HOW TO COMPLETE FINAL PRESENTATION RECORDINGS

The first presenter listed on each individual session will be the only one with the capability to submit the final presentation format.
Three options will be listed in the Task list of the presenter when they log in on their profile.
Here is an example of what will be seen
OPTION #1
USE WITH OPTION #1
OPTION #2
OPTION #3

Only one of these three tasks should be completed per session!

✅ Upload Final Presentation Slides (OPTION #1) (completed 11/3/2020 at 11:34 AM) -- PREVIEW UPLOADS

❌ Presentation Audio (USE WITH OPTION #1)(task is due Friday, November 20, 2020)

❌ Submit Video URL (OPTION #2) (task is due Friday, November 20, 2020)

❌ Submit MP4 file (OPTION #3) (task is due Friday, November 20, 2020)

For individuals or a couple of presenters Option #1 will work by all logging in to the first presenters profile and taking turns to record to the slides assigned to them – a final Submit will need to be completed when the recording is completed by all.

For panels – Zoom, Teams, or other virtual meeting platforms can be used to record the session and all speakers.
Many agencies/organizations have a video library at their access such as You Tube, Vimeo, Brightcove or other URL library.
Option #2 will be where video links (URL) can be added in place of slides.

For panels – Zoom, Teams, or other virtual meeting platforms can be used to record the session and all speakers.
The MP4 video file can then be uploaded in that Option #3 in place of slides if a URL is not available.

A short video tutorial is available for the Audio Recording to slides at the following link
AUDIO RECORDINGS
8:18 minute instruction video to upload and record audio to slides

1. Log in to your Speaker Profile using the Access Key provided in the acceptance letter.

2. Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.

When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green then your microphone is not picking up any sound.