



AM21 PRESENTER GUIDE

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BASIC PREPARATION GUIDELINES

Preparing your presentation

- Prepare your presentation as you would for a live-audience during an in-person meeting.
- Use 16:9 ratio (widescreen) for your presentation format. A template is available for use on the [PRISM presenter website](#).
- You may use the presentation system you are most comfortable with (PowerPoint, Keynote, etc.) During the presentation recording, you will deliver your presentation by doing a “screen-share” on the Zoom recording.
- Ensure that all presentation materials are the original work of the presenter, or that the appropriate permissions have been obtained and source references are provided (including figures, tables or graphs).
- Do not include corporate or industry logos in any presentation materials.
- Utilize generic drug and product names to avoid marketing bias.

Stay within your allotted presentation time

- Your recording must not exceed your allotted presentation time. Podium presentations should **not exceed 5 minutes**.

Be sure to embed your videos into your presentations

- If you are including embedded links, check the video play correctly in your recording.
- Ensure that you have the necessary permissions and documentation (if needed) to utilize patient videos in your presentation.

PRESENTER TIPS TO MAXIMIZE YOUR RECORDING

Background and Room:

- Be aware of your surroundings and what your video camera will be capturing while you are recording.
- Put yourself in a secluded area and/or close the door so you have no distractions or background noises.
- Silence your mobile phone and any other device not being used during your recording.

**Video:**

- Lighting should be in front of you, but not directly on or over you.
- There should be no windows or lights behind you.
- Wear a color that contrasts with your wall color so you stand out.
- Be far enough from the camera that if you move a bit in any direction you do not “fall off” the screen.
- Clean your video camera lens prior to starting the recording.

Audio:

- A headset with a microphone works best for sound quality; alternately, 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.

Camera

- Position yourself to make sure the camera is set at an appropriate height so it is facing you at eye level; this will allow for a more personal interaction while recording.
- Make intermittent eye contact with the camera rather than just focusing on the screen.

Internet Connection:

- Ensure you have a secure internet connection; for best results connect to a hard-wired internet line. Make sure your physical connections—Ethernet cable, power cords, power strips—are functioning properly.
- Let your router breathe. If possible, do not keep it in an enclosed area like a cabinet. Reboot the router if it has not been rebooted in a while.
- Use a hard-wired connection if possible, but if you must use Wi-Fi, the optimal distance is 5 to 8 feet from the router to the computer. 5.0Ghz is faster and less susceptible to interference than 2.4Ghz.
- Turn off Wi-Fi on your cell phone and disconnect all nonessential devices in the area to improve the speed (audio and especially video require a lot of bandwidth). These devices include smart TVs, Google Home, Nest products, Intelligent lights and appliances, smart watches, video game systems.
- Ask other members in your household to refrain from using the network during your presentation time.
- On your laptop or computer, close other windows and programs so they are not running in the background.
- If you have a VPN, turn it off for a faster connection.



Attire

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

Practice, Practice, Practice

- It is highly recommended that you complete trial runs of yourself recording your presentation. If needed, forward your recording to a colleague or friend for constructive feedback.
- Notice any excessive habits that should be avoided; such as touching your face, playing with jewelry or tapping a pen.
- Notice if you use excessive verbal pauses (“um, like, so”) and try to avoid them.

Review Your Recording

- Re-watch the recording before submitting your file to be sure you are satisfied with the video. Make sure there is no unwanted background noise, the lighting is acceptable, and the camera is at eye level.

SIMU-LIVE VIRTUAL SESSION FORMAT

The virtual format will follow that of a regular live, in-person session.

Scientific Sessions (podium abstracts)

Moderator: Welcomes attendees, introduce them self and co-moderator (if applicable)

Presentations: Pre-recorded presentations play

Moderator: Leads live Q&A discussion for all presentations

Moderator: Concludes session with closing remarks, thank presenters and attendees

Instructional Courses (60 mins total)

Moderator:

- Welcomes attendees, introduce them self and co-moderator (if applicable).
- Leads LIVE Q&A discussion
- Concludes session with closing remarks, thank presenters and attendees.

