

Instructions to Presenters for Virtual Short Oral Podium Presentations

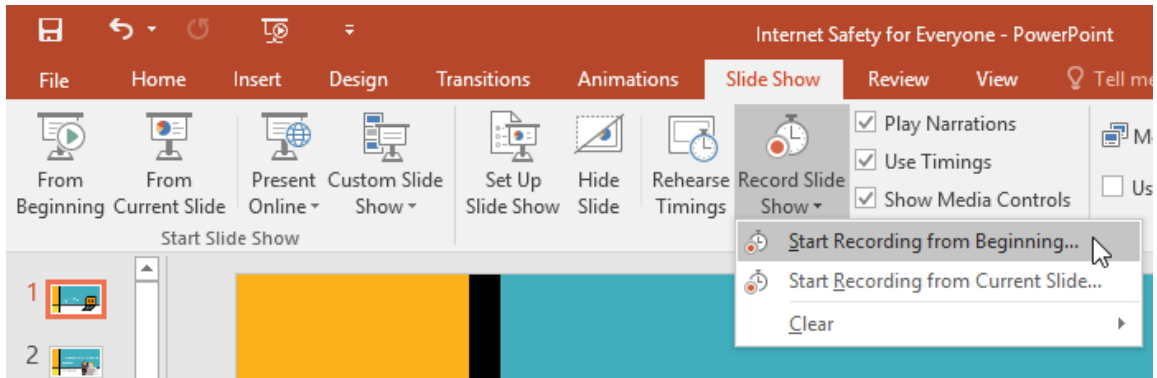
All presentations are pre-recorded. As the pre-recorded presentations will be merged with other presentations to a virtual session, it is **very important you submit your files by latest August 1, 2020.**

Please observe the following points:

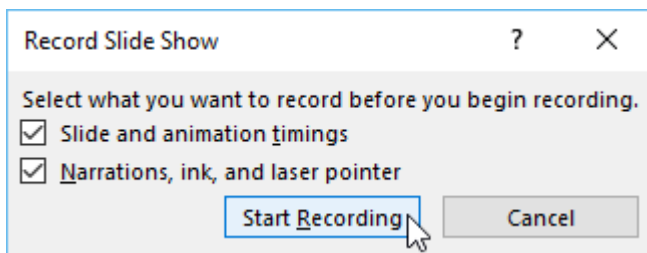
- **Short Oral Podium Presentations** are granted 4 minutes to present.
- Declare any relevant links to industry or other conflicts of interest **before beginning your presentation**. You need to have a disclosure slide in the beginning of your presentation.
- Please use the 16/9 format for your slides
- All presentations need to be pre-recorded and the video files need to be submitted by latest **August 1, 2020.** For recording instructions see page 2 of this document.
- **Please speak slowly and clearly.** English is our common language but NOT the native language to most.
- The following outline is suggested:
 - Slide 1: Disclosure
 - Slide 2: Title, authors, institutions. Briefly mention Background and Aims of study
 - Slide 3: Results: Use brief bullet points, use a maximum of one table or graph
 - Slide 4: Clinical and Scientific Significance: What is already known on this topic? What does this study add? Should we change our practice based on this study?

Powerpoint - How to record your PowerPoint slide show with narration / your voice-over:

1. Open your PowerPoint Presentation in PowerPoint.
2. From the **Slide Show** tab, select the **Record Slide Show** drop-down arrow, then choose either **Start Recording from Beginning** or **Start Recording from Current Slide**.



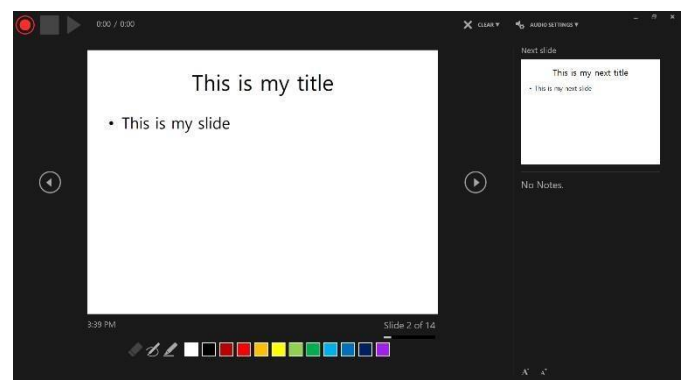
3. A dialog box will appear. Select the desired options, then click **Start Recording**.
Remember, you can only record narration if you have a **microphone** attached to your computer. *Please read 'HINTS AND TIPS' on page 4 before you start recording.*



4. Your presentation will appear in full-screen view. Perform your slide show. Make sure to speak clearly into the microphone when recording narration.
5. When you're ready to move to the next slide, click the **Next** button on the **Recording toolbar** or use the right arrow key.



Powerpoint 2010/2013



Powerpoint 2016

The newest version of PowerPoint comes with a clear and easier to use interface with the record button on the top left and previous/next slide buttons intuitively placed on the left and right side of the slide.

6. When you reach the end of the show, PowerPoint will close the full-screen view.
7. Your slide timings and narration (audio) are now part of your presentation. The slides with narration will be marked with a **speaker icon** in the bottom-right corner. If you want to listen to the result just run your slideshow as usual and don't forget to put your volume up.
8. Please save your PowerPoint presentation now. Please note that you **MUST** save your presentation with a .PPTX extension, not the older .PPT extension. If you are using the newest version of PowerPoint and you save your presentation with the .PPT extension, your audio will be lost and there is no way to get it back; you will have to re-record your entire presentation.
9. Please save your file as movie file. In the PowerPoint menu, choose File, Export, Create a Video. Please include the abstract number in file name.
10. When your final recording is completed and you are satisfied with it, please upload your video file via our IUGA WeTransfer account at <https://iuga.wetransfer.com/>

The file size of your recording may be quite large so it may take a while for it to be uploaded. Ensure that the receiving email is set to be wetransfer@iuga.org as this allows you to upload up to 20GB and ensures that the upload notification will reach our office. You will get a confirmation once the file has been successfully uploaded.

Tips and Tricks

Microphone

We recommend that you use a separate (USB) microphone to record your session. You will get the best results with a dedicated condenser microphone, e.g. the [AT2020USB+](#). Although less suitable for the job: if you decide to use your headset or build-in microphone, make sure you test it and speak into the direction of the microphone receiver.

Testing

We recommend that you test the sound by recording 30 seconds only and listen back in PowerPoint whether the quality of the sound is acceptable.

Laserpointer simulation

In recorded slide shows, the mouse pointer isn't visible in the finished product; therefore, if you want to point something out, you'll need to use the **laser pointer** feature. Simply hold **CTRL** on your keyboard **while you click and hold your mouse**. The cursor will appear as a small red dot.

Slide transition

When you transition to the next slide, make sure you pause your narration and don't speak through as there may be a tiny interruption in the sound moving from slide to slide.

Before you start recording, make sure...

- ... that you do this in an **isolated quiet spot** where you will not be disturbed.
- ... your background is clean, and we advise a solid background wall.
- ... you have the right angle; making the recordings with the camera from above (this will emphasize your eyes and make your face look slimmer), so place your laptop f.e. on some books .
- ... you avoid harsh light from above or from behind your face. Look for soft, diffused lighting and face toward it.