SSA 2021
Pre-Recording Guidelines

All SSA 2021 Presenters are asked to **pre-record** their presentations. Pre-recording your presentation will minimise any potential streaming disruptions that can happen during a virtual event.

The information provided below is intended to serve as a reminder to the expert presenter and as a primer to those less experienced, suggesting ways to make a visual presentation more effective for the audience.

How to upload your presentation

FREE PAPER PRESENTERS

Please ensure your pre-recorded presentation is uploaded as an mp4 video file *no later than* **MONDAY 08 NOVEMBER 2021** via the Dropbox link:

https://www.dropbox.com/request/gxLfWLDgitAXaFjDUk0G

FILE NAME: Before you upload the presentation, please rename the file as:
Conference_Day_Session Number/Name_Presentation Time_First Initial_Last Name
e.g., SSA2021_Friday_01_0900_J_Smith_.mp4

TOP TEN POSTER PRESENTERS

Please ensure your pre-recorded presentation is uploaded as an mp4 video file *no later than* **MONDAY 08 NOVEMBER 2021** via the Dropbox link:

https://www.dropbox.com/request/xMadah6RkJtlm6ZADyAV

FILE NAME: Before you upload the presentation, please rename the file as:
Conference_Day_Session name_Time_First Initial_Last Name
e.g., SSA2021_Sunday_Top Ten Poster_11.05_J_Smith_.mp4

TALKING POSTER PRESENTERS

Please ensure your 3-minute pre-recorded presentation is uploaded as an mp4 video file *no later than* **MONDAY 08 NOVEMBER 2021** via the Dropbox link:

https://www.dropbox.com/request/IAY5bVAFmtzPlPOUaLMC

FILE NAME: Before you upload the presentation, please rename the file as:
Conference_Poster ID_Poster title_ First Initial_ LastName
E.g.: SSA2021_105_Superb Spine Poster_J_ Smith.mp4

TITLE SLIDE

Start your recording with a dedicated title slide that includes your abstract title, name and organisation; the second slide must have your Declaration of Interest.

Keep this simple and easy to read as it will be used as the holding image. A template can be found on the Virtual Guidelines website page.

PRESENTATION FORMAT & LENGTH

Your **Presentation Recording must not exceed your allocated presentation time**. The SSA 2021 Virtual Portal will be set up to automatically end presentations at the scheduled time, so we ask that you stick to time to avoid being cut off mid-sentence.

We recommend when you are recording your presentation to use Zoom (see instructions below) and to set the aspect ratio of your PowerPoint to widescreen **16:9 format**.

Recording your presentation with Zoom

We recommend presenters record their presentation using the Zoom platform.
To ensure a quality recording is produced, ideally, they should be done using a desktop computer that has a webcam. Using headphones and a microphone will limit any feedback or background noise.

> **IMPORTANT:** For all presenters (other than Talking Posters), we highly recommending using the same background and outfit during your pre-recorded presentation and for the live conference. This helps achieve a consistent and cohesive view for attendees.
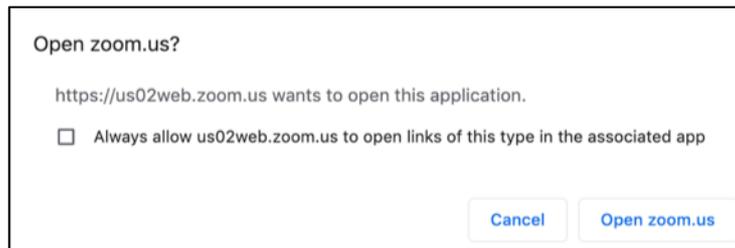
You can use Zoom in a browser, or by using the Zoom Client for Meetings app for Windows, Mac, or ChromeOS. We recommend you don't use a **virtual background**. These are unavailable when you are live in the SSA 2021 Virtual Portal, and so will give your session an inconsistent look.