Presenters:

- Each recorded presentation will play in presenter order.
- **LIVE Q&A**

***If you or any of the presenters for your presentation have not uploaded their CV, this must be done immediately. Please label your CV as LAST NAME FIRST NAME PRISM CV. For example: SMITHMARKPRISM CV and upload to: <https://www.dropbox.com/request/DA9rIK1BOF09IRgnR9Ok>.**



SELF-RECORDING GUIDE

You must submit your recording as an MP4 file into the PRISM Dropbox file for your Scientific Session or Instructional Course (listed at the end of this guide); no other file type will be accepted. You must submit your recorded presentation file (.mp4 file, only) no later than Friday, December 18, 2020.

All recordings are to be done using the screen-sharing platform, Zoom

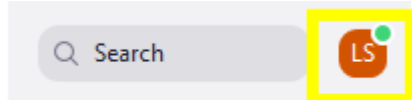
You are encouraged to download the Zoom application onto your computer for best results (paid or free trial/basic subscription).

WHAT YOU WILL NEED

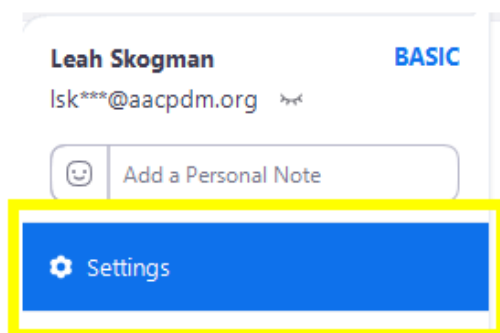
- High speed broadband internet connection
- Device (preferably a desktop or laptop computer) with;
 - o Camera
 - o Microphone
 - o Speaker

INITIAL SETTINGS

- Once you have opened the Zoom application, click on your icon in the upper right hand corner of the dashboard/home screen to access your basic settings (it will be either your initials (as shown below) or your profile picture pending how you set up your account).

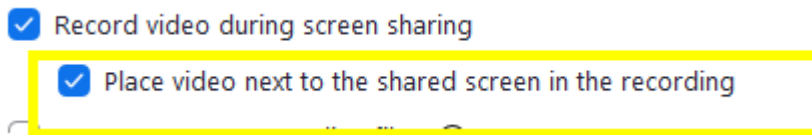


- On the drop-down menu click on "Settings" to access your Zoom settings, adjust your settings as needed.

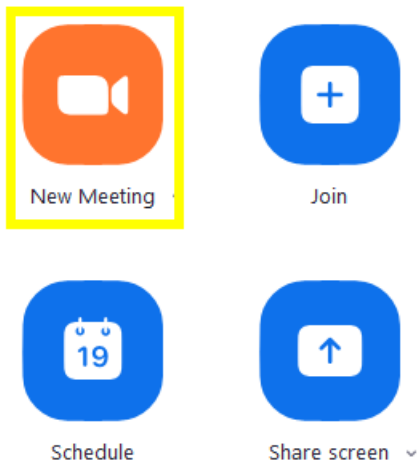




- Click on "Recording" under "Settings" to make sure the "place video next to the shared screen in the recording" is checked.



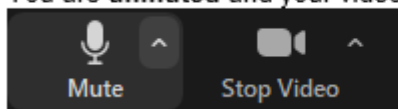
- Click on "New Meeting" on the dashboard when you are ready to begin the steps to record your presentation.



