



# 81<sup>ST</sup> ANNUAL MIDWEST FISH & WILDLIFE CONFERENCE

February 1-4, 2021

## 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**

The screenshot shows the 'PRESENTATION AUDIO' task interface. At the top, there is a navigation bar with 'Presentation List | Log Out' on the left and 'Task Progress (0%) | Event Details | Technical Support' on the right. The main heading is 'PRESENTATION AUDIO' with a speaker icon on the left and a 'Complete Task' button with a green flag icon on the right. Below the heading is an 'ADMIN MODE' section with a checkbox for 'Disable Achievements'. An information icon (i) is followed by instructions: 'Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.' Below this, it says 'When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green then your microphone is not picking up any sound.' A date and time stamp reads 'Monday, July 15, 2019 8:00 AM - 9:00 AM'. The task title is 'Adding Audio To Slides' with the role 'Your role: Speaker' and 'Audio recorded so far: 0 seconds (you can record between 1 and 60 minutes of audio for the whole presentation)'. There is a checkbox 'I do not plan to submit audio for this presentation.' A progress bar shows '0% (0 / 4) of the slides have audio'. At the bottom, there are four slide thumbnails labeled 1, 2, 3, and 4. Slide 1 is titled 'CadmiumCD's Education Services', slide 2 is 'Completing The Audio Upload Task For A Speaker', slide 3 is 'Thank You', and slide 4 is 'Thank You'.

**Q: How do attendees watch On-Demand Sessions?**

**A:** Once the site has been launched, attendees can [View the Full Schedule](#), and search the [On Demand section](#) for the full list of pre-recorded presentations; Click on an individual presentation for details; and [click "Slides and Audio" button](#) 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 ["Discussion and Q&A button"](#) in the agenda pop-up. Use the "Question" tab to type a question; or the "Discussion" tab for a message.

Sample screen shot:

The screenshot shows a presentation page with a blue header bar containing navigation icons: Favorite, Like, Email, Facebook, and Print. Below the header, a blue pill-shaped button indicates 'Fisheries 1'. The main title is 'TS-18 - Identifying Factors That Influence Anglers' Perceptions of Fishery Quality on State-owned Fishing Impoundments'. A red 'On Demand' icon is present. The primary author is Hunter Roop, Senior Fisheries Biologist at the Georgia Department of Natural Resources, Gainesville, GA, United States. Two buttons, 'Slides' and 'Slides and Audio', are visible. The abstract text is partially visible, discussing literature on recreational fisheries and angler satisfaction. At the bottom, it shows '107 Views', a 'Discussion + Q & A' button, and an 'Attendees 10' button.