

# Symposia Video/Oral Paper Upload Instructions

## Due by July 6th

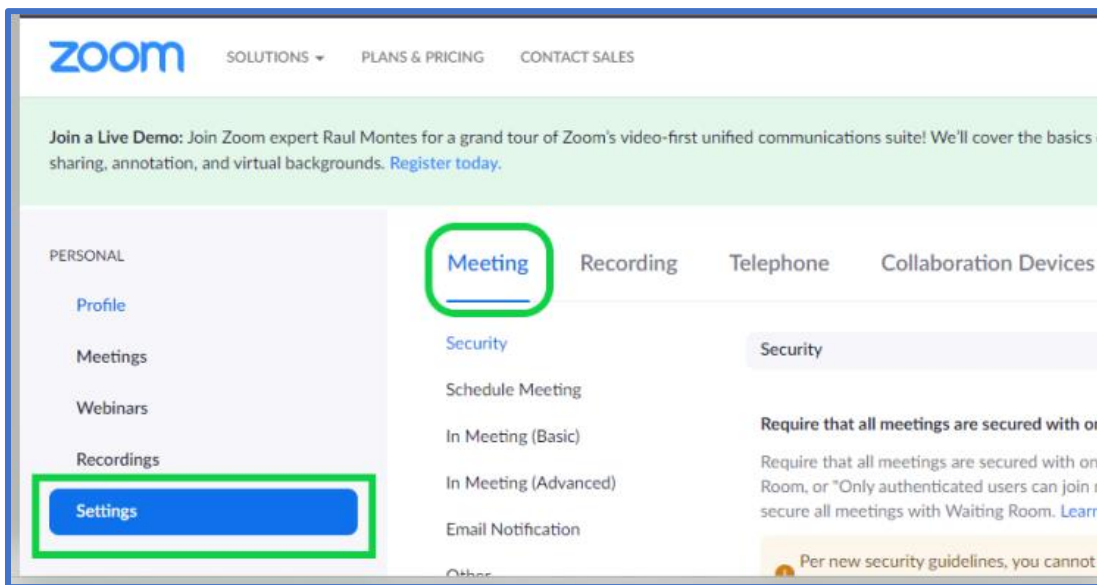
Symposium speeches must be done in **Zoom** for captioning purposes. Zoom allows unlimited time free of charge (unless there are more than two people involved in the zoom).

Symposium participants are responsible for:

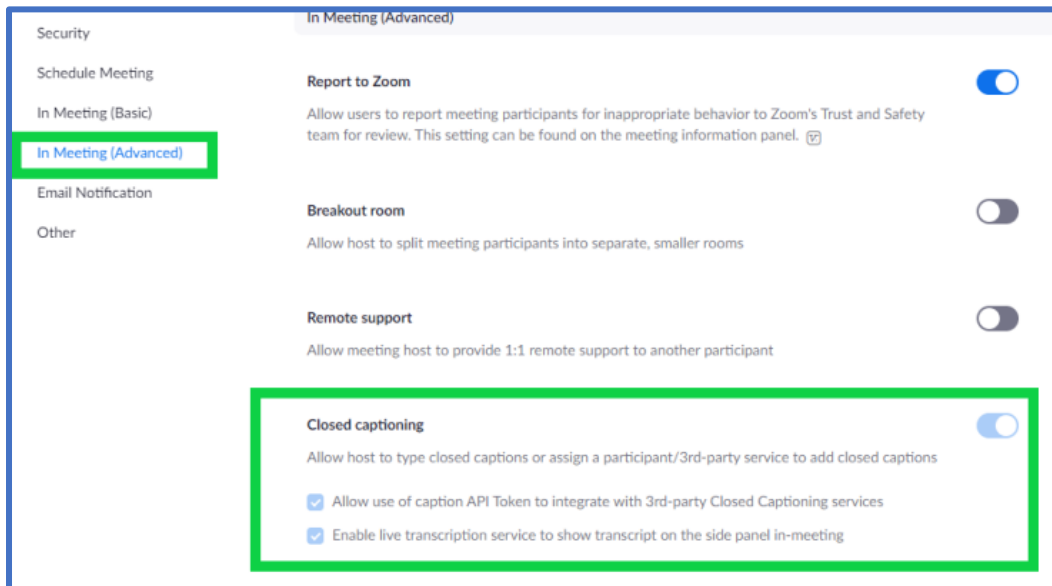
- Recording your own session – Please keep this **under 20-25 minutes**.
- Editing the audio transcript
- Obtaining cloud recording Zoom link
- Sharing link in a Word document
- Uploading document to online repository

### Step-by-step Instructions

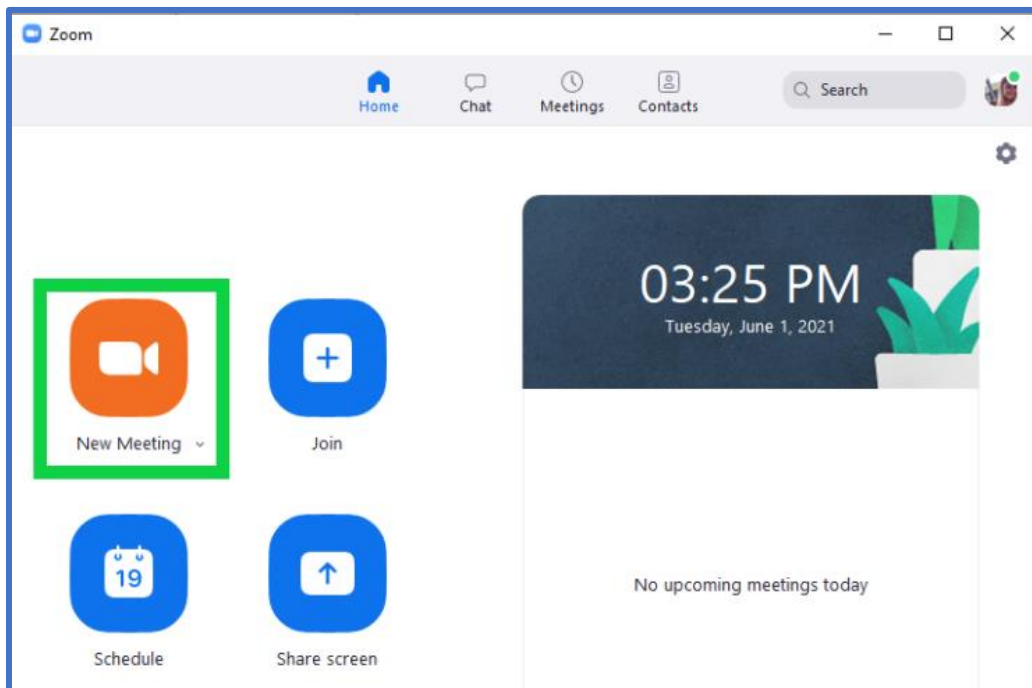
1. Have the desktop application of Zoom downloaded to your device. Zoom can be downloaded [here](#).
2. Visit/ login to the Zoom web portal at [Zoom.us](#) to make sure you have captioning enabled.
  - a. Use the left navigation menu to select **settings**, then **meeting**.



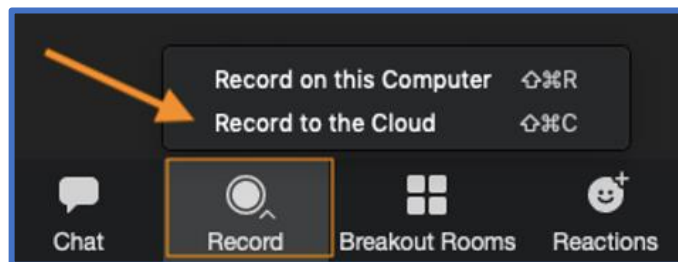
- b. Skip to In Meeting (Advanced) and be sure to toggle on closed captioning.



3. Start a new meeting in Zoom. We ask you to have your **video on** for this.

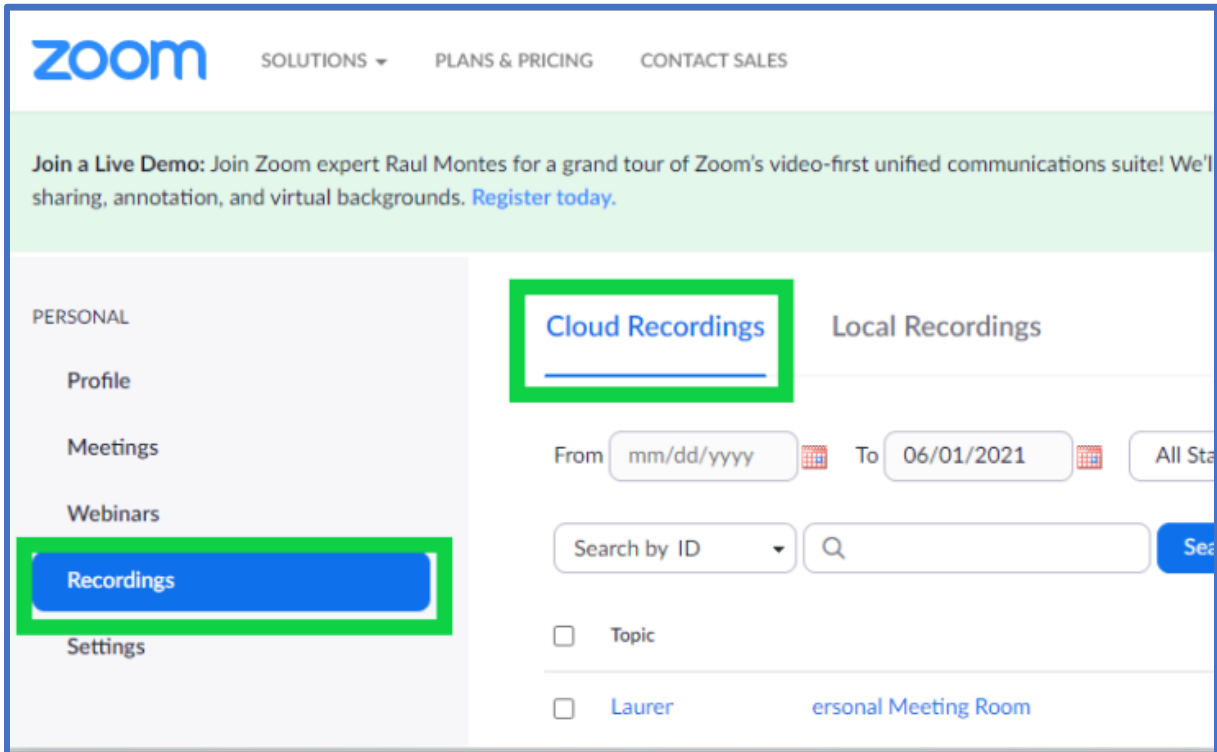


4. Once you are ready to record, click **record**, then **record to the cloud**.



5. If you wish to show a PPT or other prepared slides, you may do so with "screen sharing."
6. When you finish your talk, stop the recording.
  - a. Allow a few minutes for your Zoom recording to render and send to the cloud.
7. Your recording will land in your Zoom library at [Zoom.us](https://zoom.us) once you end the recording. Please continue reading for instructions on accessing your recording and how to edit it and share it.

- Go back to [Zoom.us](https://zoom.us) to find your recording on the **recordings tab**.

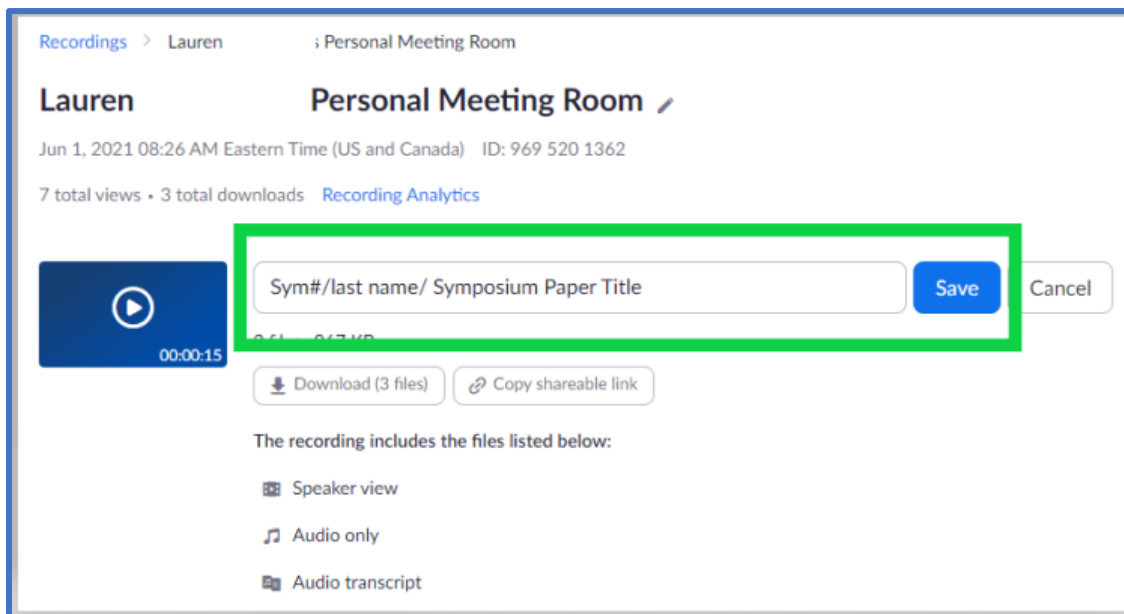


- Rename your recording with the proper file naming convention.

**File name convention: Sym#/last name /Symposium paper title**

**EXAMPLE: Sym13.2/Owen/Benefits and Challenges**

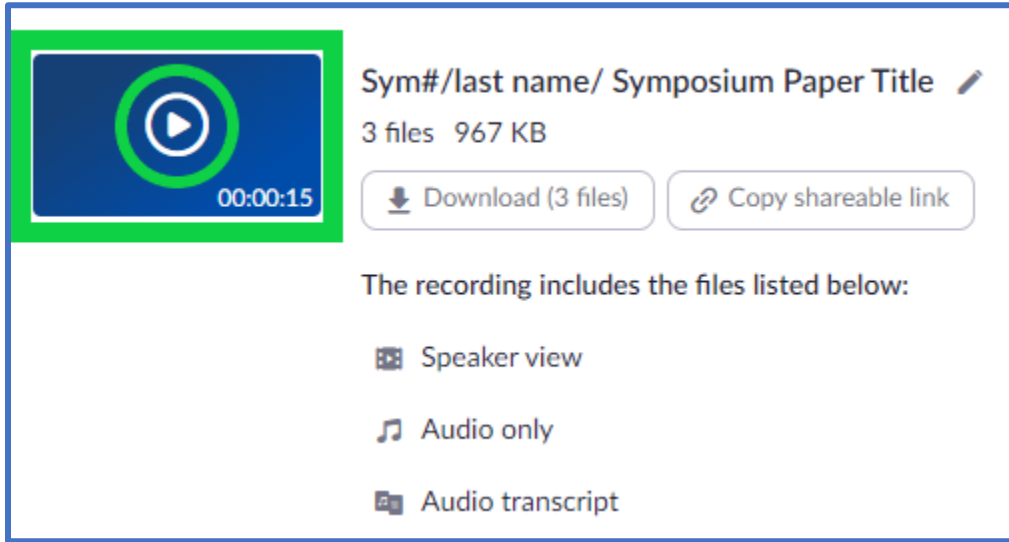
- To edit recording name: Click the pencil tool next to video. Type your new file name, then save.



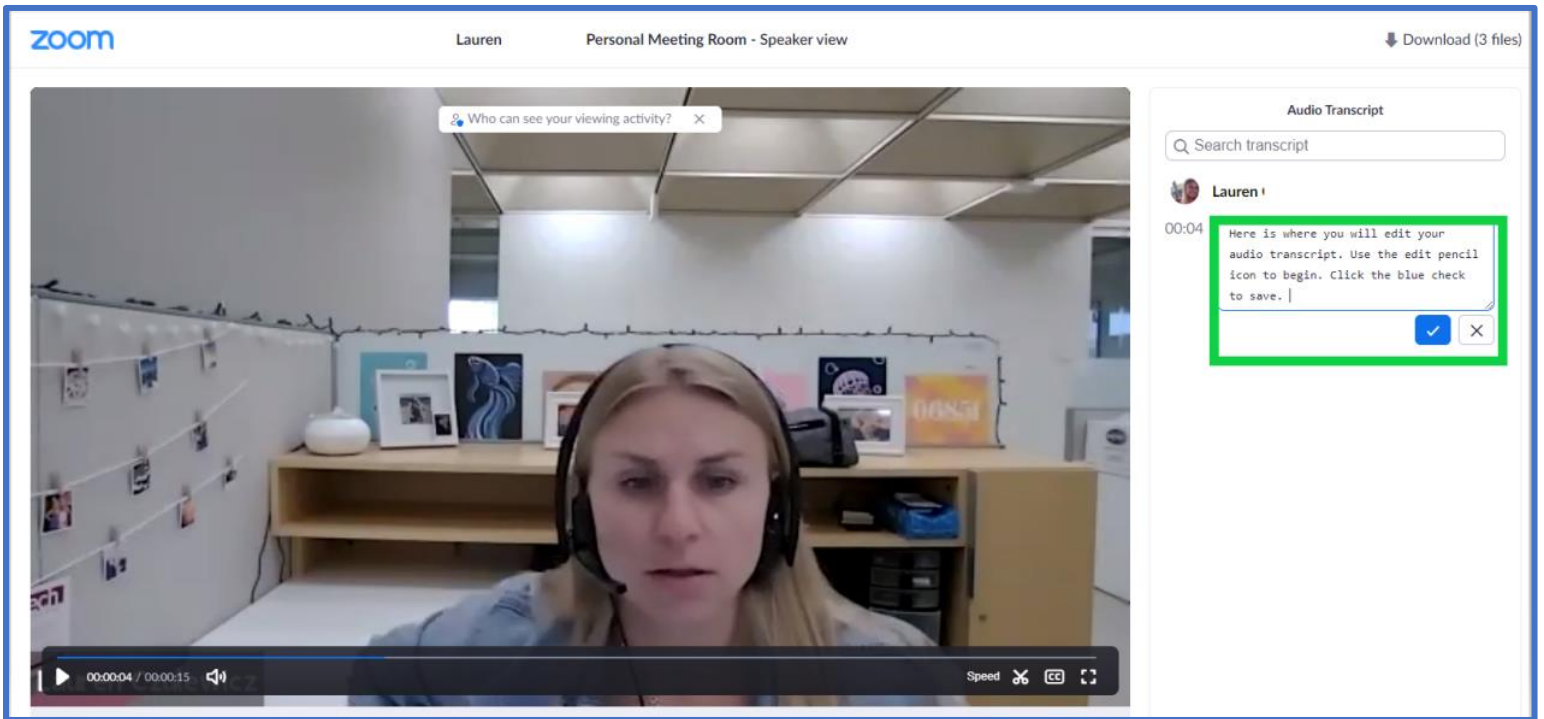
- Review your recording and edit the audio transcript. Please see instructions on editing audio transcript for in depth instructions.

EDITING:

- a. Click the play button on the video icon.