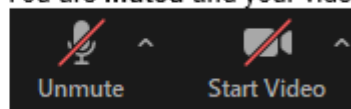
MICROPHONE AND VIDEO CHECK

- Be sure your microphone is not muted (unmuted) and test your microphone
- Be sure your video is on

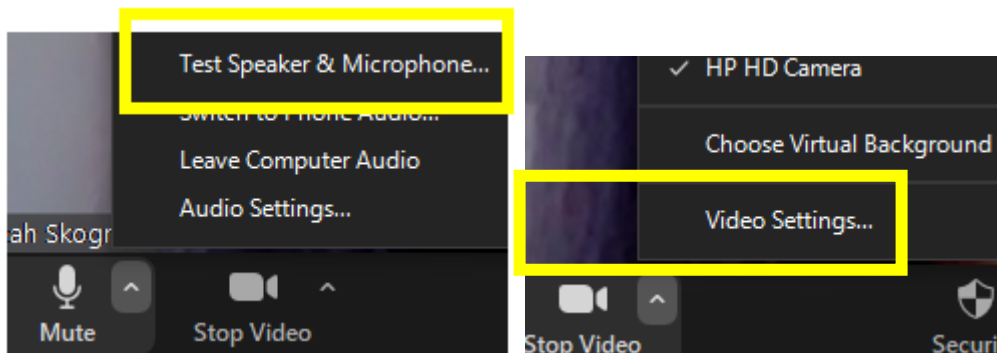
You are **unmuted** and your video is on



You are **muted** and your video is off

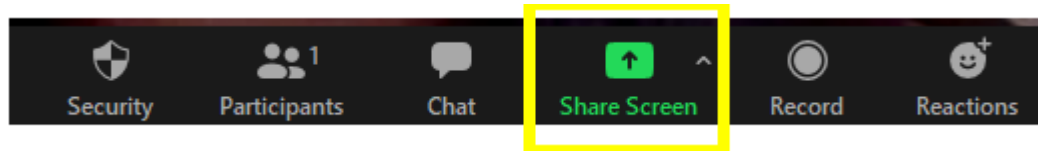


- You may click on "^^" to access settings and/or to test the microphone and video

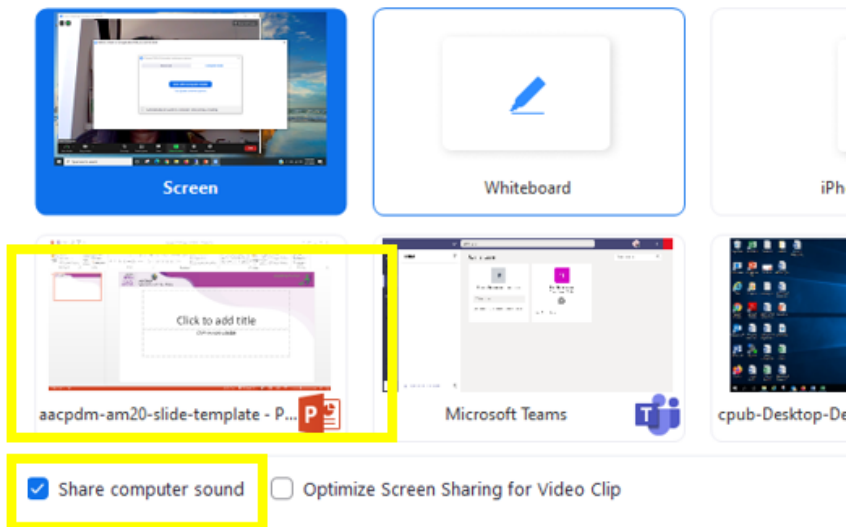


SHARE SCREEN

- Be sure to have your presentation file (i.e. PPT file) **open** before clicking on “share screen”.
- Select **Screen Share** (menu bar can be found on the lower part of your screen)



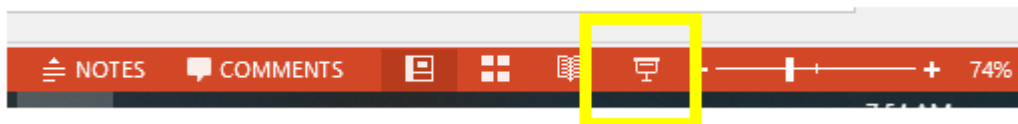
- Select the window where you see your presentation file.
- Select **Share Computer Sound** if you utilize videos that contain audio. This will record your voice plus the video sound simultaneously.



