



**OTS**  
2021 VIRTUAL  
CONFERENCE

**OLIGO MEETING**  
17<sup>th</sup> Annual Meeting of the  
Oligonucleotide Therapeutics Society

## Self-Recording Guidelines

### Steps to record your own presentation

1. If you are using presentation slides, **create your slides** in Microsoft PowerPoint. Please refer to the OTS Annual Meeting [Speaker Presentation Guidelines](#).
2. **Practice** going through your presentation. Time your rehearsal to ensure that the total length is in accordance with your allocated presentation time.
3. Create your **presentation recording**. This can be done as follows (*please see instructions further down in this document*):
  - Record a VIDEO presentation using Zoom
  - Record an AUDIO and slide presentation in PowerPoint

### Saving and uploading your presentation to the virtual presentation management system

**Presentation Upload Deadline: September 3, 2021**

#### How to save your file

Please save your recording in the following format:

- **Name your file "Last Name, First Name"**
- **Save as an MP4 file**

#### How to upload your files

- Use the Portal to access the presentation management system to upload your presentation and recording.
  - Login Link provided separately via email; same portal where you submitted your abstract.
- Go to the platform and log in to your account or click on "Forgot your password?"
- If retrieving your password, log in and use the credentials to access your account.
- Upon entering the presentation management system, you will see a "**Presentations**" tab at the top of the screen. Click on the tab, and then click on the Title of the Presentation you would like to upload.

- At this point, you can click the red "Upload" button to upload your presentation and recording.
- Once the upload is complete, a green "Edit Files" button appears next to the title. It can be clicked to download the file for editing or to delete the file.
- Please make sure that you remove any confidential data that you do not want shared with the public (for example, data behind tables/graphs, speaker notes) before recording and uploading in the online program.

# Video: How to record your video presentation using Zoom

## Prepare for your recording

- A tutorial on recording a Zoom call can be found [here](#).
- Before you start, please make sure there is no background noise.
- Select a place where your background is structured, ideally with a white wall.
- Place your laptop or computer with webcam in front of you.
- Make sure you have a stable internet connection.
- [Click here](#) to download "Zoom".
- If you do not have one, [set up a Zoom account](#). Please note that only hosts and co-hosts of the Zoom call can record a meeting.

## Create your video recording

Follow the below steps to record your Zoom meeting:

**Step 1:** Start a meeting as the host.

**Step 2:** As soon as the meeting starts, click on the **Record** button in the Zoom toolbar. You should see "Recording" at the top of your screen. You may pause the recording and re-start it at any time.

**Step 3:** Select **Record to the Cloud** or **Record to this computer** to begin the recording process.

**Step 4:** If you would like to stop the recording, click on the **Pause/Stop Recording** or end the meeting.

If you select the **Record to the Cloud** option, Zoom will have to process the recording before it can be shared with you. When the video is ready, you will receive an email with the link to the video. This may take up to 24 hours. You can also log in to the Zoom web portal and click on "My Recordings" to view the recording. Instructions on recording to the Cloud can be found [here](#).

If you select **Record to this computer**, your recording will appear in a folder on your computer called "Zoom", within your Documents. By default, the audio/video file (MP4) will be named Zoom\_0.mp4. Instructions on recording to your computer can be found [here](#).

## Tips for the recording

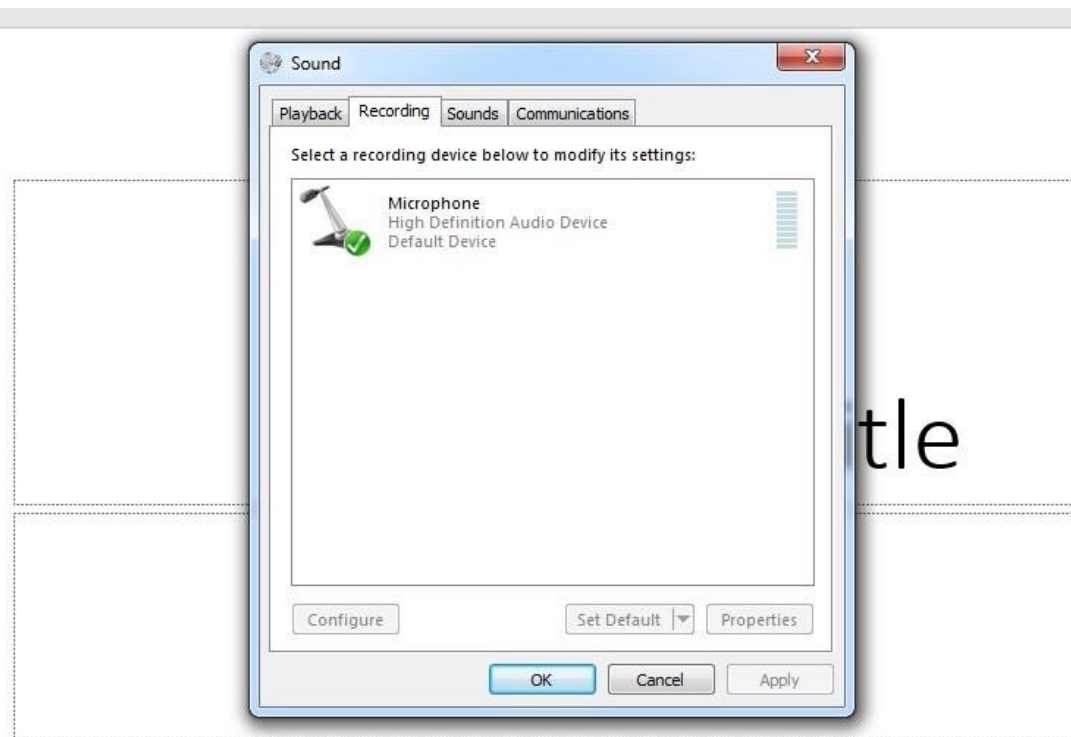
- If you have slides to share, you can share them with the **Share screen** button at the bottom of your screen. The slides will show up large in the recording, and a small video of your face will be visible.

- If you need time between speaking, utilize the **Pause recording** function. Be sure to re-start the recording when ready.
- Begin with a welcome and introduction, move into your presentation, and at the end, thank everyone for their participation and end the recording.

## Audio: How to record a PowerPoint Presentation with audio

### Prepare for your recording

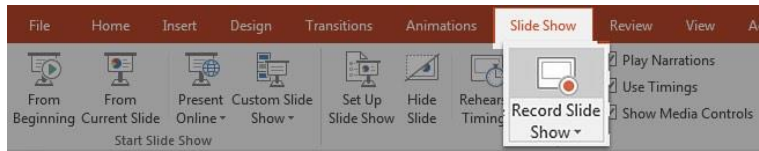
- A tutorial on recording via PowerPoint can be found [here](#).
- Step-by-step instructions how to record your narration and add it to your PowerPoint slides can be found [here](#).
- Before you start your recording, please make sure there is no background noise.
- Use a microphone and test audio before recording. If possible, use a wired headset or earphones as they generally produce the best audio quality.
  - Before you start to record your audio inside PowerPoint, make sure your microphone is plugged in. Once your microphone is plugged, you will need to access your audio device settings and set your default to microphone. Make sure to set-up your volume levels before recording in PowerPoint as it will not be possible to change them inside of PowerPoint.



### Create your audio recording with PowerPoint

Follow the below steps to record your audio and add it to your PowerPoint:

**Step 1:** To record audio in PowerPoint, start off by finding the **Slide Show tab** on PowerPoint's ribbon.



**Step 2:** Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation. Click on the **Record Slide Show** button. A new window will pop up with two options to set before you start recording – leave both options checked. As soon as you click Start Recording, PowerPoint will begin to record your screen and audio.



**Step 3:** Record your presentation. Once you **Start Recording**, PowerPoint will go into a full screen presentation view. It also begins recording audio from your microphone. In the upper left corner of the window, you will see a **Recording** window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.



