# AUDIO OR VIDEO RECORDING IN THE ACRM PRESENTER PORTAL

In the following pages, you will find instructions for recording your presentation in the ACRM Presenter Portal .If you have additional questions, please schedule a meeting with an ACRM Staff Member to discuss your options.

BEFORE YOU RECORD

Before you begin the steps to record the audio narration of your presentation, please complete your PowerPoint presentation and use the following steps to ensure a seamless recording process.
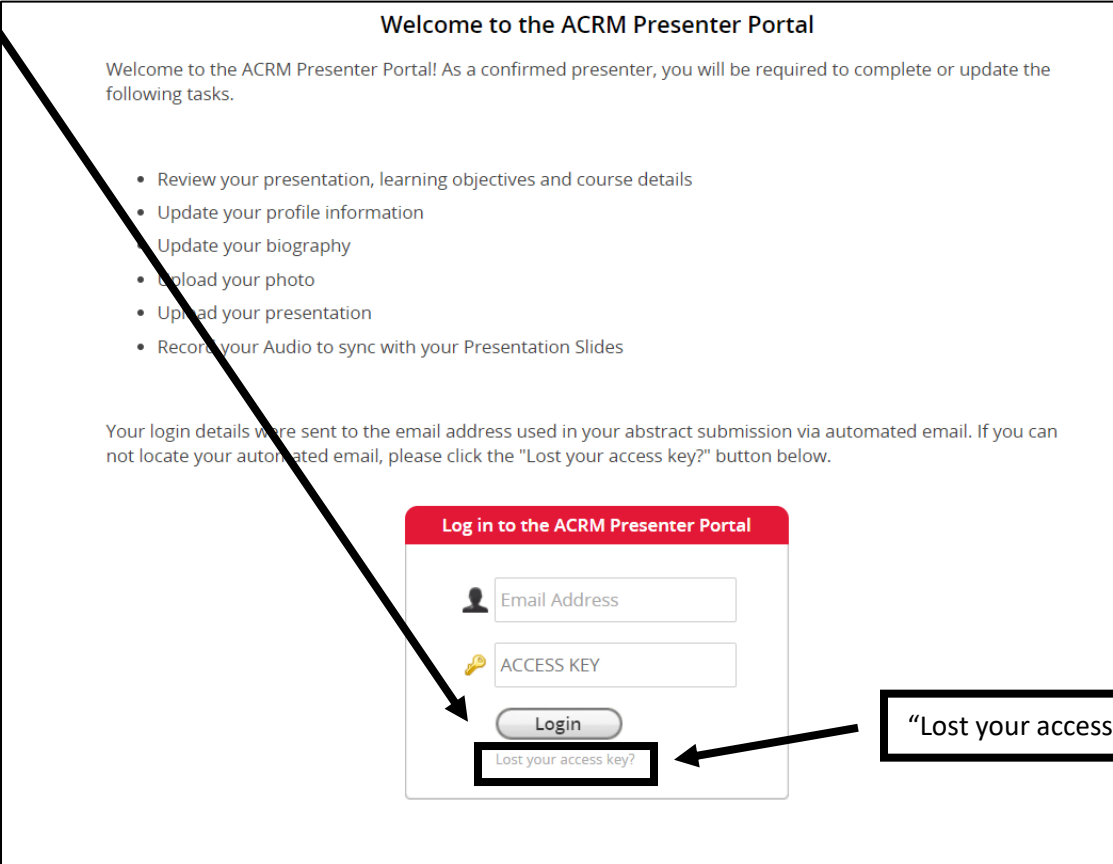
- Each presenter in your presentation will upload their individual PowerPoint or PDF slides and record their individual audio narration. If you wish to record your presentation with your co-presenters, please consider recording and uploading one Mp4 video file.

- Create your PowerPoint presentation in wide-screen format (16:9). You can find this on the Design tab within PowerPoint. Select the dropdown "Slide Size" button to change the size.

- Download the ACRM PowerPoint Template & Presenter Disclosure slides from your ACRM Presenter Portal and update them to reflect your Presenter Disclosures. These slides must be added at the beginning of your presentation.

- **Your presentation slides must be reviewed for CME/CEU compliance per ACCME guidelines before you can complete your audio or video recording**. ACRM staff will reach out within 4-6 business days if there are changes that need to be completed. If you record before your presentation has been reviewed for CME/CEU compliance and you have to revise your presentation slides and upload a new version, **you will lose any recording you have already completed**.

- As soon as your presentation has been approved for CME/CEU compliance, follow the steps below to finalize your audio recording.
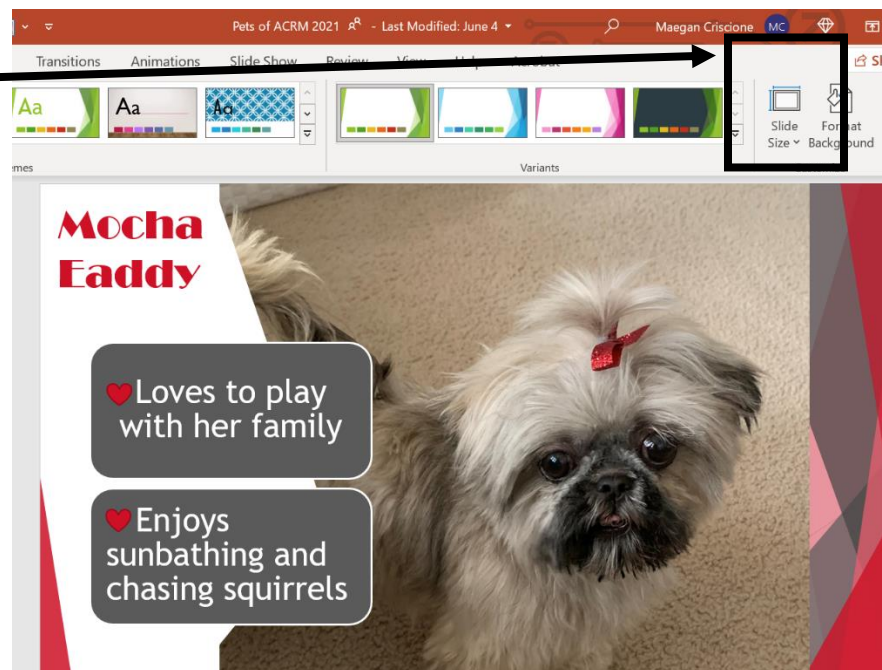
Below you find the step by step instructions on how to upload your presentation and record your audio (and video) narration to sync with your slides.

STEP 1 – LOGIN TO YOUR ACRM PRESENTER PORTAL

1. Open a new browser window. Chrome is strongly preferred as the browser you use for this recording.

2. Navigate to the ACRM presenter portal – www.ACRM.org/PresenterPortal

3. Login using the credentials you received via automated email from speakers@ACRM.org.

4. Can't find your credentials? Click "Lost your access key?" button to have them resent via automated email.

Welcome to the ACRM Presenter Portal

Welcome to the ACRM Presenter Portal! As a confirmed presenter, you will be required to complete or update the following tasks.

- Review your presentation, learning objectives and course details
- Update your profile information
- Update your biography
- Upload your photo
- Upload your presentation
- Record your Audio to sync with your Presentation Slides

Your login details were sent to the email address used in your abstract submission via automated email. If you can not locate your automated email, please click the "Lost your access key?" button below.

Log in to the ACRM Presenter Portal

Email Address

ACCESS KEY

Login

Lost your access key?

"Lost your access key?

STEP 2 – NAVIGATE TO YOUR PRESENTER TASKS & UPLOAD PRESENTATION SLIDES

1. Your list of Presenter Tasks will appear on the main page of your ACRM Presenter Portal

2. Download the ACRM Presentation Template & Disclosure Slides from your ACRM Presenter Portal and update them to reflect your Presenter Disclosures. These slides must be included at the beginning of your presentation.

3. Click on your "Upload Your Presentation Slides" Task to upload your **final** version of your Presentation Slides

Notes:

- Your presentation slides must be reviewed for CME/CEU compliance per ACCME guidelines **before** you can complete your audio recording. ACRM staff will reach out within 4-6 days if there are changes that need to be completed. If you record before your presentation has been reviewed for CME/CEU compliance and you have to revise your presentation slides and upload a new version, you will lose any recording you have already completed.

- <u>Uploaded presentation slides must be your final version</u>. If you record your audio narration now and your presentation slides change at a later date, you will need to record your audio again after those slides have been updated. Your audio narration syncs with your current presentation slides.

- Each presenter within your presentation will upload their portion of the presentation and record their own audio narration.
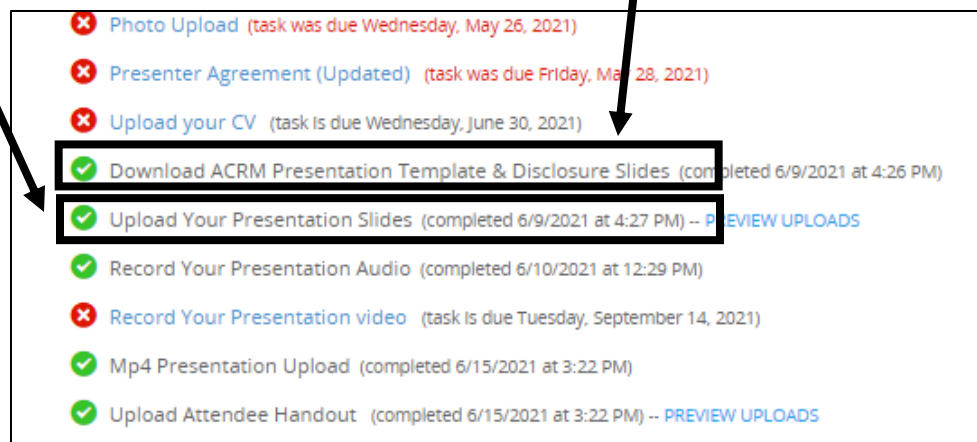
STEP 3 (AUDIO) – RECORD YOUR PRESENTATION AUDIO

If you wish to include video with your recording, please jump to page 9 to continue with video recording instructions.

1. Click on the "Record Your Presentation Audio" task within your Presenter Portal task list

   NOTE: You can choose to include video with your audio narration. If you wish to include video of yourself, DO NOT complete the "Record Your Presentation Audio" task.

2. Each slide in your Powerpoint or PDF deck will appear separated

3. Click on your first Powerpoint or PDF slide to begin recording your audio narration of your slides.

4. Click "Start Recording" (the blue button) when you are ready to begin your audio narration of the current slide shown

   a. You may see a pop-up asking you to allow www.conferenceharvester.com to use your microphone. Click "Allow"

   b. If you do not see this pop-up, make sure your browser is not blocking pop-ups – the Chrome browser shows this in the right corner of the browser bar

   c. Begin recording your audio narration of the slide you are currently viewing.

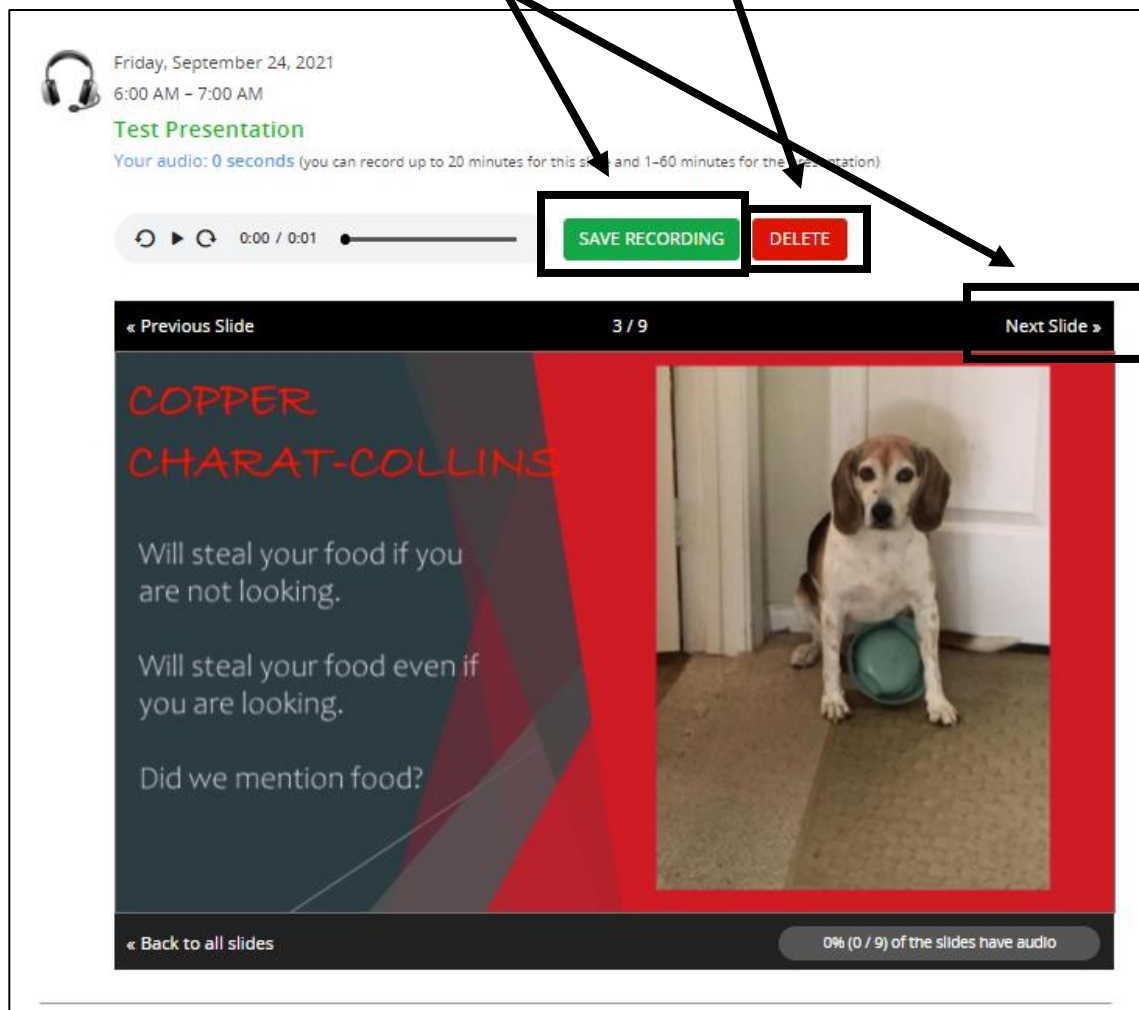5. When you have completed the audio narration for this slide, click "STOP RECORDING"

6. If you need to re-record the slide you just completed, click the "DELETE" button and repeat steps 4-5 above.

7. If you are happy with your recording for that slide, click the "SAVE RECORDING" button.

8. Move through each slide of your presentation by clicking "Next Slide" and repeat steps 4-7.

Notes:

- Do NOT forget to click the "Save Recording" button before moving on to your next slide. The system will not save your recording automatically.

- If you do not require audio narration on a particular slide, but you do wish to have it stay static on the screen for a certain length of time (i.e. 10 seconds), follow these steps:
  - Click "Start Recording"
  - Do not speak, but let the recording run for the length of time you desire the slide to be static (i.e. 10 seconds)
 - Click "Stop Recording" and then "Save Recording" when enough time has passed

STEP 4 – REVIEW YOUR AUDIO

1. Once you've recorded each slide, review your presentation slide by slide and listen to each carefully using the Playback button.

