American Heart Association
Scientific Sessions 2020

RECORDING YOUR
PRESENTATIONS FROM HOME

Tips to help you become a better presenter at home
The world’s most impactful cardiovascular event of the year, Scientific Sessions 2020 will now be a global virtual experience.

For over 90 years the American Heart Association has brought the world together at Scientific Sessions to disseminate scientific findings and to save lives. This year we find ourselves in a position where it is even more important and meaningful that we, as clinicians, scientists, public health officials and patients, come together to discuss these important topics.

Join us November 13–17, 2020 and let’s reimagine the impact and power of sharing science, together.

NEW VIRTUAL OPPORTUNITIES:

- **Instant access** – view all hot-topic sessions from anywhere in the world!
- **Join the discussion** – engage using live chat and grow your professional network
- **Participate in live e-Poster presentations** – create meaningful dialogue and share your ideas with the authors
- **Connect with your community** – easily identify with your peers and prioritize programming based on your specialty
- **Explore all of Scientific Sessions 2020** – more time to navigate the event and discover new areas of interest
Things you will need

Check to make sure you have everything before you get started

- Windows or Mac computer
- Built-in or stand-alone web camera and microphone
- Internet connection
- A source of light
- A presentation recording program (We recommend PowerPoint)
- Headphones (optional)
- Your presentation
- Timer (smartphone is fine)
Environment
What to **Wear**

Wear something comfortable but appropriate for your audience.

- Do not wear all black
- Do not wear all white
- Do not wear stripes
- Avoid busy patterns

**PRO TIP:**
Dress like you would when giving a live presentation at an in-person event. Professional attire suggested.
Your **Background** Matters

- Clear your background of clutter like stacked papers
- While backgrounds can be clear, use this as an opportunity to showcase your character

**PRO TIP:** Picking out just one important thing to be in the frame, like a painting or a photo, should be enough to say who you are without interfering with the delivery of your message.
Lighting is Everything

If using a natural source of light
❖ Sit facing a window with a bright, soft light window

If using a lamp
❖ Take a tall lamp with a soft, diffused light and set it next to the computer on the side of your face you feel is best. The lamp should be in line with and slightly behind the computer so the light falls nicely on your face.
❖ Ring lights that attach to desks are the best option. The bigger the ring, the softer the light.

PRO TIP:
Avoid sitting with a bright light source like the sun (a window) or lamp behind you. You want to use the light rather than fight against it.
EQUIPMENT
Equipment: **Camera**

- Both built-in and external webcams will work for recording your presentation
- Test your camera according to manufacturer’s instructions

**PRO TIP:**
Experiment with your camera to see what lighting works best. All cameras are a little different. Record your introduction a few times and watch it to see the quality — and that will also help you practice for your presentation!
Equipment: Microphone

- Both built-in and external microphones will work for recording your presentation
- Test your microphone according to manufacturer’s instructions
- Whether you’re on Windows or macOS, you’ll want to access the audio device settings and set your default microphone
- Note: Microphone and audio levels must be controlled in your computer settings not the recording program.
Equipment:

Internet Connection

- When possible, use a hardwire (Ethernet) connection rather a wireless connection
- Disconnect other devices from your WiFi to maximize bandwidth

PRO TIP:
You can check your connection speed by going to www.fast.com. This page will show you both your upload and download speeds.
Software: **Windows**

If you are on a Windows machine, PowerPoint program (2016-2020) is the preferred choice for designing and recording your presentation.
Software: Mac

If you are on a Mac machine, PowerPoint program (2016-2020) is the preferred choice for designing. However, the recording of your presentation should be done in Zoom.
Know what the key take-away is for your presentation.

Does your take way match what your audience heard?

Use simple words that capture people’s attention.

Your cadence and intonation add to the story – use them to your advantage!
One Idea Per Slide

Increase engagement by keeping it simple. **One idea per slide.**

It's better to have more slides with fewer bullet points rather than have fewer slides with dense bullets.
If you need to use bullets, try to...

- Be concise.
- Make them short.
- Use graphs or icons.
- No more than 3 bullets (please).

These are not rules. There are always exceptions depending on your audience, content and format.
Assume People Can’t See Your Deck…

Some people will only hear the audio. Talk clearly, explain visuals on your deck.

Use headphones to improve audio quality. If you have a mic, use it.

Provide a few seconds warning before playing a video or sound effect. It may play at a different level than your voice and could be an unpleasant surprise.

Repeat questions in full, before answering them. Name the asker if you can as listeners can’t read the comments section.
Don’t Forget Your Mobile Audience

Don't make your text too small, too light or too dense.
PRESENTING
Keep it Simple

- Timing it everything
- Remove distractions
- Have a conversation. Don’t talk at your audience about it
- Be mindful of timing — stick to your allotted time
Maintaining Eye Contact

- Position your webcam at eye level. Stack books or a box under your laptop if needed.
- Pick a point near the camera on which to focus your eyes. It helps to put a piece of tape as a visual reference near the lens.
- If you are using notes, outlines or timers, position them around camera to avoid breaking eye contact with the camera.
Smile. People love enthusiasm.

