

AUA2021 Abstract Sessions

Pre-Recorded Presentation Instructions

Please submit your pre-recorded presentation video file to the [AUA Conference Harvester](#)

*(**Plenary speakers, please contact Melissa Goodman for specific presentation instructions: mgoodman@auanet.org)*

Presentation Upload Deadline: September 7, 2021, 11:59 p.m. Eastern Standard Time

PRESENTATION BASICS

- Your presentation should begin with a title slide, followed by a disclosure slide.
- PowerPoint Template is available for download at AUA2021.org
- Zoom Virtual Background: The AUA has provided the following background for virtual presentation. For the sake of consistency for the audience, we ask you please use the [AUA Zoom background](#). (For instructions on how to enable a Virtual Background, please visit the Zoom website.)
- Your video presentation must be submitted in one of the following formats: .avi, .mov, .mpg, .mp4.

GUIDELINES FOR YOUR POWERPOINT PRESENTATION

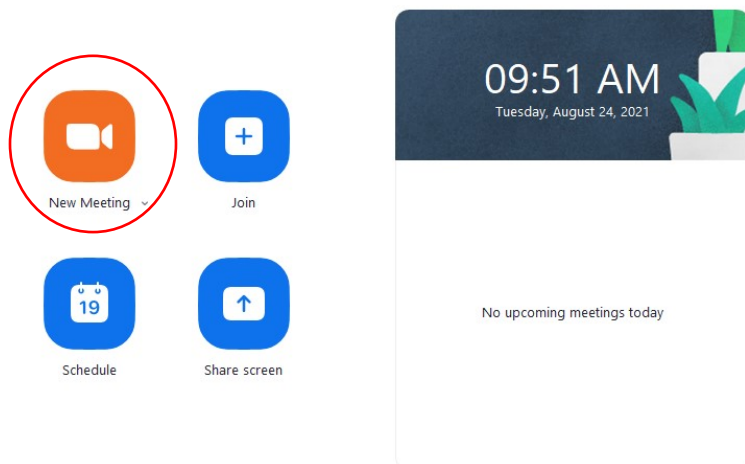
Please visit our [Preparing and Marketing Your Presentation](#) page for pre-recorded presentation instructions, slide template, Zoom background, PowerPoint Recommendations, and social media promotional tools.

RECORDING YOUR PRESENTATION

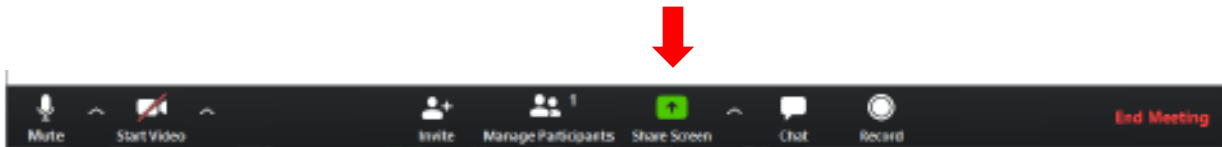
ZOOM (Preferred Format): Record audio and video synced with your presentation file in Zoom

If you choose to record your presentation using Zoom, AUA asks you to please download and use the [AUA Zoom background](#) (For instructions on how to enable a Virtual Background, please visit the Zoom website.)

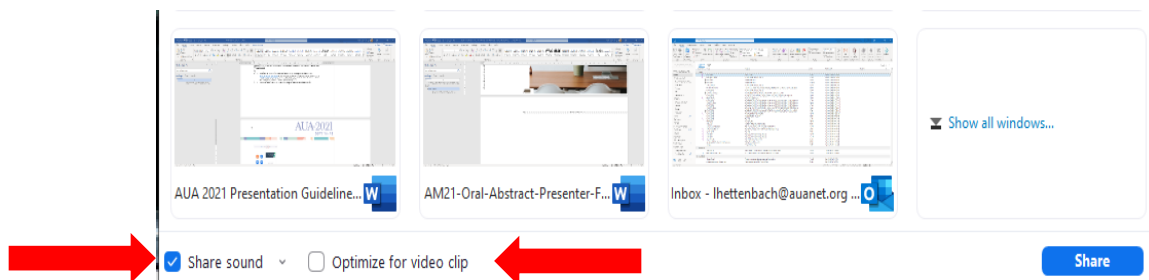
1. Open the Zoom app. (<http://zoom.us/download>. click Sign In (for existing users) or Sign up free to create an account)
2. Click **New Meeting** Zoom will begin a video conference session. If asked to choose an audio conference option, click Join with Computer Audio.



3. Click the ^ next to the Mute button in the lower-left corner of the Zoom window to open audio options.
4. At the top of the menu that appears, select your recording microphone if you are using something other than your computer's built-in microphone.
5. At the bottom of the Zoom window, click **Share Screen**.

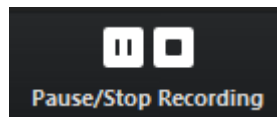


6. In the **Share** window, click the window you wish to use in the recording.
7. If your presentation includes sound, check the box for Share computer sound.
8. If your presentation includes a video, check the box for Optimize Screen Sharing for Video Clip.

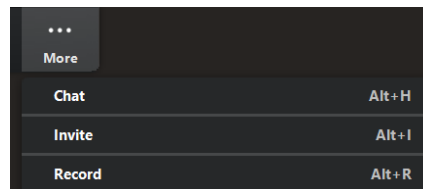


9. Click **Share** (The window that is being shared/recorded will have a green outline)
10. You can reposition and resize the webcam video window as needed.