- Once you click “share screen” you should see the below in the upper portion of your screen. When you hover your mouse over the green bar, this will drop down the menu bar to access the “More” selection which you will need later in order to access the “record” option.



- Click on the icon to switch to “slide show” view

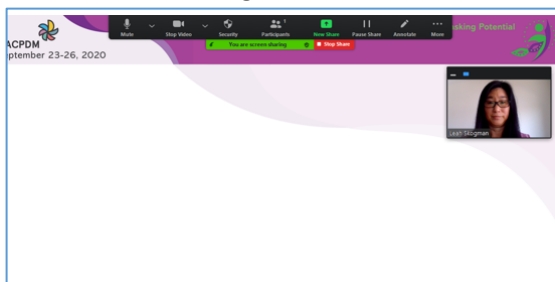


Screen view before clicking on “slide show” view Screen view after clicking on “slide show” view

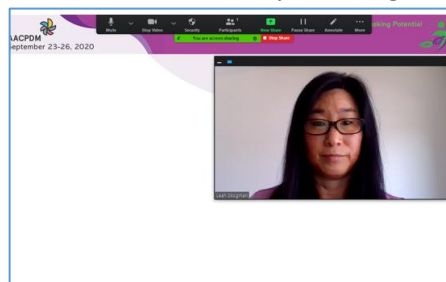
- **Enlarge** the video thumbnail of yourself.
 - o Hover your mouse in the lower left corner of the video thumbnail of yourself
 - o Click and drag to expand the video thumbnail



Video thumbnail original scale



Video thumbnail after you enlarge it



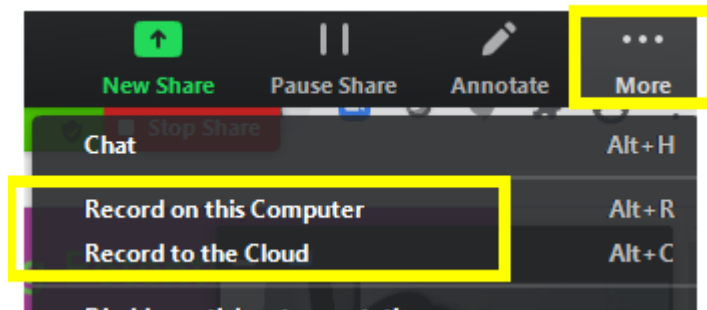
- Once you have enlarged the video thumbnail, hover your mouse over the thumbnail until you see “arrows”; click on the image and drag the thumbnail to where you would like it placed on your screen while you are recording. **Please note:** the video will show on the right side of the screen when you play back the recording and the video thumbnail will not block or cover your slides.





RECORDING YOUR PRESENTATION

- When you are ready to record, select **More** in the top menu bar (hover over “you are screen sharing” to view the menu bar to access the “More” selection).
 - o Select **Record to the Cloud or Record (to Computer)** when you are ready to begin. ‘Record to the Cloud’ option is only available with a paid subscription (not a free trial/basic subscription)



- There is an approximate two (2) second delay from the time you start recording to when your voice will be picked up. If you start speaking right away the recording may not pick up your voice. You are encouraged to do a quick trial recording to familiarize yourself when the recording of your voice will begin.
- After you stop the recording, you must **end** your Zoom session in order for the recording to convert to the .mp4 file and become available for viewing. The conversion will automatically begin after you have ended your Zoom session.

REVIEW YOUR RECORDING

- **Re-watch the recording** to be sure you are satisfied with the video before submitting. Make sure there is no unwanted background noise, the lighting is acceptable, and the camera is at eye level.

