

**56th Annual Meeting & Course
September 22-25, 2021
St. Louis, Missouri, USA**

Audio/Visual Guidelines for Presentations

Please review carefully!

All Presenters

- Slides should be in widescreen format (**16:9 ratio**)
- **Do not exceed** your allotted time
- **Embed** videos, if relevant, into your presentation rather than link videos or sounds
- Number of Slides
Podium Abstracts: limited to 20 slides
ePosters: limited to 13 slides
Faculty: limited to 16-24 slides per 8 minutes

1st Slide – Must include title and authors of the abstract

2nd Slide – Disclosure of relevant commercial relationships

Last Slide – Should include references

Presenters Participating Virtually

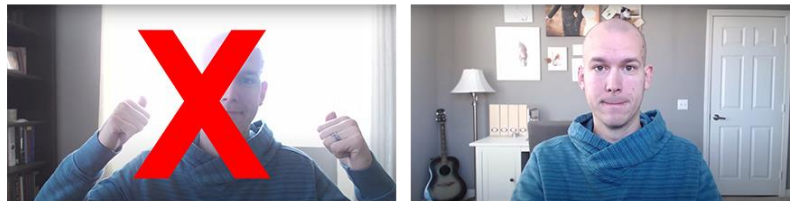
All virtual presenters must **submit pre-recorded presentations to the Speaker Ready Room by September 3, 2021.**

All virtual presenters must participate in live discussion. Presenters will connect via a Zoom Webinar, provided by SRS.

Pre-recording Tips & Tricks

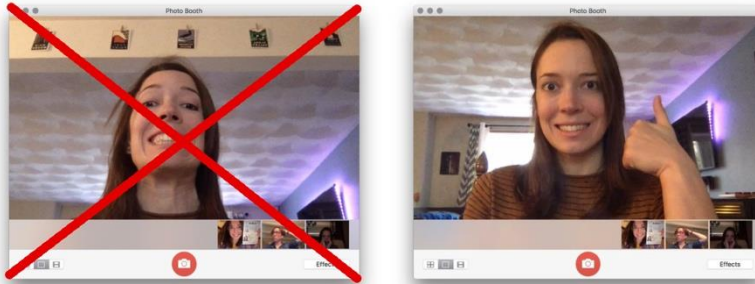
Visual & Surrounding

- Use a high-definition front facing camera and a high-speed internet connection. Hard-wired internet is even more secure for consistent connection.
- Declutter your background from distracting visual elements and mitigate audio interruptions (displayed food or commercial products, barking dogs, ringing phones, etc.)
- Place yourself so you are not backlit. Soft light in front of you is preferable.



- Angle the camera so that you are not looking down or up into it. Ideally you want your camera positioned slightly above eye-level, looking a bit

down on you. Make sure not to position too high so that it looks like you're straining to stare up.



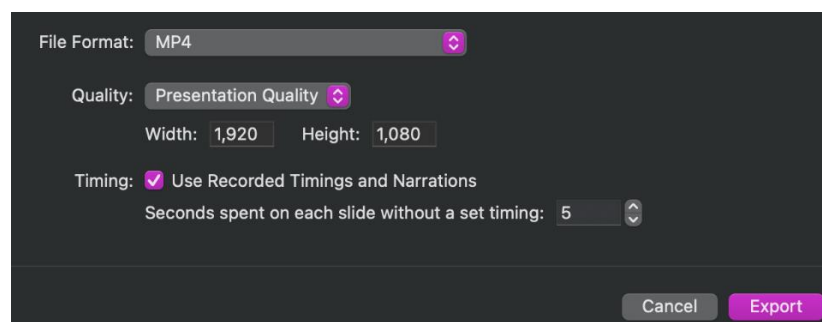
- Business casual attire is encouraged. We recommend wearing solid-colored clothing and avoiding busy patterns.

Audio

- A headset with a microphone works best for sound quality; alternatively, 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.
- Do a few tests and play it back until you have audio that sounds crisp and clear.

