Cancer Genomics Consortium
2020 Virtual Annual Meeting
August 4-5, 2020

Instructions and Guidelines for Recording Slide Presentations

Preparation:

- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) *Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted*. Take precautions to ensure that others do not disturb your presentation.

Slide Content and Formatting

- **CME Requirements:** Your slide presentation must not include trade names, commercial interest logos, or tag lines. Presentations submitted with logos cannot be included in the Virtual Annual Meeting.
- **Slide Format:** Your slides must be saved in **16:9 widescreen format.**
- **File Type:** When you finish recording your slide presentation, the presentation must be **saved and submitted as an .mp4 video file,** not a .pptx file.
- **Title Slide / Disclosure Slide:** The first slide in your deck should be a title slide that displays the title of your presentation as well as your name and affiliation. The second slide in your deck should be a disclosure slide listing any conflicts of interest.

RECORDING PLATFORMS

A variety of recording platforms exist and can be used to record your presentation in an MP4 format. Below we have listed instruction for recording in Powerpoint 2016 and Powerpoint 2019. Other options include:

- Quicktime (For Apple Users: https://quicktime.en.softonic.com/)
- Keynote (For Apple Users: https://www.apple.com/keynote/)
- Feel free to use any other platform that will gyield a high quality recording in an MP4 format.
- We do not recommend using an online platform, such as Zoom or Webex for recording, as the recording may be affected by interruptions in your internet service.

Step by step instructions for how to record your narration and add it to your PowerPoint slides

1. Setup your microphone

Ensure your microphone is plugged in and ready to record. Access the audio device settings and set your default microphone. You cannot change these settings within PowerPoint, so make sure your device is ready to record at the correct volume before starting PowerPoint.

2. Recording in PowerPoint

Begin on the first slide of the presentation and select the **Slide Show** tab followed by the **Record Slide Show** icon to launch recording options.
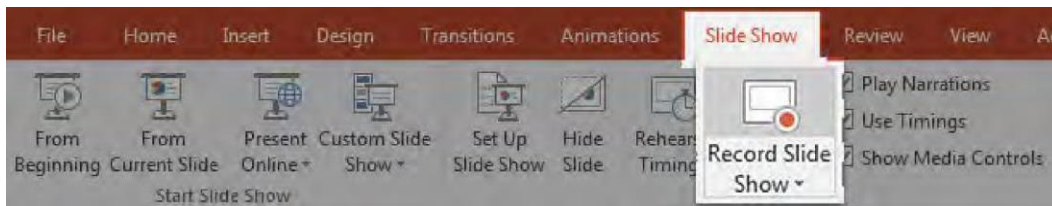
A new window will pop up with the following options:

> *Slide and animation timings*
> Leave this option checked if you want to setup the timings for your slides. This allows you to sync your narration with slides. We recommend leaving it on.
>
> *Narrations, ink, and laser pointer*
> Leave this checked to allow audio recordings.

Once you are ready, select **Start Recording**. Powerpoint will switch to a full screen presentation view and immediately begin recording your screen and audio.

Notice the **Recording** window in the top left corner of the screen. This will keep track of your presentation length. To switch between slides, use the right arrow key to advance or the left arrow to return to the previous slide. Powerpoint will be recording exactly what's on your screen with the audio from the microphone.

When finished, click the **X** on the upper right corned of the **Recording** window to complete the audio recording.

3. Optional Annotations

A digital pen, highlighter or laser pointer are also available to add markings while recording. To access these annotations, hover over the left corner of the presentation and click on the third icon from the left.

4. Presentation Timing

If you need to adjust the timing of your slide transitions, you can redo the timing by clicking **Rehearse Timings** under the **Slide Show** tab. The presentation will switch to full screen mode and you can re-record the transition times.


5. Export the Video

Select file, **Export, Create a Video.** Ensure the export options match the image below with "Use Recorded Timings and Narrations" included.

Please name your file as follows: Your Last Name - First few words of the title

- *File Name Example 1:*   Raca - PAX5 partial tandem duplication in pediatric B-ALL
- *File Name Example 2:*   Wolff - Near-haploidization molecularly defines