SUBMITTING YOUR RECORDED FILE

- You will upload your file via a secure method using Dropbox. Submit the .mp4 file to the PRISM dropbox file for your Scientific Session **LISTED HERE**. Your video file should be saved as the SCIENTIFIC SESSION name, then the PRESENTER LAST NAME (i.e. ELBOW.SMITH). Be sure you upload your presentation to the correct Scientific Session folder. Please do not send your file individually or separately by email or by any other method. All files must be received via the PRISM Dropbox folder.
- **You must submit your recorded presentation file (.mp4 file, only) no later than Friday, December 18, 2020.**



DROPBOX LINKS

Scientific Sessions:

Sci Session	Date	Time	Dropbox Link
Patellofemoral	Friday, January 29	3:30-4:15pm	https://www.dropbox.com/request/KPkOswgIUxSgtyrzBUn5
Opioid	Friday, January 29	3:30-4:15pm	https://www.dropbox.com/request/JfGUmh223asV24bhyEBK
Rehab	Friday, January 29	4:15-5:00pm	https://www.dropbox.com/request/uflhBFhspcnFIFBqkTL
Hip & Lower Extremity	Friday, January 29	4:15-5:00pm	https://www.dropbox.com/request/svFbncoMDhQjLI3HtnfR
Knee	Friday, January 29	5:15-6:30pm	https://www.dropbox.com/request/gilxCvwjtt7l68HoUTU0
Patient Perspective	Friday, January 29	5:15-6:30pm	https://www.dropbox.com/request/3b2XjR2a7qj2cBUMeJg0
ACL	Saturday, January 30	12:00-12:45pm	https://www.dropbox.com/request/p6VS0l1EJf6pnMRT5F1t
Concussion A	Saturday, January 30	12:00-12:45pm	https://www.dropbox.com/request/JKuh9ncSw8TDMKZSH8qV
Concussion B	Saturday, January 30	12:00-12:45pm	https://www.dropbox.com/request/vguxJ79fCTrv4tOZABgE
ACL Rehab	Saturday, January 30	12:45-1:30pm	https://www.dropbox.com/request/5inrlXfchZClcnhDVq18
Shoulder	Saturday, January 30	2:45-3:15pm	https://www.dropbox.com/request/lkCMiW4vUYpZ7EoFrFeg
Elbow	Saturday, January 30	2:45-3:15pm	https://www.dropbox.com/request/LfpTVHXDJk9tDOgtTit8

Questions: Email: info@prismsports.org



Instructional Courses:

Hot Off The Press: Top 5 in 60	https://www.dropbox.com/request/beFOlKyvvPd9SYmpA73g
The PRISM Meniscus RIG Presents: A delve into the spectrum of diagnosis and treatment of Discoid Lateral Menisci in Children and Adolescents	https://www.dropbox.com/request/N8x9GTb0fsIVelpUdun7
Hamstring Injuries: Prevention, Treatment, and Recovery	https://www.dropbox.com/request/OtOO93E8k1xecbQrop7C
Return to Play Decision Making after ACL Reconstruction - State of the Art in 2021	https://www.dropbox.com/request/Kl8xna1WUVABzvyheI53
Quality Improvement versus Research: What is the difference?	https://www.dropbox.com/request/rHYsBFcXDxluQE4ZjKi
Management Considerations for Tibial Bone Stress Injury	https://www.dropbox.com/request/Li9JNm3WjaJNheYbLo0L
Return to Sport after Hip Preservation Surgery – a team-based approach	https://www.dropbox.com/request/PI86GXyl8qXRxAxyXAw3
Improving Care for Young Athletes through hospital partnerships and utilization of athletic trainers in middle school	https://www.dropbox.com/request/9NIYNFeFCyMKenTQcOEX
Optimizing Athletic Performance through Wellness	https://www.dropbox.com/request/OdNpyKStAzA7nSCEPTwK
Dual-Task Paradigms for Concussion Management: Translation from the Laboratory to Clinical Implementation	https://www.dropbox.com/request/xcKeopuR7cUNPtWmdfFo

Thank you for participating in PRISM's 8th Annual Meeting

Questions: Email: info@prismsports.org