Communicate with your hands and body.

Leave some "headroom." Don't cut off your forehead.

Line your face up with the top "third."

If you can, try to include your elbows.

Frame yourself and smile
Compliance

- Please do not use trade names in your presentation and recording
- Please inform the audience when discussing unapproved indications
Rehearse

THE CONTENT

Practice. Practice. Practice.

Record and review.  Practice without slides so story resonates.  Present to a person and ask them what 1 thing they learned – does it match your key message?

Does your audio track to the visuals on your slides?  Use facial expressions and hand gestures as appropriate.  Have water available, practice taking a drink, while on camera.
Rehearse

THE FLOW

Do a Tech Run.

Record yourself to see how you are framed in the screen. Check that smile.

Make sure audio is clear and limit background noise.

Is your background appropriate for your audience and your message?

Confirm lighting works so people can see your face and expressions.

View your presentation from laptop. Tablet. Phone. Do your visuals work for all formats?
Tips & Tricks for Remote Presentations

Tech Connections
- Ethernet - when possible use a hardwire connection. Bandwidth issues?
- Join meeting on your laptop. Join audio from your phone.
- Start in mute. Go to mute when you are done presenting.

Speaker Feedback
- ID designated speaker support person.
- Pre-event rehearse with them and do your tech checks. During presentation, designate them as “listener”
- Give them way to contact you (text, etc)
- If mic goes off, video goes down or other tech issue they can let you know.
- Turn all notifications off except designated “listener.” Silence your phone.
- Set up 2nd screen (tablet, phone) to track slides and see how fast they advance for audience.
RECORDING FOR WINDOWS: POWERPOINT 2016-2020
Starting the Recording

- Open your PowerPoint presentation and select the **Slide Show** tab on the ribbon (1).
- Select **Record Slide Show > Record from Beginning** (2)
Starting the Recording

- The slide show will open in the Recording window, with buttons at the top left to start, stop and pause the recording (3) and the video feed from your webcam in the bottom right (4).

- Ensure the microphone and camera buttons at the lower-right corner of the window are turned on (5).

- When ready to record, click the red round button in the upper left corner of the recording window (or press R on your keyboard) and start speaking.
Timing & Recording Your Slides

- Navigation arrows on either side of the current slide allow you to move to the previous and next slides (6).

- The timer in the lower left of the screen (7) allows you to keep track of the timing of your current slide and the overall presentation.

- You can re-record the narration of individual slides by using the Stop and Record buttons in the upper left corner of the screen (8).

- Use the on-screen Notes feature to help narrate your presentation (9).
Exporting & Saving

- Once you finished with the recording, click **Stop** and exit by clicking the X in the upper right hand corner.
- To save, go to **File > Export > Create a Video**.
- Select **Create a Video** again and the program will prompt you for where to save your recorded presentation.
- File to be saved as last name with presentation date.
- Example: Jones_7.1.20
- Presenter recording specs:
  - Video format: MP4
  - Minimum resolution: 1280 x 720
  - 1280 x 1080p is best.
RECORDING FOR MAC OSX: ZOOM
Creating a Meeting

- Download and install Zoom if you haven’t already: [https://zoom.us/download](https://zoom.us/download)
- Have your presentation up and ready!
- Open Zoom: Click New Meeting (1)
Sharing Your Screen

- Select Join With Computer Audio (2)
- Using the tool bar at the bottom of the screen select Share Screen (3)
Sharing Your Screen

- Select your presentation (4) and hit **Share** on the bottom right hand corner of the screen (5)
Starting the Recording

- In the toolbar at the top of the screen, select **More > Record** (6). The video stream from your webcam will appear in the upper right corner of the screen (7).
Starting the Recording

- To pause, select More > Pause Recording. When you’re ready to stop, select More > Stop Recording (8). When done, select More > End Meeting (9).
- Click and drag the video stream window (10) down to the lower right corner of the screen (11). This will ensure your recording is consistent to those on Windows machines.
Exporting & Saving

- You will see the **Converting Meeting Recording** dialog (12) as your recording is being converted and saved. All recordings by default will be saved in a sub-folder called Zoom in your Documents folder.
- **Video Format is:** MP4
- **Minimum resolution is** 1280 x 720. 1280 x 1080 is best, if possible.
Reviewing

- To view your recordings, go to the **Meetings (13)** section of the Zoom program and select the **Recorded (14)** tab.
Session Pre-recording options:

Many of you may have access to platforms that allow for presentation recording. Feel free to use a platform that you are comfortable using so long as it meets the requirements above. A few examples of platforms that you might already have access to include: Zoom, PowerPoint, Apple Keynote, Google Meet, WebEx.