Upload your video to https://www.dropbox.com/request/NAfxpZx3dPeLsYtITRwm

If you have challenges uploading to Dropbox, please contact karla@cancergenomics.org.
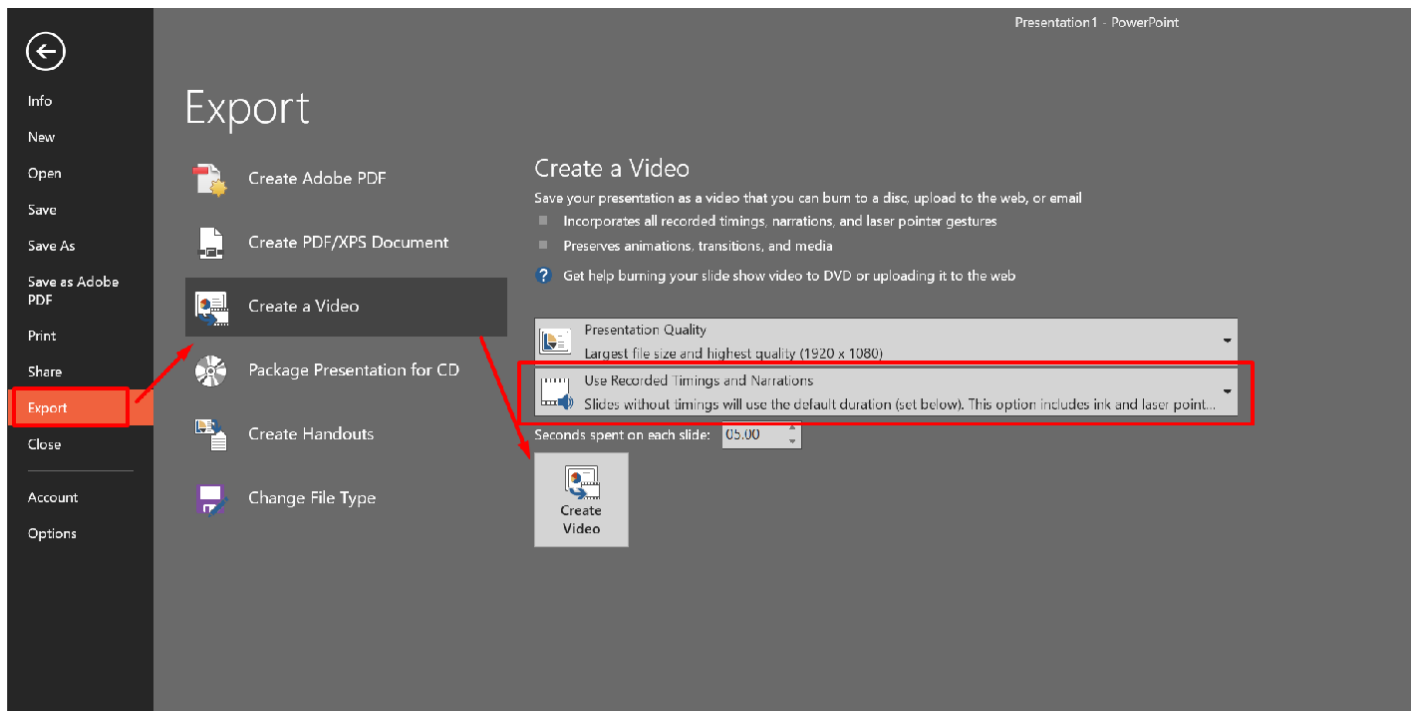
POWERPOINT 2019 USERS

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1. Setup your microphone

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2. Recording Options in PowerPoint

Begin on the first slide of the presentation and select the **Slide Show** tab followed by the **Record Slide Show** icon to launch recording options.
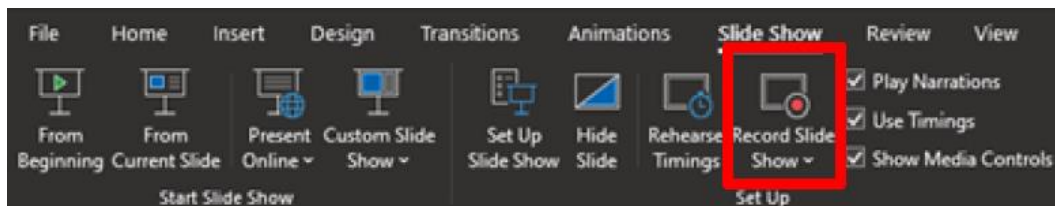
3. Recording the Narration

Once you are ready, select **Start Recording**. Powerpoint will switch to a full screen presentation view and immediately begin recording your screen and audio.

A runtime counter will be under the bottom left corner of the current slide. This will keep track of your presentation length. To switch between slides, use the right arrow key to advance or the left arrow to return to the previous slide. Powerpoint will be recording exactly what's on your screen with the audio from the microphone.
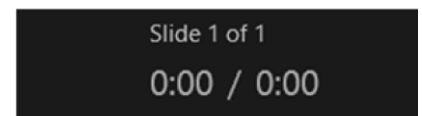
When finished, click **Stop** and close the window with the **X** in the upper right corner.

4. Optional Annotations

A digital pen or highlighter are also available to add markings while recording. To access these annotations, select the desired tool as pictured below.

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