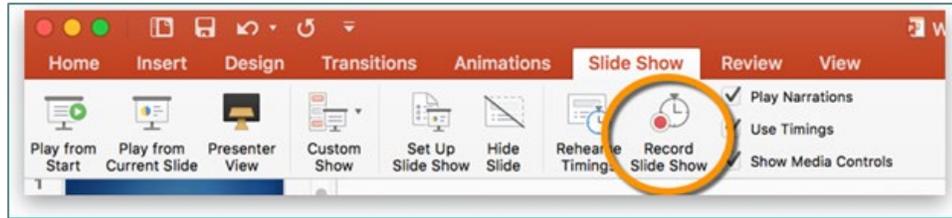
- Click the Slide Show tab (Note: Do NOT add audio under Insert and Record Audio; this method will not allow you to save your PowerPoint as a video.)
- Click Record Slide Show (Note: Audio may start recording automatically if you have an older version of PowerPoint.)
- Select Record from Beginning



- Click Record in the upper left corner to start recording narration for a slide. Note: PowerPoint will give a three-second countdown before it begins recording
- Record narration
- Click the blue Replay button to listen to the recorded audio and ensure it was recording
- Press [Escape] or the 'X' button located in the top right of the screen when the audio recording is finished.
- Saving your Recording
 - Save your video by first clicking File
 - Select Export
 - Select Create a Video
 - Follow prompt / pop-up window to save your video in a memorable location

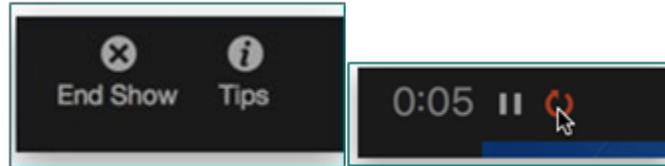
Recording Option Two – Powerpoint (MAC)

- Open your presentation deck in Powerpoint



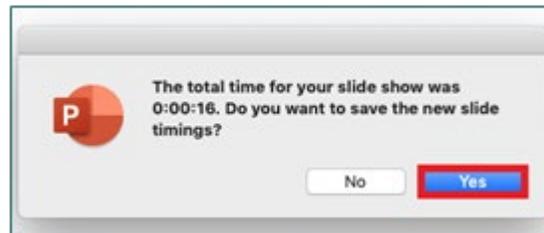
- Click the Slide Show tab. (Note: Do NOT add audio under Insert and Record Audio; this method will not allow you to save your PowerPoint as a video.)

- Click Record Slide Show

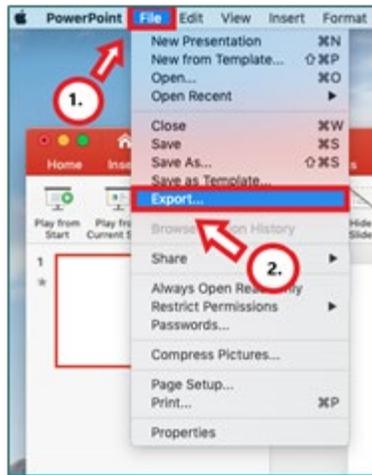


- The presentation will start recording right away, but you can start it over for the slide by clicking the rewind icon
- Record presentation
- When finished, click End Show in the upper left corner

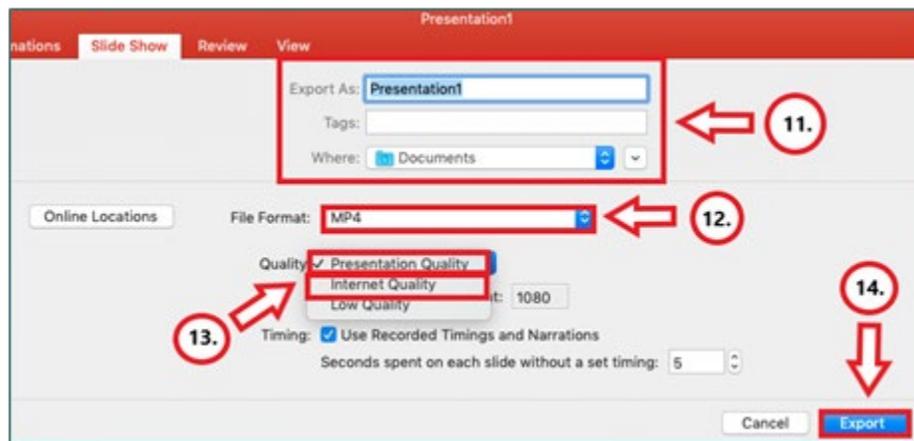
- Saving your Recording



- Click Yes to save the audio narration
- To save the PowerPoint as a video, click File and then select Export



- Fill out text boxes (Export as) and follow PowerPoint’s prompts
- Select MP4 from the File Format options list



- Select Presentation Quality or Internet Quality (Note: Presentation Quality will take longer to export. Click Export.

A Few Things To REMEMBER

Audio Considerations

- Microphone:
 - USB microphones, or “external” microphones, are higher quality than laptop-provided microphones and might be a better choice for creating your presentation.
 - Keep microphone close by - do not get too far away from your microphone
 - Use a professional microphone with echo cancelling and filters to minimize room noise. A laptop or tablet microphone can contain more room echo and pick up unwanted sounds. Microphones should be easily switched on and off or to mute.
 - Use one source of audio – use computer OR phone (not both).
 - Headphones: Unobtrusive headphones or a headset with built-in microphone is recommended to reduce chance of echo or harsh feedback.
 - Keep speakers (event sound) at minimum levels (not high sound)

- Speakers may be required to hear any questions, interactions, or to hear the technical team and event Facilitator.
- For the best experience:
 - Ensure you have good speakers on your computer
 - External speakers enhance the experience (easy to find on Amazon.com)
- Video and Appearance
 - Camera
 - Position the camera so that it is just above eye level.
 - Treat the computer’s camera lens as if it were your audience
 - Look directly at the camera
 - Lighting
 - Consider purchasing a camera lighting kit for the best lighting (these are affordable and easy to find on Amazon - look for “camera lighting kit”)
 - Regular room lighting is not a good representation as it only lights from the ceiling down, which can cast a shadow on your face, and tends to focus on the top of your head.
 - Appearance
 - Makeup can help cover blemished or “shine” on your face.
 - Jewelry does attract attention – avoid “flashy” jewelry!
 - Long necklaces or large hoop earrings may move and lay out of place (drawing attention).
 - Ties and Pocket Squares: each can move and display incorrectly (drawing attention).
 - Colors: a camera will boost contrasts.
 - Good colors are neutral and warm tones like gray or light pastels
 - Solids are best – patterns can be distracting
 - Bad colors are white, bright red, all-black, and green (when using a green screen background)
 - Background Images
 - You are always “judged” on your background
 - Keep uncluttered
 - Remove “focal points” like clocks, pictures, coats, doorways
 - What is seen WILL be looked at!
 - Recording
 - Remind others in home/office you are “RECORDING”
 - Place a note on your door to avoid being interrupted or lock your door
 - Keep environment sounds to a minimum, like kids crying or dogs barking (good microphones do pick up those sounds)
 - If using chalkboard or dry-erase board, test to ensure chalk or markers can be seen. Use dark markers like red and blue
 - Internet
 - Have the correct equipment and connections
 - Test the speed of your internet prior to recording to ensure there are no glitches when you record the actual presentation.