



VIDEO INSTRUCTIONS FOR SPEAKERS

To facilitate the virtual symposium sessions in a professional online format, we are asking all speakers to pre-record a video of their presentation. Each session will be held in the format of: Chair intro → Video presentation containing ALL pre-recorded presentations in one video → Live Q&A with session chair and all speakers of the session → Chair closing. The Live Q&A is hosted via Zoom for everyone to join.

For each session, the pre-recorded videos will be “stitched” together into 1 video to thus we require a bit longer leading time for the preparation. The reason for doing this is because we need to minimize the need to switch from one data feeding source to another (from pre-recorded video to Zoom, back to pre-recorded and Zoom...), which will take too much of our already limited program time. This means, for example if there are 4 oral presentations, the session video will be maximum 56 minutes as we stitch 4 videos together. After showing the 56 minutes video, we will do live Q&A.

There are many options available online for video recording. We have included instructions on how to use Zoom below, however you are not required to use Zoom to create your video.

Please pre-record your presentation with your slides in **.MP4 video format** no larger than **1 GB** and place into the ICW 2021 Speaker Videos Dropbox folder **no later than November 07, 2021**. Please note that we do not accept any other format than .MP4.

If you have any questions regarding the pre-recorded presentation or platform and specification used, please contact **Heaven Ho Sørensen** at hs@meetingplanners.dk

Virtual Platform Access

The conference is using an integrated virtual platform, **PheedLoop**, which contains tools to support the virtual meeting. By the mid of November, speakers will receive a Welcome Email with a link to access to the Speaker Portal. In this account, you will be able to fill in your personal information, social media links, biography and photo.

Session recordings will be available during the meeting and for 6 months afterwards. The videos are stored in the secure platform and accessed only by registered attendees.

Meeting Time Zone

The Virtual Platform meeting schedule was built using the **Central European Time Zone**. However, the Pheedloop platform will automatically adjust to your time zone based on your browser. To see what time zone is set in Pheedloop, go to the Account tab and then to your Profile. *Be sure to remember this when looking at the schedule.*

Speaker Deadline

Please pre-record your presentation with your slides and send to us **no later than November 07, 2021**.

Video File Type & Size Requirement

Recorded Videos need to be saved in **.MP4 video file format** and **cannot be more than 1 GB** in size.

Speaker/Presenter Timing Table

Type of Presentation	Maximum Time Limit Per Video
Plenary introduction/chair video	1 minute
Plenary speakers	According to the program
Session chair intro video	1 minute
Oral presenters	14 minutes

If your video is longer than the requested time, you might risk the video being cut-off while playing or be asked to record again.

Speaker/Presenter Checklist

- Record a video of your talk; use any video program you like (Zoom instructions are included here)
- Check time limit and re-record if over limit. **See above timing table.**
- Check video file is saved in **.MP4** video format
- Check file size is **no more than 1GB / 1000MB** in size.
- Upload video to Dropbox no later than **November 07, 2021**.

How to Show Your PowerPoint Slides as Virtual Background

If you are already an experienced Zoom user, you may want to try an advanced Zoom feature called “PowerPoint as a Virtual Background”. Simply click on Host a Meeting with Video On, then click **Share Screen**. At the top of the page, click on the tab that says **Advanced**. Select the tile that says **PowerPoint as a Virtual Background**, then select your PPT presentation file on your computer. A short video tutorial is available here:

<https://youtu.be/kDfCq-pLZQI>

Your first poster slide will appear behind you on the screen (green screen works best but is not required). You will also see your head appear in front of the slide *on the same screen*. This allows viewers to see your poster at full size rather than side- by-side view. You can click on your head and a blue box will appear, allowing you to enlarge/shrink or move your face as needed so it does not cover important information. This option works best for slides that have minimal content, so you don’t cover important information. It also helps the attendee view your slides full screen without seeing a shared screen view, making them feel more like you are doing an in-person presentation.

ICW PowerPoint Presentation Template

A cover page/template is attached to this instruction (see below). We encourage you to use this cover page for your presentation.



