Recording instructions for oral presentations, Tenth EDCTP Forum 2021

Dear speaker,

Congratulations on being accepted for an oral presentation and/or mini-oral at the 10th EDCTP Forum, 17-21 October 2021. The Forum is a virtual event; all presentations will be presented as video recordings played at the meeting, followed by a live question and answer session. The following instructions are provided to help you to record your presentation. All presentations must be submitted to EDCTP (forum@edctp.org) by **Monday 13 September 2021**. Presentations will be checked prior to acceptance.

Getting started

There are several points to consider before you start recording your presentation:

- The recording should be taken in a quiet and bright environment. Background should be simple and not cluttered.
- If you sit in a room with a window, please try to face the window.
- We suggest using Zoom as a platform to easily record your presentation (more instructions below).

Recording your video

- The recording should preferably be taken with a computer/laptop with a built-in camera and microphone.
- If recording from a smartphone or tablet, please ensure to use a stable support or tripod and shoot the video in landscape mode (recordings in portrait mode will not be accepted).
- Your internet connection needs to be stable with a minimum of 1 MB upload/download. If possible please use a hard-wired internet connection.
- When you switch on your camera, please make sure that your face fills two-thirds of the screen with very little space above your head. As you begin slide sharing, the small screen with your face should appear automatically in the top right corner of the screen. However, if this is not the case, please move the window with your face manually.
- Since attendees will join from different time zones, please avoid greetings such as "good morning" and ''good afternoon".
- The final recording should be submitted in MP4 format preferably with no less than 600 DPI

Audio tips

- Use a microphone and test the audio before recording. A wired headset will generally produce the best quality audio and pick up less background noise
- Make sure the volume is up on the device when recording.

Recording your presentation using Zoom

The recording will include your slides, audio, and a video of you and will be rendered in MP4 format for sending.

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Open Zoom and start a meeting. Once in Zoom, you'll need to change some settings:
- In Preferences (in the drop-down menu on the left), go to Settings:
  - Choose the location where you want to save your video presentation
- Still in Preferences, go to Recording, select the options for:
  - "Record video during screen sharing"
  - "Place video next to the shared screen in the recording" and
  - "Optimize for 3rd party video editor".
- When you are ready to record, share your screen (select the PPT to share and make sure to put it in presentation mode so that it fills the screen). You can move through the slides as you would do usually.
- Once your screen is sharing, hover your mouse at the top of the screen, select More and then Record, or Alt + R to begin the recording.
- At the end of your presentation, hover your mouse at the top of the screen and click Stop Recording.
- You can also pause the recording in the middle, if you need to do so, and then resume your recording.
- When you end the Zoom call, the video will render and save the presentation to the location you have selected on your computer.

For additional instructions, please check the [Zoom website](#).

Sending the recording to EDCTP
- Before sending your recording to EDCTP, please ensure your presentation is within the given time limit (10 minutes for oral presentations and 3 minutes for mini-orals). If the recording exceeds the time limit, we will ask you to resend a shorter version.
- Name your video with this naming convention: PresenterName_AbstractNumber
- Use [WeTransfer](#) to send the video to forum@edctp.org. We kindly ask you to follow up with us via email telling us that you have submitted to ensure that we have received your recording.
- The deadline for receipt of presentations is **13 September 2021**. Your abstract will be withdrawn if it is not received on time.

Permission for use of pre-recorded presentation for on-demand access
Once the session you are presenting in has ended, your presentation will be made available for On-demand access to all attendees throughout the Forum. This means that attendees who could not be present for your session, or who want to re-watch, will be able to view your video during the Forum in their own time. We request your cooperation in making your presentation available throughout the Forum.

You will receive a separate email requesting you to OPT IN or OPT OUT of allowing your video presentation to be available for On-Demand access. Please note that we can only make your presentation available for On-demand access once we receive your permission.

If you have any questions, please contact us via forum@edctp.org quoting your name and abstract number as the reference.