IOIS·2021

INTERNATIONAL OCULAR INFLAMMATION SOCIETY

SELF-RECORDING INSTRUCTIONS

VIRTUAL CONGRESS

Welcome speaker!

In this guideline document you will find all steps required for a high-quality recording and the safe uploading of your presentation. While pre-recording does take up-front effort, it also allows for more flexibility and comfort for you as a speaker.

We will need you to **provide a video file containing your slides and talking head (picture-in-picture)**. This means that both you and your presentation are visible at the same time.

Steps to follow:
1- **RECORD your presentation** using;
  • Zoom (Watch "how to" video)
  • Powerpoint (Windows only - Watch "how to" video) or
  • Panopto (see detailed instructions on the following pages)
2- **SUBMIT your presentation**
Go to the *secure* Encyro page to submit your presentation
>> https://www.encyro.com/iois2021

Please name your presentation using the following naming convention:

Room_Date_Time_FirstName+Name
Room > R1, R2 or R3
Day > T=Thursday, F=Friday, SAT=Saturday, SUN=Sunday
Time > 14.00 > 1400 (do'nt use full stop)
First Name + Name > John Doe
>>>>>> **For example** R1_F_1400_JDOE.mp4

!! IMPORTANT – The video should not be longer than your allocated presentation time!

PREPARE YOUR COMPUTER

What do you need?
  • A computer with a stable broadband internet connection,
  • a headset with microphone, and
  • a webcam.

1. Make sure your computer is up-to-date and running stable (no warning messages, annoying advertisement pop-ups, software update reminders, etc…).

2. Close all software programs you won't be needing during your presentation to avoid unwanted notification messages (incoming e-mails, calendar reminders, etc…).

3. It is strongly advised to use the Google Chrome browser for this application. If you don't have it installed yet, you can download it for free here.

4. You'll need a good internet connection for this to work seamlessly. A wired internet connection is preferred for stability and quality.

5. If you are using a laptop, make sure your power adaptor is connected so your computer doesn't run out of battery.

6. Use a headset with microphone to reduce environment noise and have a good quality audio for you to listen in to.

PREPARE YOURSELF

1. Please take a moment to reflect on the area/room and the position where you will be presenting from, so you look as good as possible on camera.

2. It is important that you are in a quiet and private room and that you can be seated at a desk or a table.

3. Natural daylight always looks best on camera, but make sure to keep the light in front of you, so it falls directly onto your face (not from the top, back or the sides). So if you can face a window during daytime, that is the best option.

4. Place your laptop or webcam on the table at arm length directly in front your sitting position, and if possible, put it at your eye-height.

5. Choose your clothing. Neutrals, soft blues, and browns are the way to go. Avoid high-contrast clothing like a bright green shirt and bright red pants, and striped/dotted/pattern clothing.

PREPARE YOUR POWERPOINT

1. Set-up your PowerPoint in a 16:9 format.

2. Always check your slideshow and make sure all content shows as wanted (all images, videos, animations, etc…). If you are showing charts, tables, or images, make sure everything is readable.

3. Mind the blind spot in the lower-right corner! The 'picture-in-picture' recording will cover this part of your presentation.

PREPARE YOUR POWERPOINT

▶ **16:9 format**
▶ **Check all images, videos, animations, etc**
▶ **Attention blind spot!**

BLIND SPOT

IOIS-2021

PREPARE YOUR POWERPOINT

Set up your Powerpoint as follows:

1. Open your PowerPoint presentation and have your first slide ready.

2. In the top menu, navigate to 'Slide Show' and select 'Set up show' in the drop down menu. **(Fig. 1)**

3. Under 'Show type', select 'Browsed by an individual (window)'. **(Fig. 2)**

4. Confirm the setting by clicking 'OK'.

5. Start the slideshow.

Fig. 1

Fig. 2

RECORD YOUR TALK

1. Open the Google Chrome browser and surf to Panopto.

2. Give permission to allow the use of your camera and microphone.

3. Click the SETTINGS wheel on the lower-left corner of your screen and select
   I. 'Enable 5 second countdown'
   II. 'Show two streams as picture in picture'

Settings wheel

4. Set-up your microphone and camera by clicking the icons. Select the correct input device and test.

5. Choose what to share by clicking on 'Screen and Apps'. Click 'Window' and select your presentation. Click 'Share' to confirm.
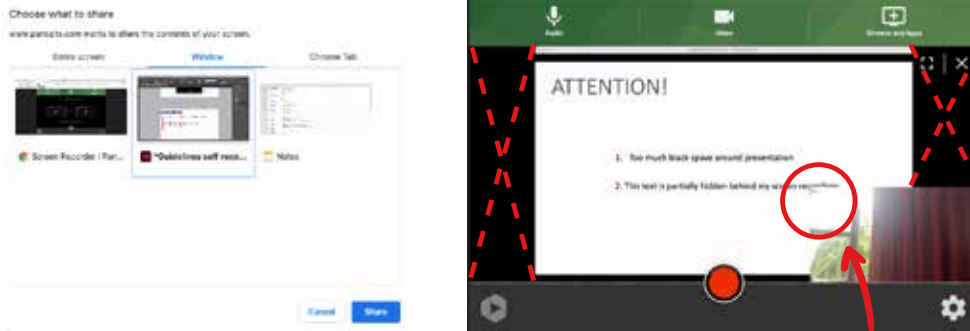

Attention:
Make sure you don't have loads of black space around your slides, and check that your camera image doesn't cover up parts of your slide contents!

Prevent this by zooming in/out your screen control + (Windows) command + (Mac).

6. Ready? Click the red RECORDING button. ⬤
   The system will count down from 5 to 1, and then start recording.

7. Go back to the PowerPoint application to advance your slides using the mouse or keyboard arrows.

   Whenever you're done, hit the recording button. ⬤
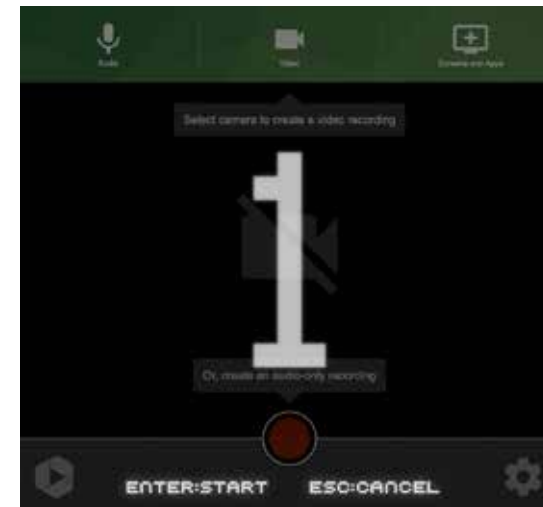
DOWNLOAD YOUR VIDEO

After you have stopped your recording (the system might also need some processing time), you will see a video preview window.

Click the 'Download' button.

SUBMIT YOUR VIDEO

1. Locate the video file on your computer.
   You will probably find it in your Downloads folder and rename it following the naming convention

   Please name your presentation using the following naming convention:

   Room_Date_Time_FirstName+Name
   Room > R1, R2 or R3
   Day > T=Thursday, F=Friday, SAT=Saturday, SUN=Sunday
   Time > 14.00 > 1400 (do'nt use full stop)
   First Name + Name > John Doe
   >>>>>> **For example** R1_F_1400_JDOE.mp4
   >>>>>> **For example** R1_F_1400_JDOE.webm

2. Do not use any special characters or accents
   (eg: Valérie, L'Allemand, François, Trønto).

3. Go to the secure Encyro page >> https://www.encyro.com/iois2021
   and complete:

   E-mail
   Name
   Upload
   Message: enter your file name using the naming convention

Congratulations, you are all done!

IOIS·2021

INTERNATIONAL OCULAR INFLAMMATION SOCIETY