AUDIO RECORDING GUIDELINES FOR ON DEMAND PRESENTATIONS

The steps outlined below will walk you through how to upload a recording of your presentation. Additionally, here's an 8-minute video for an overview of these steps:

https://www.youtube.com/watch?v=PtyCbLvA2u0

1 **Upload Slides:** Once you have received an email from the conference organizer, you may log into the **"Conference Harvester"** and begin completing the required tasks. Click on the "Upload Slides" to upload a Powerpoint file.

- Acceptable file types: ppt; pptx;.

- Please note that any animation or embedded videos within your presentation will not play when converted to a single image slide within your presentation deck.

2 **Presentation Audio:** Before you complete this task you must first complete Step 1 and upload the presentation slides for which you will record audio.

- Once your presentation has been uploaded, it typically takes about 5 minutes for your slides to process before you can begin to add audio via the Presentation Audio task.

- The slides for your presentation will be displayed on the bottom of the page. To begin recording click directly on the first slide in your slide deck.

- The device from which you are recording your audio will need a functioning microphone.

- Once you have made your recording, you will notice a green border around each slide. This indicates that the slide has completed audio associated with it. You are now ready to "Complete Task."

- Presentation Length: 15-minute total recording time

Q: How do attendees watch On-Demand Sessions?

A: Once the site has been launched, attendees can <u>View the Full Schedule</u>, and search the <u>On Demand section</u> for the full list of pre-recorded presentations; Click on an individual presentation for details**;** and <u>click "Slides and Audio" button</u> to view the recording.

Q: How will attendees ask presenters questions about their On-Demand Sessions?

A: Each presentation will have an "Audience Response System (ARS)." Attendees will have the option to click the blue "<u>Discussion and Q&A button</u>" in the agenda pop-up. Use the "Question" tab to type a question; or the "Discussion" tab for a message.

Sample screen shot: