

Poster Recording Guidelines

I. Presentation Format & Deadlines

- **Please submit your electronic poster and (optional) short recording. It can take the form of:**
 - An audio/video recording in which you present and describe your electronic poster (up to 5 minutes)
 - A short PowerPoint slide deck (up to 5 slides) with accompanying audio/video recording (up to 5 minutes)
- **May 20th Presentation Upload Deadline:** Upload your final poster, recording, and slides (if you used slides for your optional recording)

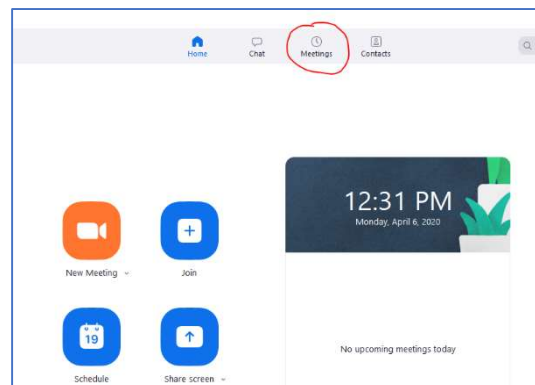
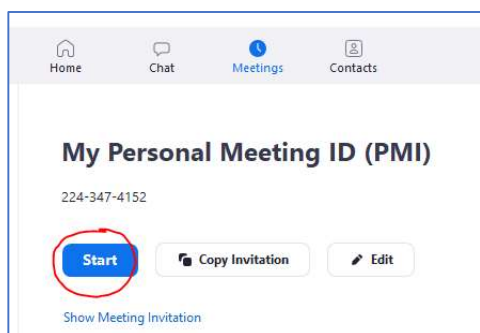
II. Guidelines for Recording your Presentation

ASCO is offering 2 options for recording your presentation:

- **Option 1 (Preferred Format) - Zoom:** Record audio and video synced with your presentation file in Zoom
- **Option 2 - Microsoft PowerPoint:** Record audio to your presentation in Microsoft PowerPoint (no video)

Option 1 (Preferred Format) - Zoom: Record Audio and Video Synced with your Slide Presentation

1. Install the Zoom.us software or application on your computer or device from <http://zoom.us/download>. Once the application has installed, click **Sign In** (for existing account users) or **Sign up free** to create an account.
2. From the Zoom home screen, click **Meetings** in the top navigation menu.
3. In your **Personal Meeting** window, click **Start**.

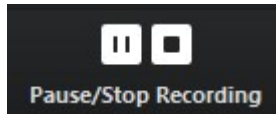


4. **Join Audio** by either using a microphone or headset through your computer, or calling in through your cell phone.
5. With the Zoom meeting window open, hover your mouse over the bottom of the window. You should see the menu bar below.

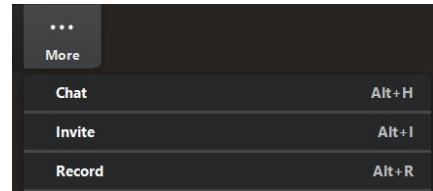


6. Click the **Start Video** button to capture yourself on video while speaking.
7. Click the **Record** button to start your audio and video recording. If you see an upward triangle, that indicates you have additional options. Make sure you select **Record to this Computer**.

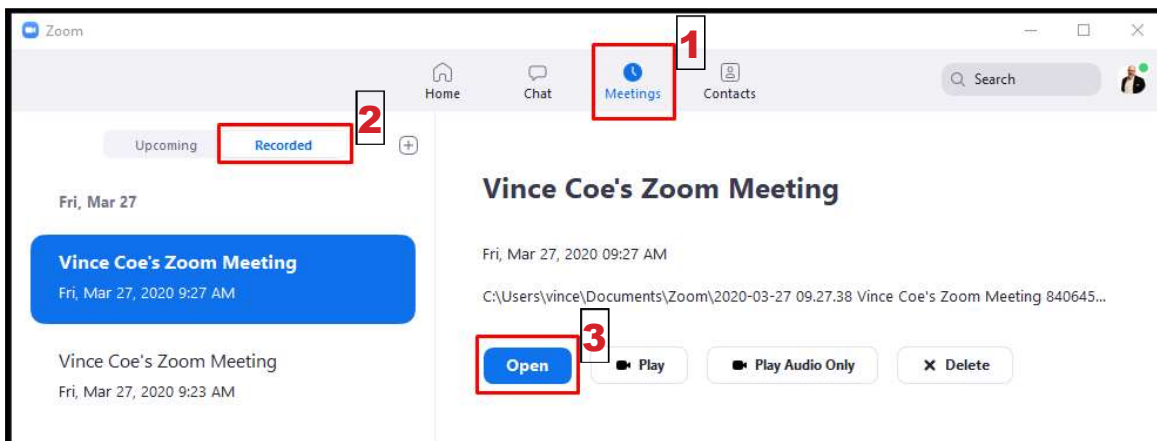
8. You can pause or stop your recording at any point during the presentation. Clicking **End Meeting** will stop the recording as well.



9. Either before or after you start your recording, select **Share Screen** to select and start sharing the screen with your presentation file. Once you start sharing your screen, the menu will move to the top of your screen. You can start your recording after sharing your screen by going to **More** and selecting **Record**.

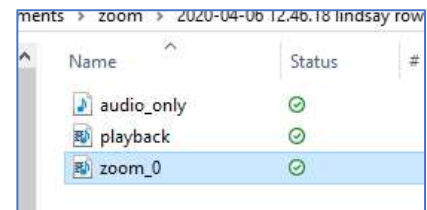


10. After your recording is complete, go to **Meetings (1)** at the top of the Zoom window. To see your recordings, click on the tab labeled **Recorded (2)**. After you select the presentation you want to view, click **Open (3)**. This will open the folder where the recording is saved. By default, the recordings are saved in your **Documents** folder in a sub-folder called Zoom.



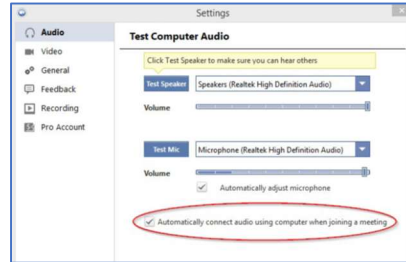
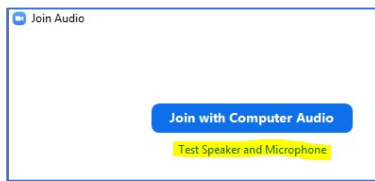
11. If you recorded to the Zoom Cloud, clicking open will redirect you to your Zoom web account. Verify that your client has been upgraded to a supported version before you start the meeting. The supported versions are: Windows: Version 4.0.25513.0228 or later and Mac: Version 4.0.25513.0228 or later.

12. Please rename the "Zoom" file (MP4 format) to "ASCO_YourLastName" then upload it AND a copy of your PowerPoint Slides to **ASCO's Speaker Center website**.

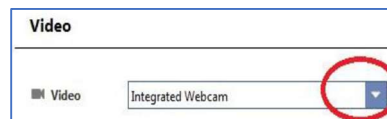


Troubleshooting Common Issues in Zoom:

- **Audio Issues:** Before starting your presentation, test the audio by selecting **Test Speaker and Microphone**, and follow the instructions on the screen.

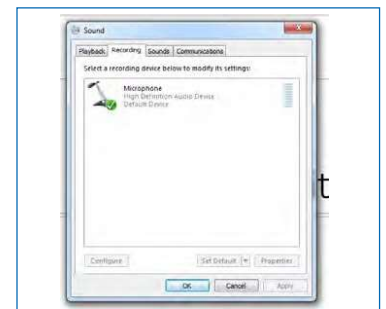


- **Video Issues:** Make sure your camera is turned on, plugged in and selected in Zoom by choosing the video icon. If it is not, use the drop down to select the correct camera. If the camera is turned on, make sure nothing is blocking the camera view. If using an external web camera, try connecting it to a different USB port and repeat steps.



Option 2 – Microsoft PowerPoint: Record audio to your presentation in Microsoft PowerPoint (no video)

1. Setup Your Microphone: Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record. Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone.
2. To record narrations in PowerPoint, start off by finding the **Slide Show** tab on PowerPoint's ribbon. Click on the **Slide Show** tab to change the available options.



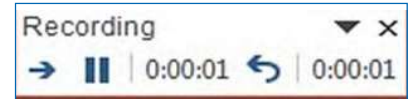
3. Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation. Click **Record Slide Show** and a new window will pop up with two options to set before you start recording:
 - **Slide and animation timings:** Leave this option checked if you want to setup the timings for your slides. Basically, this option allows you to sync up your narration with slides. Recommendation is to leave this on.
 - **Narrations, ink, and laser pointer:** Leave this option checked to record audio narrations, even if you don't plan to use ink or the pointer to add illustrations.

Leave both options checked to record audio narrations and synchronize slide change timings.



4. Make sure you're ready before you press Start Recording. As soon as you click on it, PowerPoint will begin to record your screen and audio.
5. Once you start recording, PowerPoint will go into a full screen presentation view. It also begins recording audio from your microphone.

- In the upper left corner of the window, you'll see a Recording window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.
- You can use the arrow keys on your keyboard to switch between slides while recording. Use the right arrow to jump to the next slide, or the left arrow to move to the previous PowerPoint slide.
- When you're finished, click on the **X** button in the upper right corner of the Recording window to complete the audio recording.



6. **Export Presentation as a Video:** Once your presentation is complete, export the PowerPoint as a video to be uploaded to ASCO. Make sure that the export options look like the screenshot below. The “Use Recorded Timings and Narrations” option is the most important. Name the file: “ASCO_YourLastName” then upload the new MP4 Video File AND a copy of your PowerPoint Slides to **ASCO’s Speaker Center website**.

