

Texas Surgeons Summit

JOINT VIRTUAL ANNUAL MEETING WITH NORTH & SOUTH TEXAS ACS CHAPTERS

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Presenter Guide

SET THE SCENE

- Record your presentation in front of a blank wall and do not use a virtual background.
- Eliminate outside noise (i.e. pets, children, lawn service, deliveries, etc.).
- Be front or side lit—never back lit. Optimally you should set up a ring light or soft light directly in front of your laptop.
- Dress for the occasion: wear business casual and solid colors rather than patterns.
- Ensure that you are eye level with the webcam/camera. This can be accomplished by putting the computer on a stack of books or riser.

CONTENT

- Remember: there is no feedback or energy from a live audience so keep the pace going and keep the content tight.
- Captivating photos, videos, polls, and stories will keep your virtual audience from getting distracted. Get a good start with a strong first impression! People decide whether they will watch a session within the first few minutes before they either click away or mentally check out.
- Stay on time! Respect the presentation time limits by setting a stopwatch on your phone.
- Your slide format should be widescreen 16:9.
- Make sure your picture is in the upper right-hand corner of the screen when recording.

TO CREATE THE MP4 RECORDING OF YOUR PRESENTATION USING ZOOM

1. Open your PowerPoint and put it in slide show mode. (Do not use Presenter View)
2. Sign in to zoom.us in a Chrome Browser and Select Host a Meeting with Video On. (This will be just you alone)
3. Move your mouse to the lower left corner of the screen and click on the ^ next to the Mute microphone symbol. "Select Audio Settings" and this will open the Settings window.
4. Adjust Audio Settings: Select and test your Speaker and Microphone. We recommend un-checking the "Automatically adjust microphone volume" box and adjust your microphone manually with the slider. Most mics should be set mid-way or above. Try it at about 3/4 of the way up. You can then test it with the "Test Mic" button. It will record your sound and play it back to you. Adjust as needed.
5. Once your audio settings are adjusted, click on "Video" in the Settings Window. Select the camera on your system (it is probably already selected if you started the Zoom meeting with video). Click "Enable HD" then click on "Audio" in the left column. Then click the upper right "X" in the Settings Window to close.
6. Next hover your mouse over the bottom of the screen and click the green "Share Screen" button and select the PowerPoint Slide Show you opened and click "Share". You should now see your slideshow and your video. Make sure to put your video in the center of the screen. You can adjust the size of your video box to make it slightly larger, but we do not suggest making it any smaller.
7. Move your mouse near the green "You are screen sharing" notice on your screen so you can see the menu options. Put your mouse over the "More" tab on the far right and Select "Record on this Computer". A red dot will appear in the green "You are screen sharing" notice on your screen. Immediately begin your presentation advancing through the slides as you normally would.
8. When you are finished with your presentation, move your mouse to the green "You are screen sharing" notice again and place your mouse over the More tab and click "End". Then click "End Meeting for All".
9. It will then open a window indicating it is "Converting the Meeting Recording". Wait for it to finish and it will open the folder with the recording. It records a couple of other files too, but we only need the .mp4 file. Please rename it with your Last Name and upload to the Dropbox folder.

You can also reference <https://www.youtube.com/watch?v=P6cTbnUPwfY> but the steps are in a different order so you will need to edit your final product to trim off the excess recording at the beginning and end.