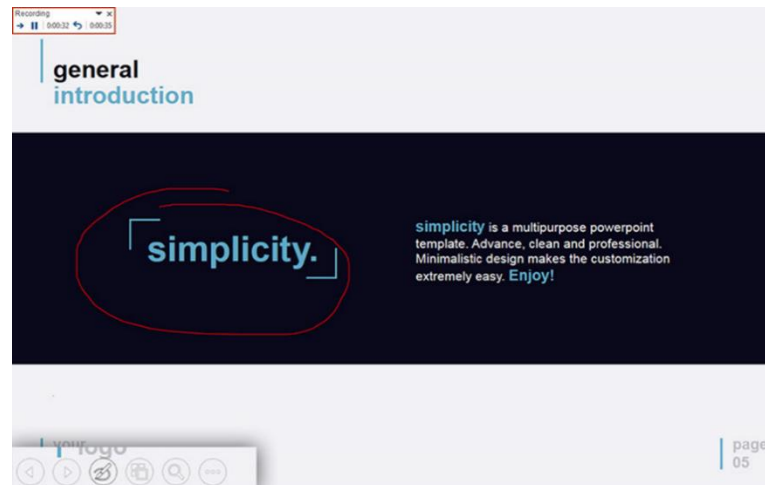
You can use the arrow keys on your keyboard to switch between slides while recording. Use the right arrow to jump to the next slide, or the left arrow to move to the previous PowerPoint slide.

PowerPoint is recording exactly what is on your screen along with the audio you speak into your microphone. When you are finished, click on the X button in the upper right corner of the Recording window to complete the audio recording.




#### Step 4: Using Annotations (optional)

While you are recording your presentation, you can also add annotations to your PowerPoint. You can use a digital pen, highlighter or laser pointer to add markings. This feature is good when wanting to gesture towards something specific on the slide during your presentation. To use annotations, hover in the lower left corner of your presentation while recording the presentation. There are extra tools that you can choose from. For an annotation, click on the third icon of the left to choose from one of the tools.



#### Step 5: Export your presentation as a video. **Click on File > Export > Create a Video**

#### Tips for the recording

- Change playback options: Select the audio icon  on your slides and then the **Playback** tab in the navigation menu of PowerPoint. Next, select which options you would like to use:
  - To trim the audio, select **Trim Audio** from the navigation menu and use the red and green sliders to trim the audio file accordingly.
  - To fade the audio recording in and out, modify the numbers in the **Fade Duration** boxes **Fade In:** and **Fade Out:**.
  - To adjust the volume, select **Volume** and then setting (**Low, Medium, High** or **Mute**) you prefer.
  - **Please DO NOT select any of the options below:**
    - In Click Sequence – Plays the audio file automatically with a click.
    - When Clicked On – Plays audio only when the icon is clicked on.
    - Play Across Slides – Plays one audio file across all slides.
    - Loop until Stopped – Plays an audio file on loop until it's stopped manually by clicking the Play/Pause button.
    - To have the audio play continuously across all slides in the background, select Play in Background.

## Best practices for recording

**Be sure to be in a quiet room or space with the fewest audio/visual distractions as possible** (i.e. people, pets, tv, music, etc.)

- Ensure your computer, alarm, and device notifications/ring tones are turned off (silent) throughout your recording.

**Try to avoid playing with noisy objects that might distract from your presentation** (ex. clicking pens, fidget toys, etc.)

- If you plan to wear earrings, we recommend studs. Hanging earrings can often distract due to movement and occasionally bump against microphones and effect the audio

**Your mic should be a desk microphone (a.k.a. a 'podcast mic'), Bluetooth earpiece, earbuds, etc.**

- Please avoid using the desktop or laptop microphone as it adds ambient noise to the audio.

**When you join the meeting, please join with your audio on mute**

- This helps to avoid accidental distractions and/or conversations not intended for the session.
- Do not forget to unmute yourself when you start the recording.

**The tone of your voice will go A LONG WAY to engaging content and excited attendees**

- Be sure to speak up and have good energy while presenting.
- Don't worry, if you make a joke, even though it is silent in your space, people will laugh along with you.
- Avoid only reading from your PowerPoint - much like a live session, people want to hear what you have to ADD.
- Be aware of your body movements and positions while on camera. A lot of communication is processed non-verbally.

**Make sure your lighting is in front and not behind of you (for video recording only)**

- Direct natural light is recommended.
- Please avoid having your window blinds cast a shadow on your face.

**Make sure your background does not have moving objects, light, people, or pets (for video recording only)**

- If your background can be solid (ex. wall or screen) this allows for the fewest distractions.
- Be sure your desk and background are organized and clear of distracting clutter or objects.

**Be sure to angle your camera square with your face and at eye level (for video recording only)**

- Please avoid angling the camera up at your face or looking down towards your camera.
- If you have multiple monitors, make sure you are primarily using and looking at the display with the camera.
- Be sure to look at the camera while you are presenting, not yourself.