Using Zoom instructions:

1. Log in to your Zoom account, if you don't have a Zoom account, click here to join for free.

2. Click "*Host a Meeting*" at the top right of the page and choose "with video on" to ensure you are visibe on the recording.
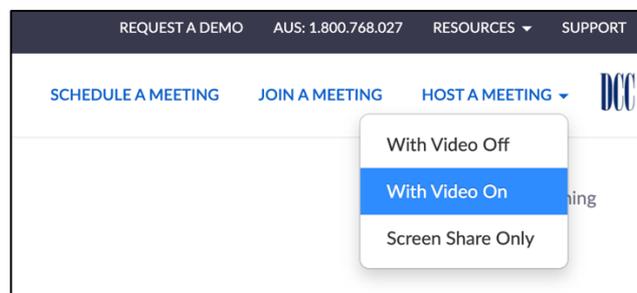
3. If you have the Zoom app installed, your meeting room will open in the app, otherwise, it will open in your browser. You may be prompted to open the Zoom app. Please click on 'Open zoom.us'.

Open zoom.us?

https://us02web.zoom.us wants to open this application.

☐ Always allow us02web.zoom.us to open links of this type in the associated app

Cancel Open zoom.us

4. Join your audio by clicking the "*Join with Computer Audio*" button. It helps to use a headset or earphones for Zoom meetings, for better audio quality. If this is the first time you have used Zoom with your current microphone or speakers/headphones, it's a good idea to check your audio quality before recording.

5. Test the audio by clicking the small arrow next to the Mute microphone symbol, at the bottom left-hand corner of the page. This will open a selection of options – click on 'Test Speaker & Microphone'. This will allow you to test both your speaker and your microphone.

6. If you are using slides, to record them in your presentation click the green "*Share Screen*" button in the control bar at the bottom. Make sure your slides or presentation is open on your desktop.
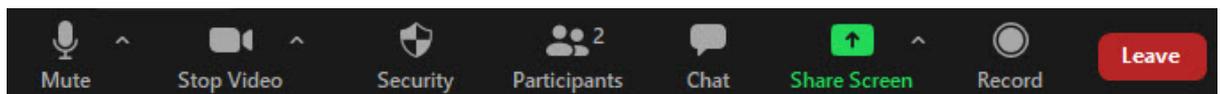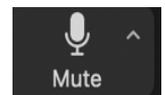

7. When the share screen option box is open select your slides, and click share.

*Note: **Whatever you can see on your screen is what will be recorded – ensure you are not in 'Presenter View' for example.***
*Tip: **To check/change your PowerPoint view, go to 'Slide Show'>Set Up Slide Show. Select 'Browsed by an individual (window)' then hit 'Play from Start' – all before sharing your screen.***

8. When you're ready to start, click the …More button at the top right of the shared screen. Then select the *"Record"* button at the bottom of the meeting window.

*Note: **When Zoom is recording, you will see a small red dot at the top left of the meeting window.***
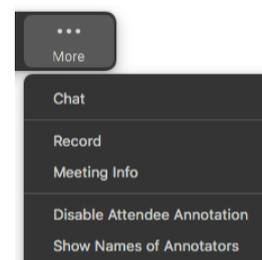
9. When your presentation is finished, click Stop Recording in the More... menu. Click End Meeting when finished.

10. The recorded meeting will be converted to MP4 once the meeting has been ended.

11. The recording will be automatically saved to where you have set recordings to go. However, if you are unsure where this is you can click on your Zoom app, click on

Meetings at the top and then click Recorded. This will show you the file path to your recording.
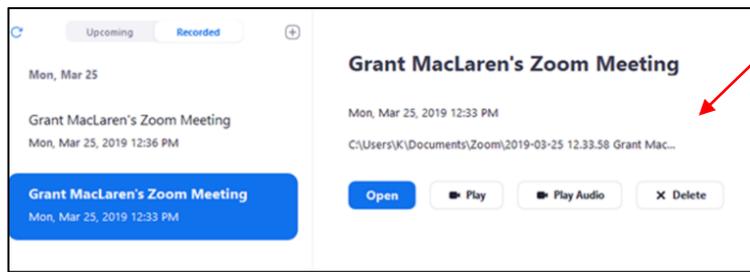
If you have any questions, concerns or issues when you are recording, please feel free to contact us for support via ssa2021@dcconferences.com.au

UPLOAD REMINDER

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E.g.: SSA2021_105_Awesome Education Poster_J_ Smith.mp4