



75TH ANNUAL MEETING

VIRTUAL

OCTOBER 6-9, 2021

AM21 PRESENTER GUIDE

Presenter Guide Sections

- [Basic Preparation Guidelines](#)
- [Presenter Tips to Maximize Your Recording](#)
- [Live Virtual Session Format](#)

BASIC PREPARATION GUIDELINES

Preparing your presentation

- Prepare your presentation as you would for a live-audience during an in-person meeting.
- Use 16:9 ratio (widescreen) for your presentation format. A template is available for download in your Conference Harvester.
- You may use the presentation system you are most comfortable with (PowerPoint, Keynote, etc.) During the presentation recording, you will simply deliver your presentation by doing a "screen-share" on the Zoom recording.
- Plan a cohesive session, not individual lectures.
 - Stick to the learning objectives assigned to the session.
 - Stay on-topic; avoid content overlap with other presenters in your session.
- Adhere to the learning objectives specifically assigned to your session.
- Ensure that all presentation materials are the original work of the presenter, or that the appropriate permissions have been obtained and source references are provided (including figures, tables or graphs).
- Do not include corporate or industry logos in any presentation materials.
- Utilize generic drug and product names to avoid marketing bias.

Stay within your allotted presentation and/or session time

- Your group's recordings, collectively, must not exceed the allotted session time.
- Presenter recordings and live Q&A, collectively, for your session must not exceed the scheduled time of your session. A moderator will facilitate the live Q&A discussion.

Be sure to embed your videos into your presentations

- If you are including embedded links, check to ensure the links are queued up and ready to play at the optimal point upon pressing play.
- If an embedded video is linked externally, verify that there are no commercials, propaganda or commercial logos displayed before the video plays.
- Ensure that you have the necessary permissions and documentation (if needed) to utilize patient videos in your presentation.

PRESENTER TIPS TO MAXIMIZE YOUR RECORDING

Background and Room:

- Be aware of your surroundings and what your video camera will be capturing while you are recording.
- Put yourself in a secluded area and/or close the door so you have no distractions or background noises.
- Silence your mobile phone and any other device not being used during your recording.

Video:

You will appear on-screen for the entirety of your presentation. Your presentation materials will appear in the majority of the screen (left side), and your video (you presenting) will appear to the right side of your



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presentation throughout the duration of your recorded presentation. Please refer to the example included in the "Self-Recording Guide" section in this document.

- Lighting should be in front of you, but not directly on or over you.
- There should be no windows or lights behind you.
- Wear a color that contrasts with your wall color so you stand out.
- Be far enough from the camera that if you move a bit in any direction you do not "fall off" the screen.
- Clean your video camera lens prior to starting the recording.

Audio:

- A headset with a microphone works best for sound quality; alternately, air buds with a microphone or a laptop microphone also work.
- Do not write, type, eat, or play music/TV while recording since all of these sounds will be heard and picked up in your recording, in particular if you use a laptop microphone.
- Speak slowly and clearly. Annunciate and project your voice, just as you would at the podium in a large auditorium.
- Try to remain as comfortable as possible during your recording. When in doubt, breathe and smile.

Camera

- Position yourself to make sure the camera is set at an appropriate height so it is facing you at eye level; this will allow for a more personal interaction while recording.
- Make intermittent eye contact with the camera rather than just focusing on the screen.

Internet Connection:

- Ensure you have a secure internet connection; for best results connect to a hard-wired internet line.
- If Wi-Fi is the only option available, make sure you are close to your router (5-10 feet or 2-3 meters is the ideal distance).
- Make sure your connection is as fast as possible by turning off other devices that use the internet, such as phones, smart TVs, tablets, smart watches, other computers, etc.
- On your laptop or computer, close other windows and programs so they are not running in the background.

Attire

- Business casual attire is encouraged. We recommend wearing solid-colored clothing and to avoid busy patterns.

Practice, Practice, Practice

- It is highly recommended that you complete trial runs of yourself recording your presentation. If needed, forward your recording to a colleague or friend for constructive feedback.
- Notice any excessive habits that should be avoided; such as touching your face, playing with jewelry or tapping a pen.
- Notice if you use excessive verbal pauses ("um, like, so") and try to avoid them.

Review Your Recording

- Re-watch the recording before submitting your file to be sure you are satisfied with the video. Make sure there is no unwanted background noise, the lighting is acceptable, and the camera is at eye level.

Day of Presentation

- The above tips also apply for the day of your presentation when you will be on video for your live session(s).
- Additional instructions and tips for "tech checks" and "day of event" procedures will be available in the upcoming months.



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LIVE VIRTUAL SESSION FORMAT

The virtual format will follow that of a regular live, in-person session:

Mini Symposia: 1:00 pm – 2:15 pm, EDT (1 hour)

Moderator:

- Welcomes attendees, introduce them self and co-moderator (if applicable).
- Leads live Q&A discussion
- Concludes session with closing remarks, thank presenters and attendees.

Presenters:

- Each recorded presentation will play in presenter order.

