

Tips for Recording Presentations

- The Speaker Portal uses the Zoom platform. If you wish you use a different system to record, make certain to save your presentation as an mp4 video file.
- Format slides in 16:9 ratio
- We recommend using a computer to record your presentation, if you must use a phone, use the landscape mode for video.
- External webcams and microphones typically produce better quality images and sound. Please use this equipment if possible.
- The Virtual Platform will reduce the final powerpoint to 80% of original size. Use legible fonts and images.
- Keep the camera at eye-level. Look into the camera, and not at the image of yourself when speaking.
- Make certain to record in a bright space and don't setup with a window behind you. Instead, keep the window in front of you to create better lighting.
- Make sure you are in a quiet place and your phone is on silent.
- Limit the recording to the scheduled time limits. We need to run the hybrid meeting on schedule at the presentations will end at the scheduled time:
 - Poster Presentations – 5 minutes
 - Technical Presentations – 14 minutes
 - Symposia Presentations – 30 minutes (or as scheduled) including time for Q7A
 - Session Introductions – 5 minutes
- You may replace the recording, if you are not satisfied with any portion of the recording.