How to Record Your Video in Zoom

Overview

Local recording is available to both free and paid subscribers. Local recording allows participants to record meeting video and audio locally to their computer.

Log into Zoom

Visit: <https://www.zoom.com>

Enabling local recording

User

1. Sign into the Zoom web portal.
2. Click **Settings**.
3. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.

Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Account

1. Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then [Account Settings](#).
3. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.

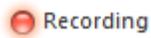
Recording your Video

The host must record the meeting or grant the ability to record to a participant.

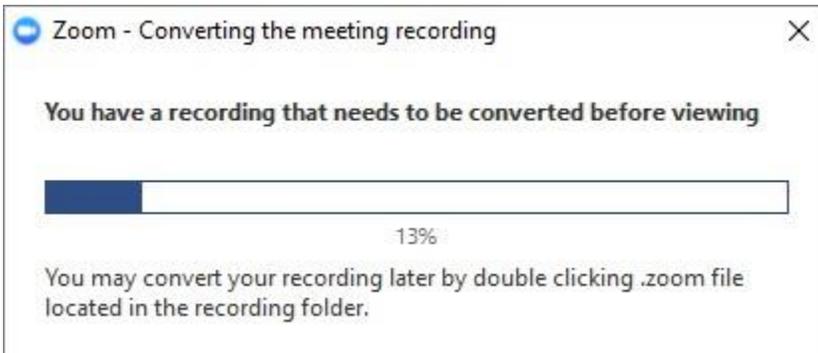
1. Start a Zoom meeting as the host
2. Click the option to **Record**



3. If there is a menu, select **Record on this Computer**.



4. After the meeting has ended, Zoom will convert the recording so you can access the files.



5. Once the conversion process is complete, the folder containing the recording files will open.
6. **Note:** By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.
7. Please rename your video file before uploading to Dropbox. The file name should always contain Session Number_Order of the talk_Your Last Name.
 - a) Right click on video name (example **Zoom_0.mp4**)
 - b) Click rename file
 - c) Click save.
 - d) Your video file name must follow the file naming protocol below so we can identify it when you upload it.

File name Protocol Example(s):

- Session 1_Johnson.mp4
 - Session 2_Chair Intro_ Sung.mp4
 - Plenary 2_ xxx_ Turner.mp4
 - (Session #_Info_ LastName.mp4)
- e) After the video is saved to your computer, play it to verify the quality of the video and audio.
 - f) Check the final time of your video. If it is beyond the maximum time allowed, you must re-record. **See Speaker/Presenter Timing Table.**
 - g) Check the final video file size is no more than 1GB / 1000MB in size, if it is beyond the maximum file size allowed, you must re-record.
 - h) Upload your video into the ICW Dropbox using this link:

<https://www.dropbox.com/request/MTgpVN7AF0dO3qInOnaB>

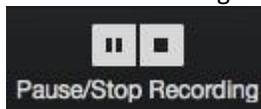
Notes

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.
- You can record the meeting in different [layouts including Active Speaker, Gallery View, and shared screen](#).

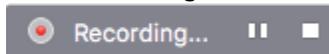
Stopping or pausing a recording

During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



The recording can also be stopped or paused by clicking the indicator in the top left corner.



2. When a recording is paused, the following indicator will be displayed in the meeting.



3. To resume the recording, click **Resume Recording** at the bottom



The recording can also be resumed by clicking the indicator in the top left corner.



4. After you stop the recording, you can [access the local recording files on your computer](#).

For more tips and tricks visit: <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

Uploading Your Video

Video presentations must be uploaded to the ICW Video Dropbox folder using this link:

<https://www.dropbox.com/request/MTgpVN7AF0dO3qInOnaB>

If you are having trouble uploading your video, please contact us at hs@meetingplanners.dk

1. Click on the *Dropbox* link above
2. Find the video file you just saved from Zoom onto your computer and click on it.
3. Click *Upload* and it will automatically upload.

Video presentations must be uploaded to dropbox no later than November 07, 2021.