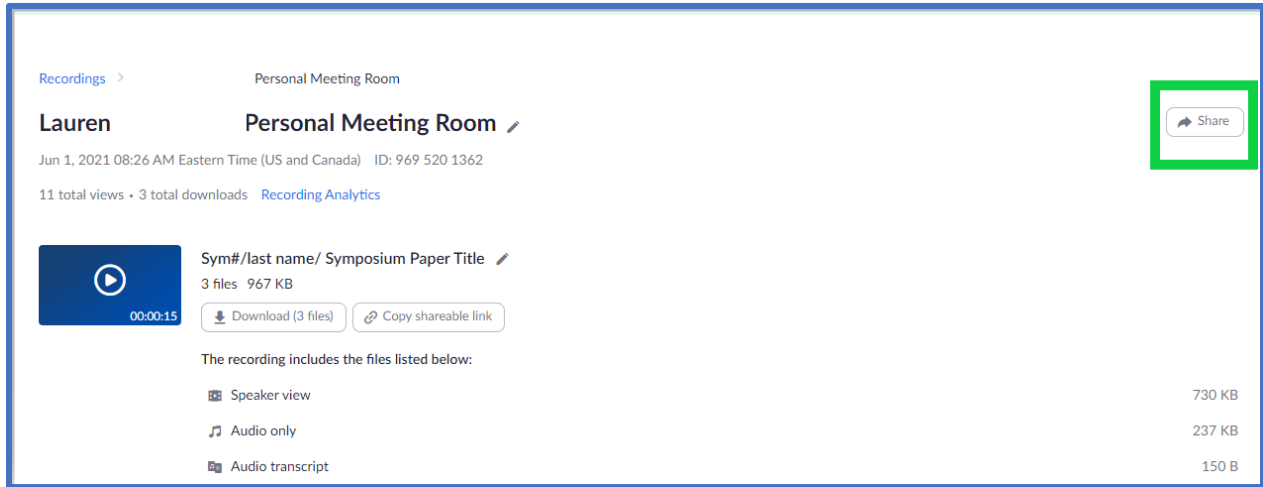


- b. Review the audio transcript on the right side and make necessary edits.



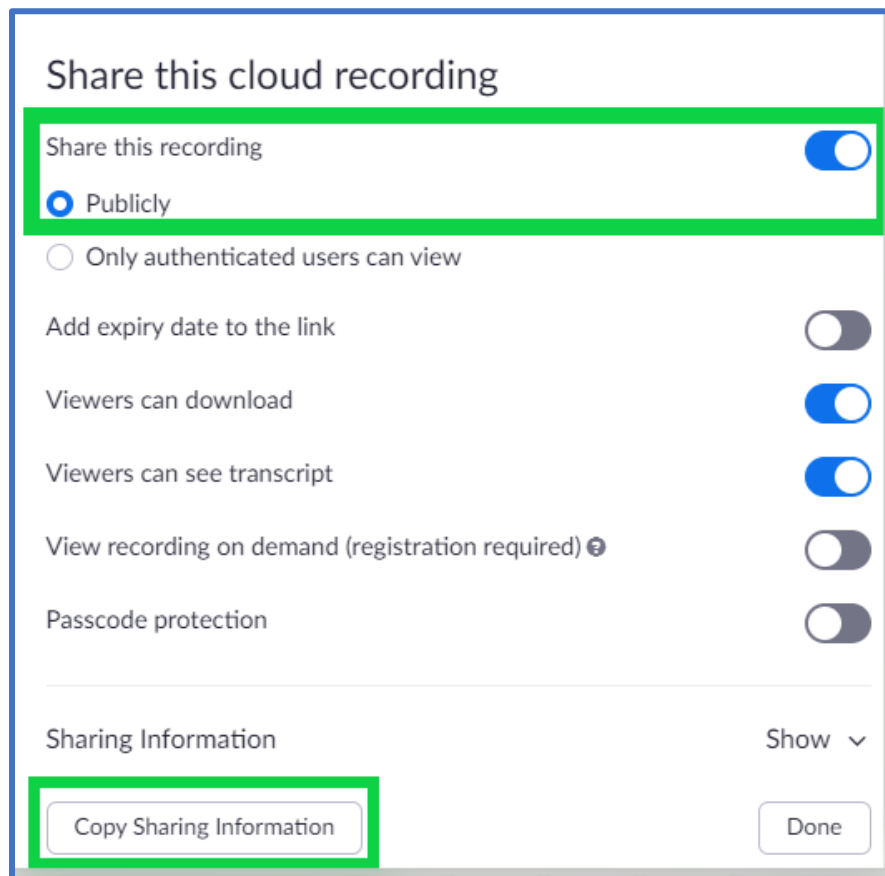
- c. Be sure to click on "Save" after each edit you make.