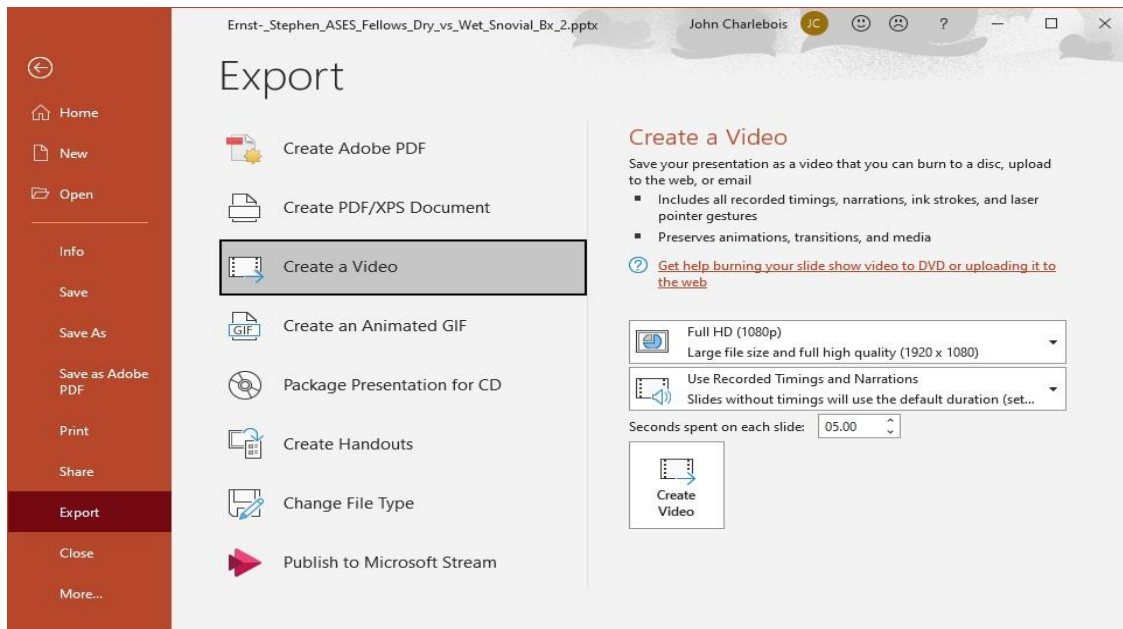
Recording Your Presentation

- Visit the link on recording narration with timing PowerPoint presentations: <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c> for PC or Mac.
- Once your presentation is narrated with timing, **listen back** to your presentation to make sure audio is clear, not cut off in transitions, and within your time limit.
- Save your presentation and convert it to a MP4 or .mov file. (File > Export > File Format (MP4, MOV) > Use Recorded Timings and Narrations.

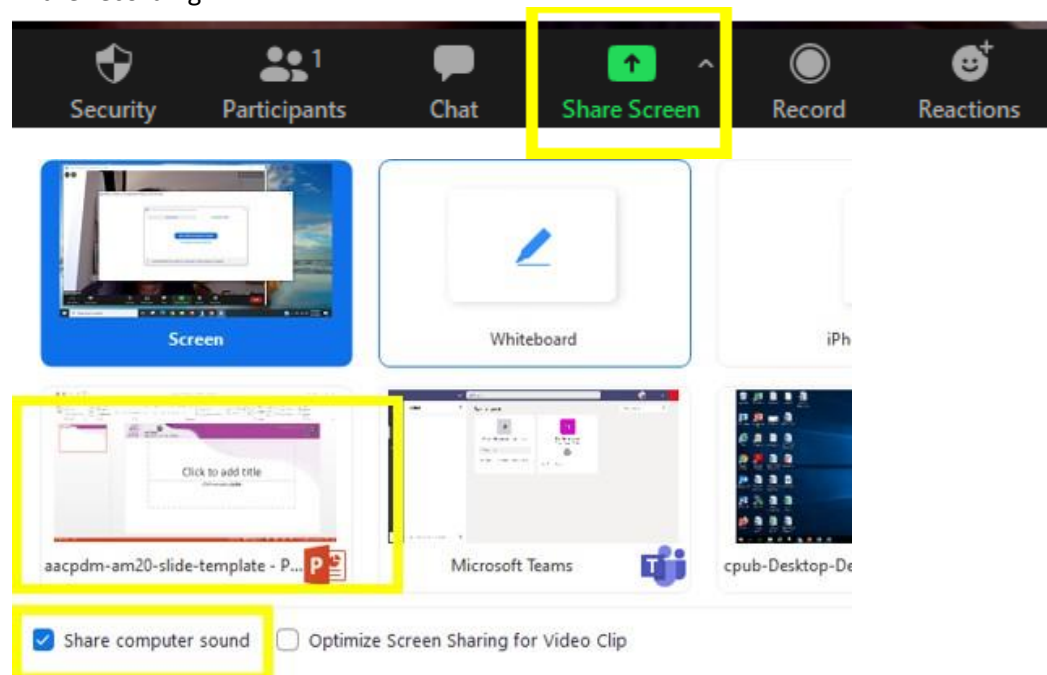


For Mac computers:

For PCs:



- Alternately, you can record yourself giving your presentation via Zoom Meeting by:
 - Opening Zoom, enabling your microphone by making sure you are not muted and turn on your camera.
 - Open your presentation then share your screen so Zoom can capture your presentation in the recording.