Live Q&A

- The time(s) for scheduled live Q&A must be pre-determined. For example, based on 3 presenters, total:
 - o Example 1:
 - Presenter 1 recorded presentation (1:00-1:15)
 - Presenter 2 recorded presentation (1:15-1:30)
 - Presenter 3 recorded presentation (1:30-1:45)
 - Live Q&A (1:45-2:15)
 - o Example 2:
 - Presenter 1 recorded presentation (1:00-1:15)
 - Live Q&A (for presenter 1) (1:15-1:20)
 - Presenter 2 recorded presentation (1:20-1:35)
 - Live Q&A (for presenter 2) (1:35-1:40)
 - Presenter 3 recorded presentation (1:40-1:55)
 - Live Q&A (for presenter 3) (1:55-2:15)

Free Paper Sessions: 3:00 pm – 5:00 pm, EDT (2 hours)

Moderator (1-2 min):	Welcomes attendees, introduce them self and co-moderator (if applicable).
Presenter #1 (7 min):	Record presentation
Presenter #2 (7 min):	Record presentation
Presenter #3 (7 min):	Record presentation
Presenter #4 (7 min):	Record presentation
Presenter #5 (7 min):	Record presentation
Moderator (est. 20 min)	Leads live Q&A discussion for presentations #1-5
Presenter #6 (7 min):	Record presentation
Presenter #7 (7 min):	Record presentation
Presenter #8 (7 min):	Record presentation
Presenter #9 (7 min):	Record presentation
Presenter #10 (7 min):	Record presentation
Moderator (est. 20 min)	Leads live Q&A discussion for presentations #6-10
Moderator: (1-2 min)	Concludes session with closing remarks, thank presenters and attendees.



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AACPDm VIRTUAL ANNUAL MEETING SELF-RECORDING GUIDE

You must submit your recording as an **MP4 file**; no other file type will be accepted.

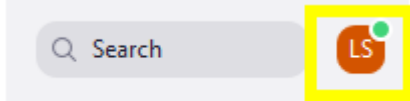
You are encouraged to download the Zoom application onto your computer for best results (paid or free trial/basic subscription).

WHAT YOU WILL NEED

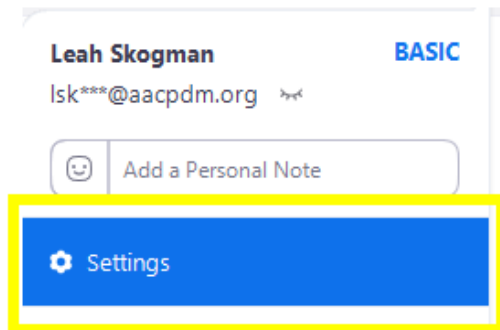
- High speed broadband internet connection
- Device (preferably a desktop or laptop computer) with;
 - o Camera
 - o Microphone
 - o Speaker

INITIAL SETTINGS

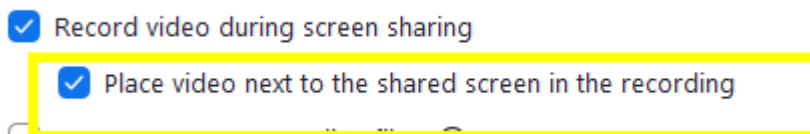
- Once you have opened the Zoom application, click on your icon in the upper right hand corner of the dashboard/home screen to access your basic settings (it will be either your initials (as shown below) or your profile picture pending how you set up your account).



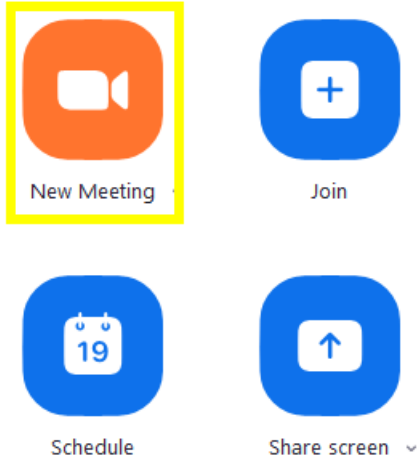
- On the drop-down menu click on "Settings" to access your Zoom settings, adjust your settings as needed.



- Click on "Recording" under "Settings" to make sure the "place video next to the shared screen in the recording" is checked.



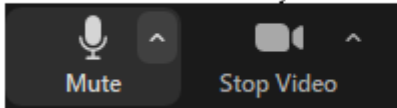
- Click on "New Meeting" on the dashboard when you are ready to begin the steps to record your presentation.



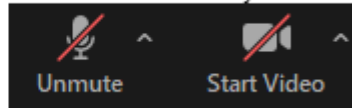
MICROPHONE AND VIDEO CHECK

- Be sure your microphone is not muted (unmuted) and test your microphone
- Be sure your video is on

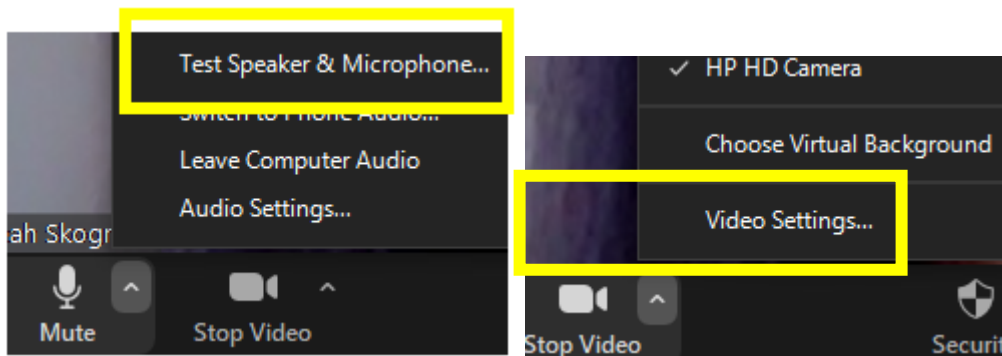
You are **unmuted** and your video is **on**



You are **muted** and your video is **off**



- You may click on “^” to access settings and/or to test the microphone and video



SHARE SCREEN

- Be sure to have your presentation file (i.e. PPT file) **open** before clicking on “share screen”.
- Select **Screen Share** (menu bar can be found on the lower part of your screen)