11. If you are muted, click **Unmute myself** in the window that appears.
12. Click the Start Video button to capture yourself on video while speaking.
13. Click the Record button to start your audio and video recording. If you see an upward triangle, that indicates you have additional options. Make sure you select Record to this Computer.
14. You can pause or stop your recording at any point during the presentation. Clicking End Meeting will stop the recording as well.



15. When you are finished, click **...More** and click **Stop Recording** in the Zoom control bar at the top of the screen.



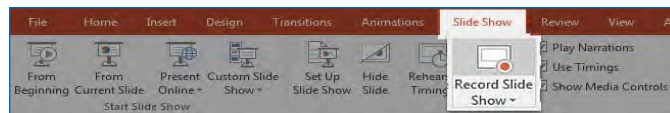
16. Click **Stop Share** in the Zoom bar at the top of the screen.
17. Click **End Meeting** then click **End Meeting for All**
18. Save your Zoom recording (your video presentation must be submitted in one of the following formats: .avi, .mov, .mpg, .mp4) and review.
19. Upload your Presentation recording at the [AUA Conference Harvester](#)

MICROSOFT POWERPOINT: Record audio to your presentation in Microsoft PowerPoint (no video)

1. Setup Your Microphone



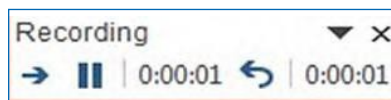
- To record narrations in PowerPoint, find the **Slide Show** tab on PowerPoint's ribbon and click **Record Slide Show**. (Make sure you start with the first slide in your PowerPoint presentation)



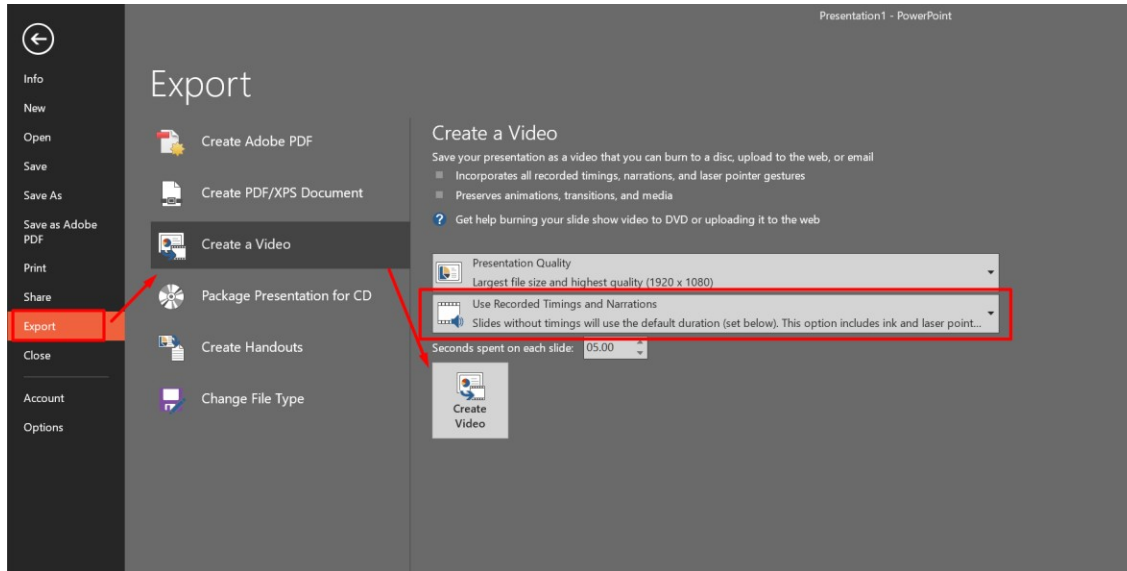
- As the presentation will be played as a video, it is important that mark the check boxes next to "Slide and animation timings" and "Narrations, ink, and laser pointer"



- PowerPoint will begin recording audio as soon as you press **Start Recording**. (A timer will run in the upper left corner to help you keep track of the length of your presentation. When finished click on the **X** button in the timer window to end recording)



4. Export Presentation as a Video and save file.



5. Upload Video presentation file to the [AUA Conference Harvester](#)

Tips & Tricks for Presenting from Home

Do a Tech Run

- Record yourself to see how you are framed in the screen
- Make sure audio is clear and limit background noise, including silencing your phone
- Confirm that lighting works so people can see your face and expressions
- View your presentation from a laptop, tablet, or phone. Do your visuals work for all formats?

Presentation Advice

- Level your eyes
- Pick a point near the camera to talk to – if it helps put a piece of tape as a visual reference
- Stack books or a box under your laptop to raise your webcam to eye level
- If you are using notes, outlines, or timers, position them around the camera so you keep eye contact vs. looking distracted
- Do not stand in front of a bright window. Flip the camera and yourself around so that the sunlight lands on your face; Place a lamp or ring light in front of you so that the light shines on your face
- Do not wear all black or white – they translate to bad exposure
- Do not wear stripes. They cause a moiré pattern or distracting “ringing”

On-Screen

- Leave some “headroom.” Don’t cut off your forehead
- Line your face up with the top “third”
- Smile
- Communicate with your hands and body
- If you can, try to include your elbows