11. Once you have fully edited your transcript, share the zoom recording with IASCL. Click the share button and share this publicly with **no password**.
  - a. Click **Copy Sharing Information**. (Automatically copies information for you)



The screenshot shows the Zoom recording interface. At the top right, a 'Share' button is highlighted with a green box. Below the recording player, there are buttons for 'Download (3 files)' and 'Copy shareable link'. A table lists the included files:

File Name	Size
Speaker view	730 KB
Audio only	237 KB
Audio transcript	150 B



The screenshot shows the 'Share this cloud recording' dialog box. The 'Share this recording' toggle is turned on. The 'Publicly' radio button is selected. The 'Copy Sharing Information' button at the bottom left is highlighted with a green box.

Share this cloud recording

Share this recording

Publicly

Only authenticated users can view

Add expiry date to the link

Viewers can download

Viewers can see transcript

View recording on demand (registration required)

Passcode protection

Sharing Information Show ▾

12. Paste the copied link into a Word document.

Your pasted information will appear like this in a Word doc:

*\*Please note: correct the ~~strikethrough~~ text with **your** proper file naming convention\**

Topic: ~~Lauren C's Personal Meeting Room~~

Please enter the proper naming convention here:

File name convention: ~~Sym#~~/last name /Symposium paper title  
EXAMPLE: Sym13.2/Owen/Benefits and Challenges

Date: Jun 1, 2021, 08:26 AM Eastern Time (US and Canada)

|

Meeting Recording:


[https://us02web.zoom.us/rec/share/SuMZ0-PzPuOj9tbDQjjOI2eKNsQUMXoTirtVHul1JCaQqYTsTodP9R6Q9clGTC\\_8.c04P55V-RzAU-9yx](https://us02web.zoom.us/rec/share/SuMZ0-PzPuOj9tbDQjjOI2eKNsQUMXoTirtVHul1JCaQqYTsTodP9R6Q9clGTC_8.c04P55V-RzAU-9yx)

13. Save the Word document with the same file naming convention.

**File name convention: Sym#/last name /Symposium paper title**  
**EXAMPLE: Sym13.2/Owen/Benefits and Challenges.docx**

14. Upload the Word document to the following [DropBox link](#).

<https://www.dropbox.com/request/kuTBaoFX50OZLZoVgSAH>

Rhea Paul sent you this request 

## 2021 IASCL - Symposia Video Submissions

Please upload your Word document with your public Zoom link information here.

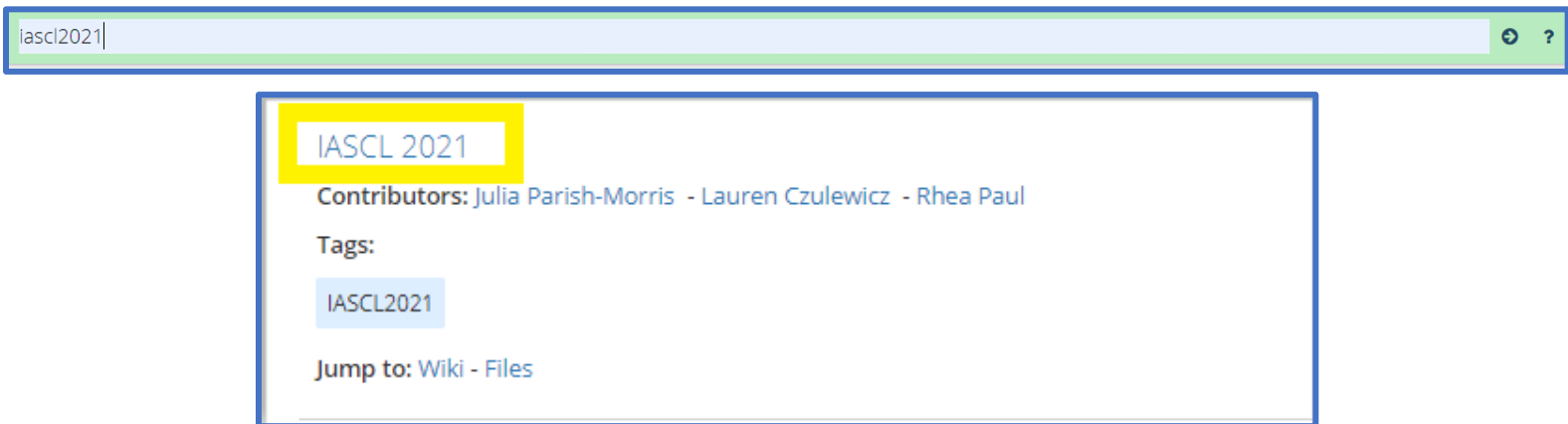
Please remember to properly name your file.  
File name convention: Sym#/last name /Symposium paper title  
EXAMPLE: Sym13.2/Owen/Benefits and Challenges