If you are speaking to slides, we want to be able to see your smiling face and your slides! So please be sure that you are in presentation mode when you record your presentation.

If you don’t have a session recording tool... try OBS – This is a great way to pre-record your speaking session, and the tool is free! We’ve included an OBS guide that will walk you through recording yourself and how to do PIP (picture in picture) so that YOU and your slides will show during the recording. Check out the easy-to-use guide here: https://cdmcd.co/96QmMv

MULTIPLE PRESENTER RECOMMENDATION

Note: If there will be more than one of you presenting, please consider using Zoom, Google Meet, or WebEx to record your presentation. Just be sure to adhere to the recording specs listed above.
What do I do now?

- Begin building your presentation in the PowerPoint template you were provided
- Confirm slide deadline (a week before the scheduled recording)
- Upon completion, your presentations should be uploaded to https://www.conferenceharvester.com/harvester2/login.asp?EventKey=RTOLLMMML using the login details sent in the abstract presentation invitation provided by Lauren Bolwell
- Slides will be reviewed and final approved slides will be reuploaded for you to download
- Rehearsal call scheduled and executed
- Record your presentation using the final approved slides you have downloaded
- Upon completion, upload your presentation to Orchestrate (separate email / login to be provided)
- It's SHOW TIME!
Sli.do and Orchestrate

Sli.do is the Q&A chat app speakers and moderators will utilize to engage with the audience.

Orchestrate houses speaker information and presentations.
Sli.do Moderated Q&A

Moderated Q&A – Attendee and Moderator Experience
This document outlines the experience an attendee can expect to have when interacting with a Q&A widget alongside Freeman’s OnlineEvent platform for live streaming.

Attendee Experience
When attendees access their stream, they will see a tab to the right of the live streaming player containing the widget that they can submit questions through.

Example picture of live player page with Q&A widget to the right.

Attendees can choose to submit their questions anonymously or include their name. If this widget is set to display all submitted questions, they will display immediately within the widget itself. Otherwise, they will only appear once a moderator has approved a question for display.

Attendees can upvote questions if the feature is enabled, allowing popular questions to float to the top during a live session for easy visibility by the speaker or moderator during the Q&A portion of their live event.
Sli.do Moderated Q&A continued

Moderator Experience
Moderators will be given guest access to the Q&A panel of their assigned event, where they will be presented with all questions as they arrive as well as an approval queue if questions require review before being made public. Guest access is given through a shared moderator link that would be provided before the start of the event.

When first accessing their moderator link, moderators will be required to create a Slido account if they do not yet already have one. Once an account is created and they’re logged in, they will see the moderation panel for their event.

There are two primary columns on the main moderator page of this platform – an approval queue on the left, and public questions on the right. If questions require approval prior to public display, they will appear on the left-hand column. As the moderator hovers their mouse over each question in the approval column, a set of additional icons will appear allowing the moderator to quickly approve or reject questions.
Sli.do Moderated Q&A continued

The questions listed on the right are questions currently viewable to the livestreaming audience. When hovering the mouse over these questions, a set of icons appear as well that allow the moderator to mark the question as answered or to highlight a question. A use-case for highlighting a question would be to prominently display the question in the widget while the speaker is answering it in the stream.

Screenshot of the “Live” column of questions shown to the public, with mouse-over icons exposed.

Moderators can choose to freely star questions they feel are exceptional, as well as discard or complete questions as they are addressed. If the voting option is enabled, they will also see which questions are the most popular within their Live column of questions.

If there are any additional questions you may have in regards to the Q&A experience powered through Freeman’s platform, feel free to contact support@onlineevent.com with the name of your event and someone from our team will reach out to assist.
Uploading files into Orchestrate
Orchestrate

Enter your show’s Orchestrate URL in your browser. (This URL is normally provided in a welcome email along with your username or password.)

Note: If you are unsure of your username, password, or URL please email Orchestrate@freemanco.com.

Enter your Username and Password and Click “login”.

Results: You will be logged into the dashboard page of Orchestrate
Results: A dialogue box to locate your file on your computer will open. Click: Upload file.
Orchestrate

Locate the file you would like to upload to your session on your computer. Click open to begin uploading your file.

**Results:** A progress bar will appear under the file name section. If your upload is successful you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

Closing the window or logging out before the file has been uploaded will completely cancel the file upload.

Only allowed file types can be uploaded. For a list of these file types, please visit the guidelines page for your show.

When naming your file please keep the length under 30 characters and do not include special symbols: $ & +,;/@"#%^{ } as this will prevent your presentation from uploading through the submission website. The uploaded file size must be under 2GB.