NASPI Work Group Virtual Meeting
2-Minute Poster Session Instructions

Your final product should be email to naspi@pnnl.gov by **April 2, 2021**. By submitting a final product and having it posted on the NASPI website, you agree to NASPI's Consent and Release.

Instructions for Pre-Recording your PowerPoint presentation:
There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (if you'd like) and display your slides as you talk. You can use any meeting software as long as you get a good quality recording and your final file is in the MP4 format. Here are some links to instructions on recording a meeting on common platforms:

- *WebEx:* Video Conferencing - Record a Cisco Webex Meeting
- *Skype:* Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University
- *Google Meet:* Record a video meeting - Meet Help
- *Zoom:* Local Recording – Zoom Help Center
- *Gotomeeting:* How to Record a GoToMeeting Session | Techwalla and How to Convert and Open the GoToMeeting Recordings
- *Microsoft Teams:* Record a meeting in Teams - Office Support

You can also use the two-step method covered below:

- *Create Voice Over Power point: https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c and convert to MP4 https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/*

Please let us know if the above are not available to you.

Audio/Video File Requirements:
- **All files must be in MP4 Format**
- A bit rate of 1mbps or less: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bit rate. (*Note: The virtual conferencing platform will accept videos with a higher bit rate, but some quality may be lost during the upload process)
- Resolution = 720p HD
- Please use the following naming convention: **affiliation_lastname_20201103.mp4**

Tips for recording:

1. Use as quiet an area as possible.

2. Avoid areas that have echo: a. Rooms should be fairly small;

   b. Sound dampening with carpeting, curtains, furniture.

3. Hardline internet connections are highly recommended, but if unavailable, a strong Wi-Fi connection should do the job.

4. A good headset with a microphone set close to your mouth BUT away from direct line of mouth to reduce "pops". Try to avoid using default, built-in microphones on your computer, if possible.

5. Do a test recording of a couple of minutes and review the sound and picture quality, in the MP4 format, and check the bit rate before recording your entire presentation. Make adjustments as needed.

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