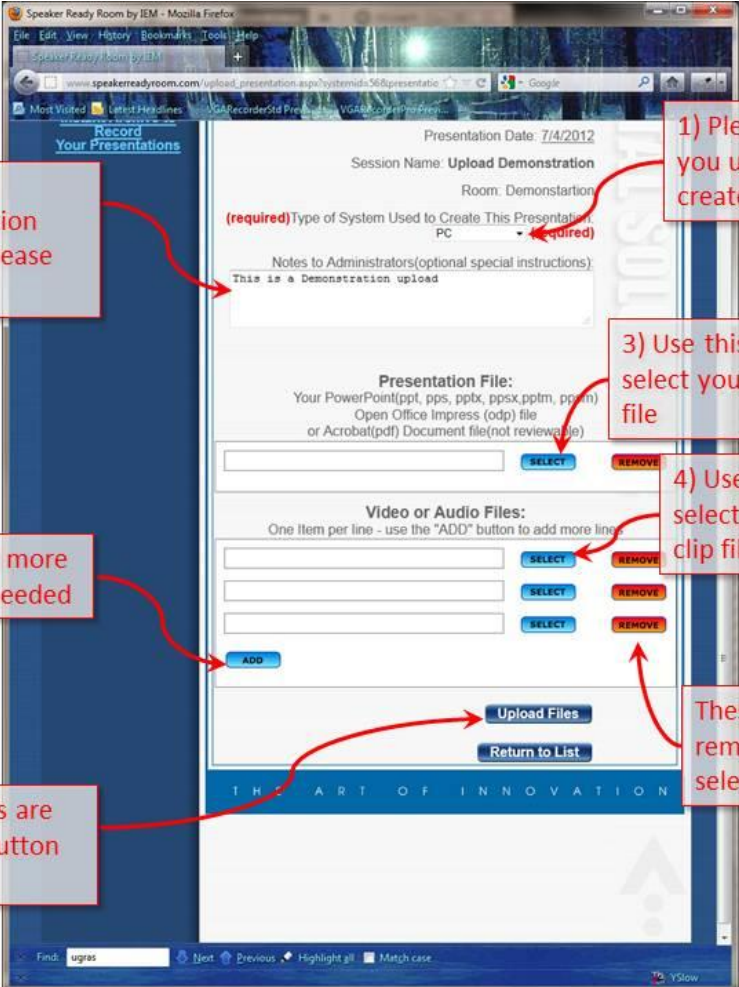


- Make sure you are recording in Zoom before you launch your slides to presentation mode. You can record to your computer or to the cloud.
- Once you have finished your presentation, stop recording. This will trigger the rendering

of the recording that you will review and approve before submitting to the Speaker Ready Room.

Uploading Your Recorded Presentation

Navigate to the Speaker Ready Room website starting June 25, <https://speakerreadyroom.com/> and select SRS Annual Meeting. Login and upload your presentation to the desired talk.



The screenshot shows the 'Record Your Presentations' page on the Speaker Ready Room website. The page includes a form for session details, a 'Presentation File' section with a 'SELECT' button, and a 'Video or Audio Files' section with multiple 'SELECT' and 'REMOVE' buttons. At the bottom are 'Upload Files' and 'Return to List' buttons. Five callout boxes provide instructions:

- 1) Please let us know if you used a MAC or PC to create your presentation (points to the 'Type of System Used' dropdown menu).
- 2) If you think any additional information would be helpful please note it here (points to the 'Notes to Administrators' text area).
- 3) Use this button to select your presentation file (points to the 'SELECT' button for the presentation file).
- 4) Use these buttons to select any video or audio clip files (points to the 'SELECT' and 'REMOVE' buttons for video/audio files).
- 5) After all your files are selected, use this button to start the upload (points to the 'Upload Files' button).

Live Discussion

Virtual presenters, although they will submit pre-recorded presentations, must participate in live discussion during the live in-person session. Refer to the program book for the times with special attention to the time zone. SRS Staff will send you Zoom information, about a week prior to the meeting, that you will use to participate in the live discussion.

Questions

If you have technical questions about your presentation upload, please contact John Charlebois at jc@integratedevents.com. If you have questions about the program, please email education@srs.org or call 1-414-289-9107.