2. If you have nothing to change in a slide, simply click "Next Slide" to move to the next one.

3. If you wish to re-record a slide, hit "Delete" and repeat steps 4-7 within the "Record Your Presentation Audio" steps above.

4. Once you've reviewed all slides with their completed audio narration, click "Back to all slides". You should now see a green bar across the top. This indicates that 100% of the audio is complete.
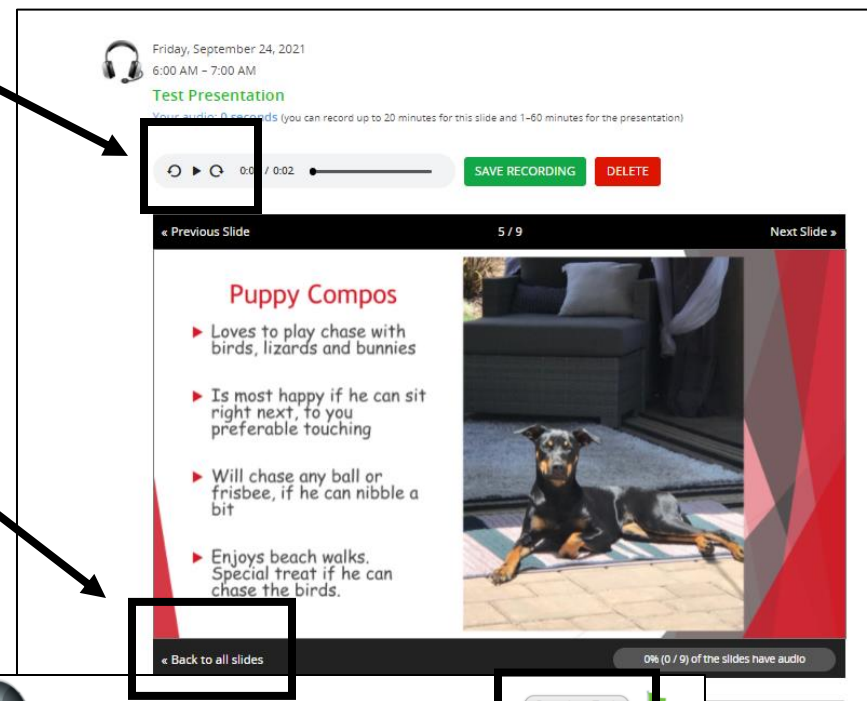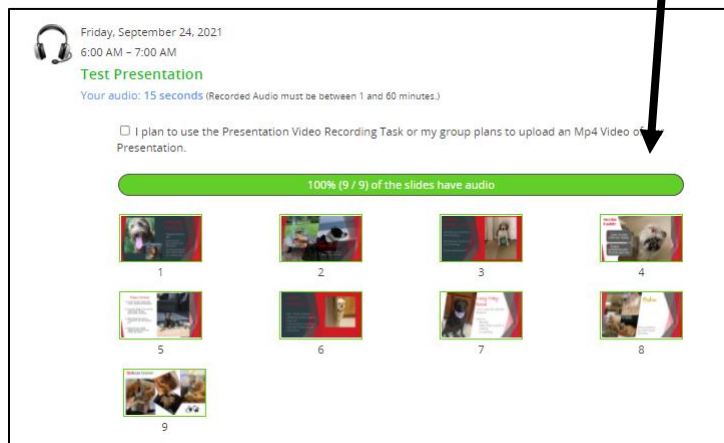
STEP 5 – COMPLETE YOUR TASK

1. Once you've completed Steps 1-4, complete the task
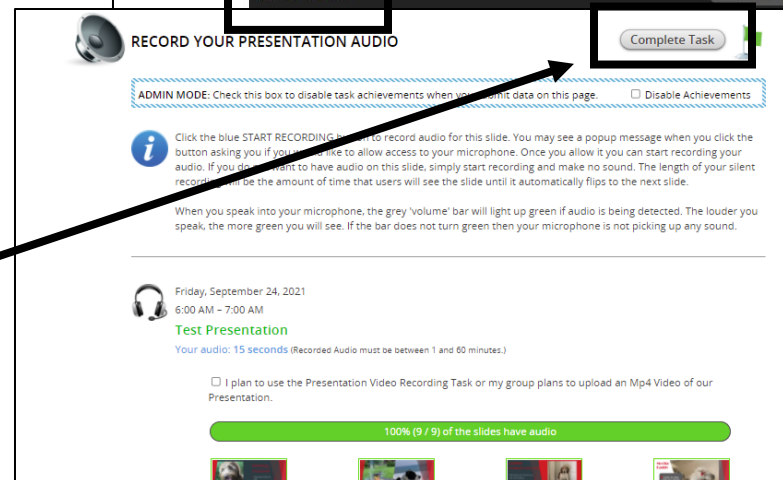
STEP 3 (VIDEO) – RECORD YOUR PRESENTATION VIDEO

*If you wish to only record audio narration with no video, go to page 5 and only complete the steps under the "Record Your Presentation Audio" *

1. Click on the "Record Your Presentation Video" task within your Presenter Portal task list

   > NOTE: You can choose to only have your audio narration. If you do not wish to include video of yourself, DO NOT complete the "Record Your Presentation Video" task. Go back to page 5.

2. Each slide in your Powerpoint or PDF deck will appear separated

3. Click on your first Powerpoint or PDF slide to begin recording your audio and video narration of your slides.

❌ Photo Upload (task was due Wednesday, May 26, 2021)

❌ Presenter Agreement (Updated) (task was due Friday, May 28, 2021)

❌ Upload your CV (task is due Wednesday, June 30, 2021)

✅ Download ACRM Presentation Template & Disclosure Slides (completed 6/9/2021 at 4:26 PM)

✅ Upload Your Presentation Slides (completed 6/9/2021 at 4:27 PM) -- PREVIEW UPLOADS

✅ Record Your Presentation Audio (completed 6/10/2021 at 12:29 PM)

❌ Record Your Presentation video (task is due Tuesday, September 14, 2021)

✅ Mp4 Presentation Upload (completed 6/15/2021 at 3:22 PM)

✅ Upload Attendee Handout (completed 6/15/2021 at 3:22 PM) -- PREVIEW UPLOADS

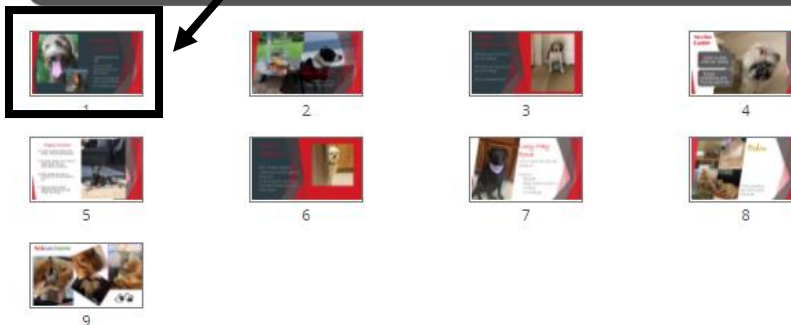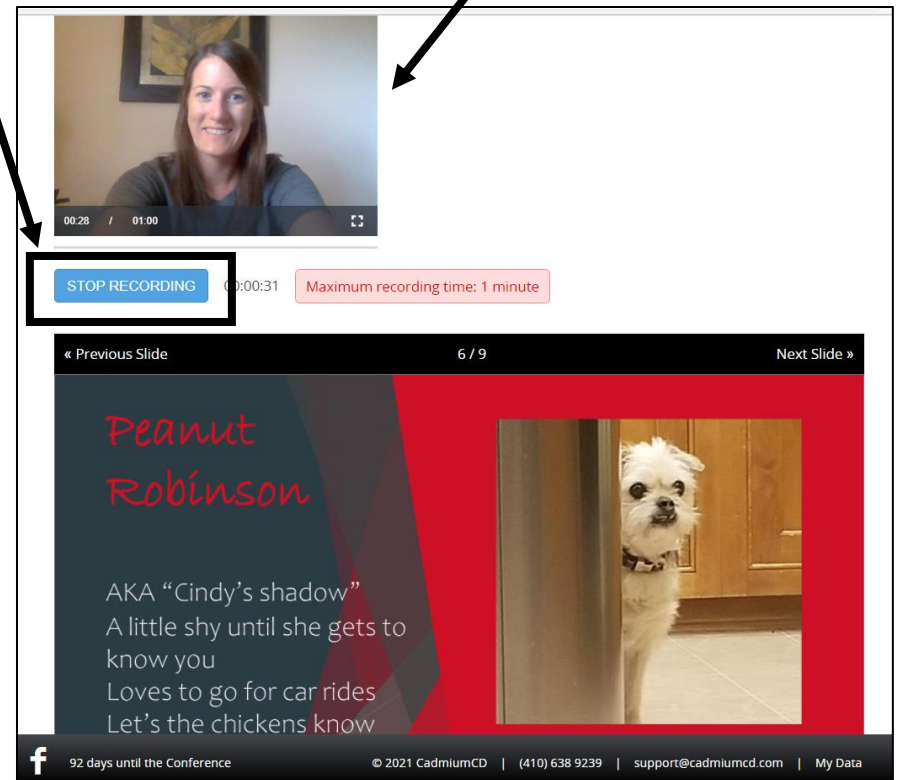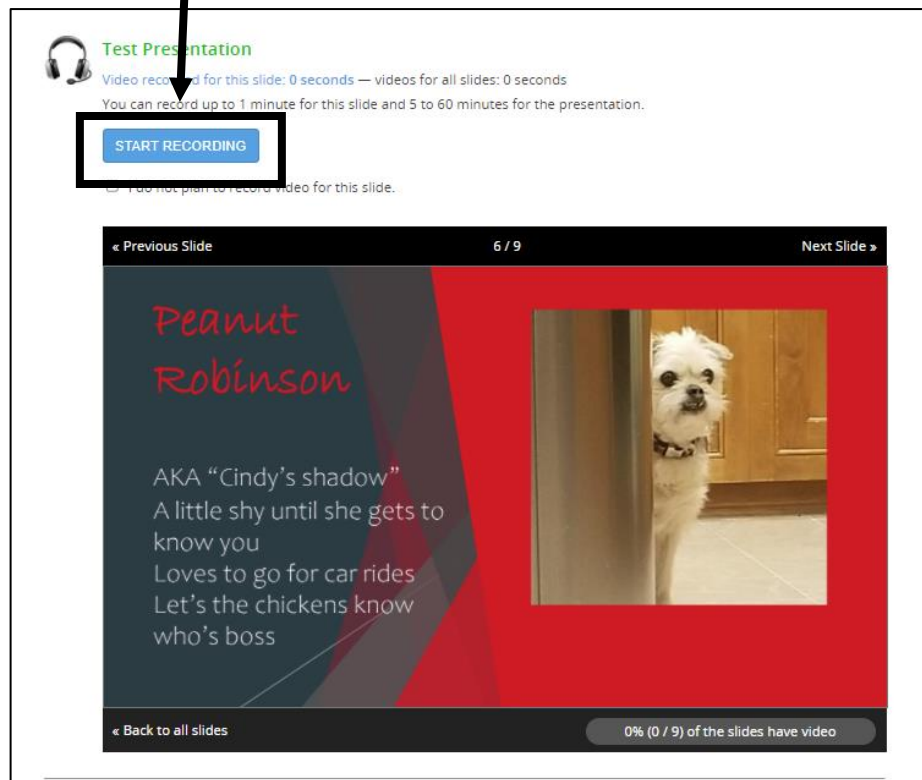🎧 **Test Presentation**

Video recorded so far: 0 seconds (you can record between 5 and 60 minutes of video for the whole presentation)

☐ I plan to use the Presentation Audio Recording task or my group plans to upload an Mp4 Video of our Presentation.
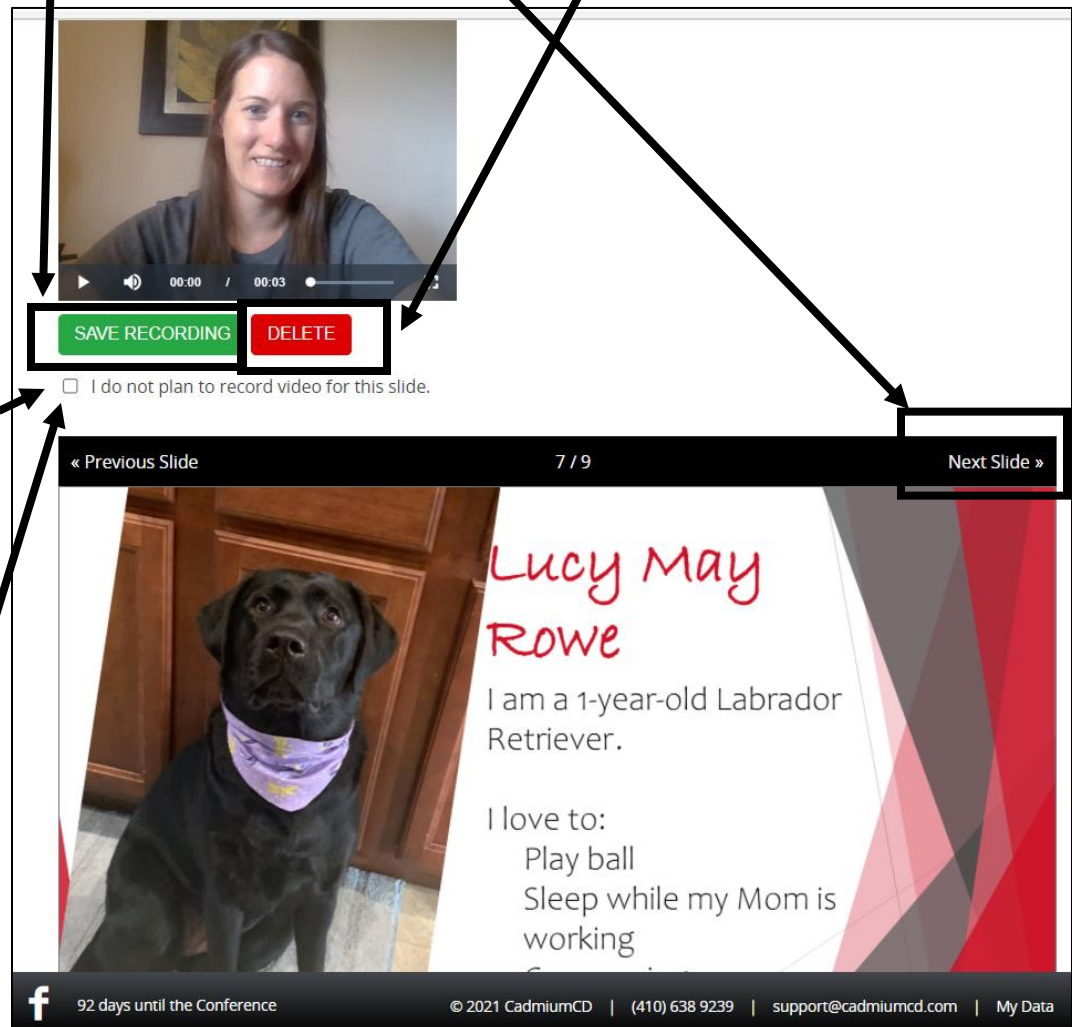
0% (0 / 9) of the slides have video

4. Click "Start Recording" (the blue button) when you are ready to begin your video and audio narration of the current slide shown

    a. You may see a pop-up asking you to allow www.conferenceharvester.com to use your camera and microphone. Click "Allow"

    b. If you do not see this pop-up, make sure your browser is not blocking pop-ups – the Chrome browser shows this in the right corner of the browser bar

    c. Begin recording your audio and video narration of the slide you are currently viewing.

    d. You will see a box with your video as you record your audio. Make sure to look at the camera as you record!

5. When you have completed the audio and video narration for this slide, click "STOP RECORDING"

6. If you need to re-record the slide you just completed, click the "DELETE" button and repeat steps 4-5 above.

7. If you are happy with your recording for that slide, click the "SAVE RECORDING" button.

8. Move through each slide of your presentation by clicking   "Next Slide" and repeat steps 4-7
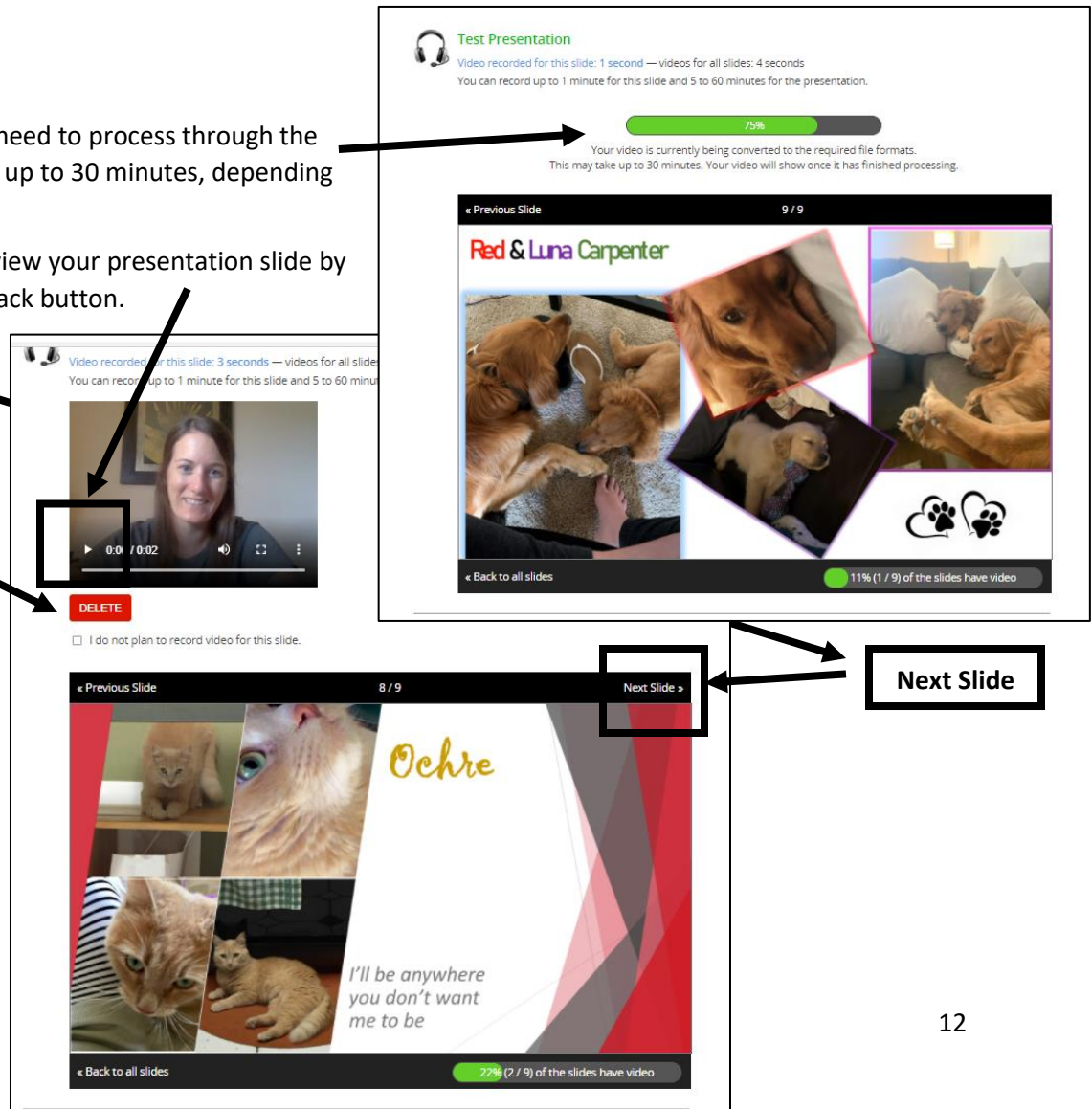
Notes:

- Do NOT forget to click the "Save Recording" button before moving on to your next slide. The system will not save your recording automatically.

- If you do not require audio or video narration on a particular slide, but you do wish to have it stay static on the screen for a certain length of time (i.e. 10 seconds), follow these steps:

   o   Click "I do not plan to record video for this slide"

   o   Click "Start Recording"

   o   Do not speak, but let the recording run for the length of time you desire the slide to be static (i.e. 10 seconds)

   o   Click "Stop Recording" and then "Save Recording" when enough time has passed

   o   If you simply do not wish to show video for a specific slide but still want audio, click the "I do not plan to record video for this slide."

SAVE RECORDING   DELETE

☐ I do not plan to record video for this slide.

« Previous Slide   7 / 9   Next Slide »

Lucy May Rowe

I am a 1-year-old Labrador Retriever.

I love to:
Play ball
Sleep while my Mom is working

f   92 days until the Conference   © 2021 CadmiumCD | (410) 638 9239 | support@cadmiumcd.com | My Data

STEP 4 – REVIEW YOUR VIDEO & AUDIO

1. Once you've recorded each slide, the video will need to process through the system before you can review it. This could take up to 30 minutes, depending on the length of audio and video for that slide.

2. Once the processing has completed, you can review your presentation slide by slide and listen to each carefully using the Playback button.

3. If you have nothing to change in a slide, simply click "Next Slide" to move to the next one.

4. If you wish to re-record a slide, hit "Delete" and repeat lines 4-7 within the "Record Your Presentation Audio" steps above.

Next Slide

5. Once you've reviewed all slides with their completed audio and video narration, you will return to see all slides broken out. You should see a green bar across the top. This indicates that 100% of the audio and video is complete.

STEP 5 – COMPLETE YOUR TASK

9. Once you've completed Steps 1-4, complete the task

KEY NOTES & REMINDERS

- Each presenter must upload their individual presentation slides to the ACRM Presenter Portal.
  - Slides and Audio Recording will appear in the ACRM Online Program in line with each individual presenter
- The primary presenter must include the updated ACRM Disclosure slides in their presentation upload.
- If you want the full presentation deck and full recording to show as one, you have the following choices:
  1. The primary presenter would upload the full presentation deck to their Presenter Portal. All presenters would then login to the primary presenter's portal and record their portions of the presentation.
  2. Record and Mp4 video and upload (1) complete presentation to the Presenter Portal
- If you upload a new version of your presentation slides AFTER your record, you will lose the recording that you previously completed. The recording syncs to the presentation slides that you upload.

- **DO NOT** complete both the "Record Your Presentation Audio" and "Record Your Presentation Video" tasks. Choose which version you would like (audio only or audio + video) and only complete that task.
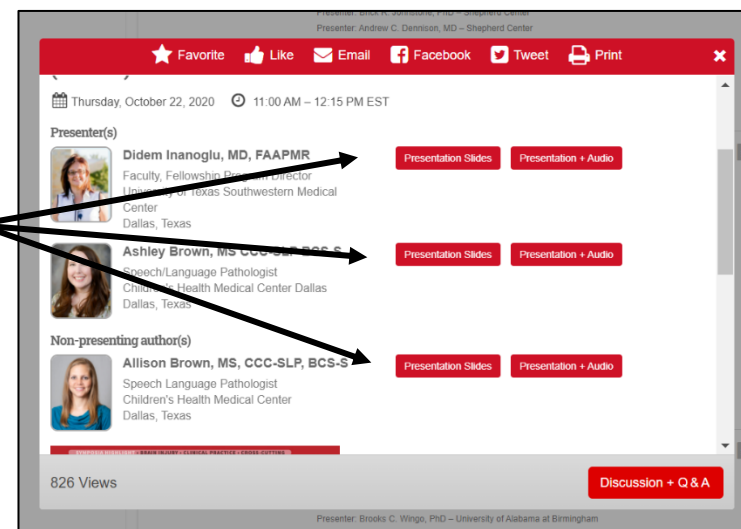
RECORDING TIPS

1. Chrome is the preferred browser for this recording.

2. For panel teams, consider coordinating using the same external microphone plug-in equipment if possible. This will provide for more consistency and avoid gaps in audiovisual quality. Sometimes, panels will invest in one set of equipment, share the cost and ship the 'studio in a box' to each panel member to keeps costs low yet maintain quality.

3. Stand if possible while recording to stay alert and energized.

4. Be focused on the delivery and not the technology. Practice and get familiar with the technology and your recording environment.

5. Offer reminders to your attendees that they can submit their online evaluations and receive their CEU/CME certifications in the system by visiting the online event library for this event.

6. Review all ACRM training or platform tutorials available to you in advance.

AUDIO

1. Avoid using your laptop microphone whenever necessary. Earbuds with a microphone are usually better and there are many affordable external microphones.

2. Don't turn your head away from the screen when recording – the audio sounds best when you talk speaking directly to the screen.

3. We suggest wearing earbuds or external headphones to avoid your computer audio creating a 'bounce back' effect on your audio recording.

4. Use humor, inflection and intonation in your presentation. Avoid simply reading from your script.

5. Get close to the microphone. The further away, the more the 'chamber echo' effect will kick in.

6. Playback the audio to ensure the equipment you are using is good quality.

RECORDING ROOM

1. Use a small, carpeted room with low ceilings. Avoid a room with a lot of hard surfaces or larger rooms.

2. If recording at your residence, try to use internal rooms to avoid public noise (sirens, birds, wind chimes, construction or other bleed-thru audio disturbances). Basements are ideal if they are carpeted.

3. Try to restrict colleagues or family activity (televisions, doors slamming etc.) Let them know the importance of your audio environment for the time you are rehearsing and conducting your final recording.

4. Avoid clutter in and around you. Go for the minimalist affect. This will help your focus, feel secure in your delivery and will avoid audience distraction