[Add files](#)

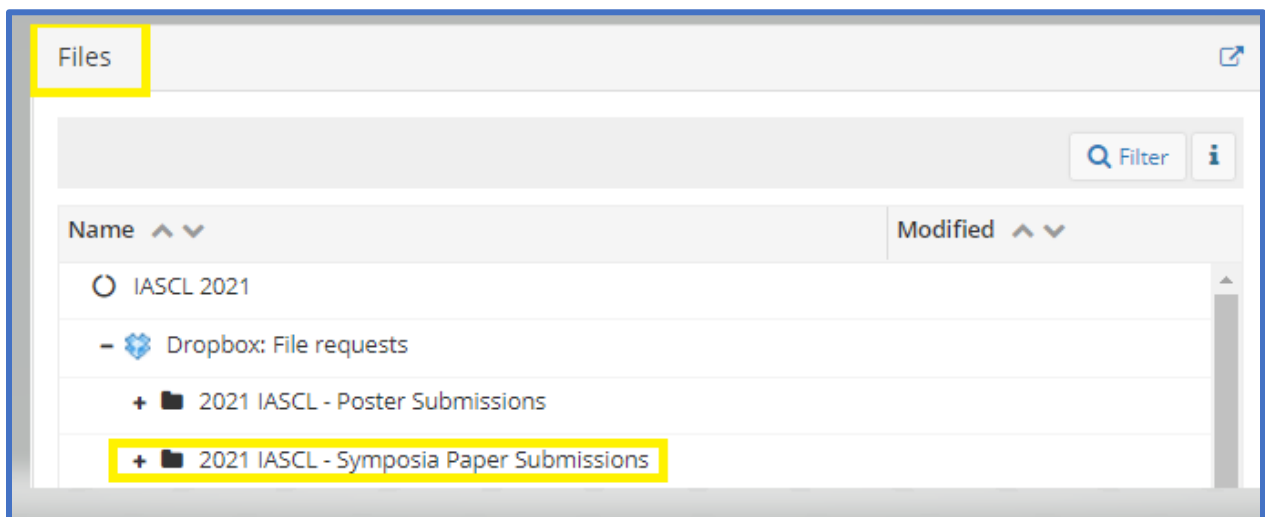
or drag stuff here

15. Confirm your file has uploaded to the [ISACL 2021 website](#).

- a. Visit [OSF.io](https://osf.io)
- b. Search our conference, **IASCL2021** on the [OSF site](https://osf.io).  
\*\*be sure to press your **enter** key for the conference to populate. \*\*



16. Navigate to the files panel on the left side panel of the webpage layout. *Locate the Symposia Paper Submission folder.* Locate your file name (**Sym#/last name /Symposium paper title**). If you see your submission, you are all set.



**\*\*If you are unable to locate your file, please contact [czulewiczlauren@gmail.com](mailto:czulewiczlauren@gmail.com). Please allow up to 48 hours for a reply. \*\***