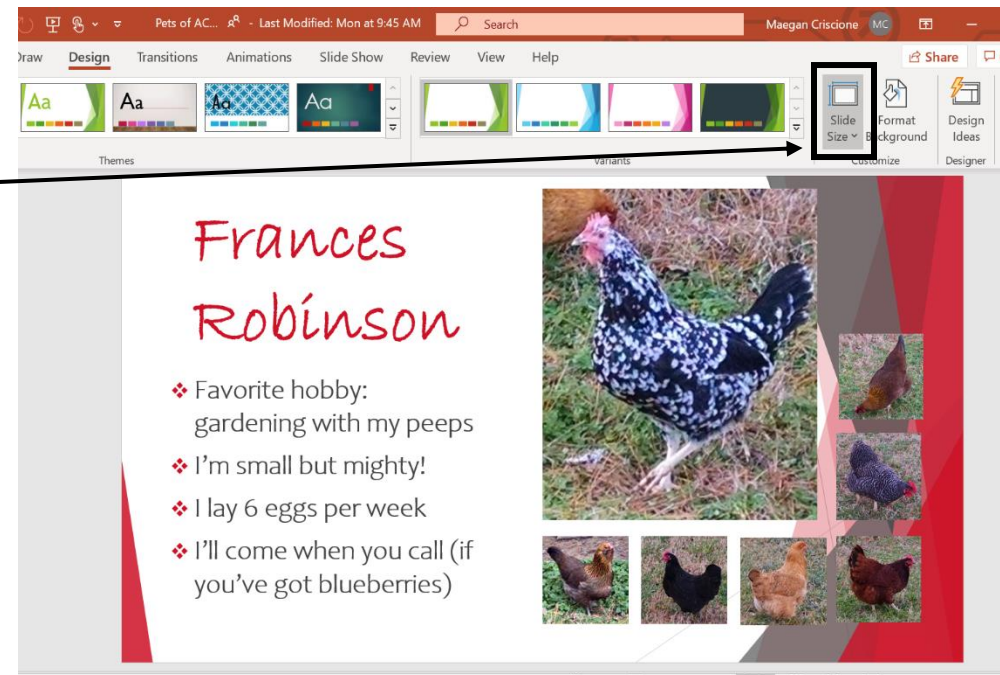


AUDIO RECORDING INSTRUCTIONS - PRESENTATION

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.

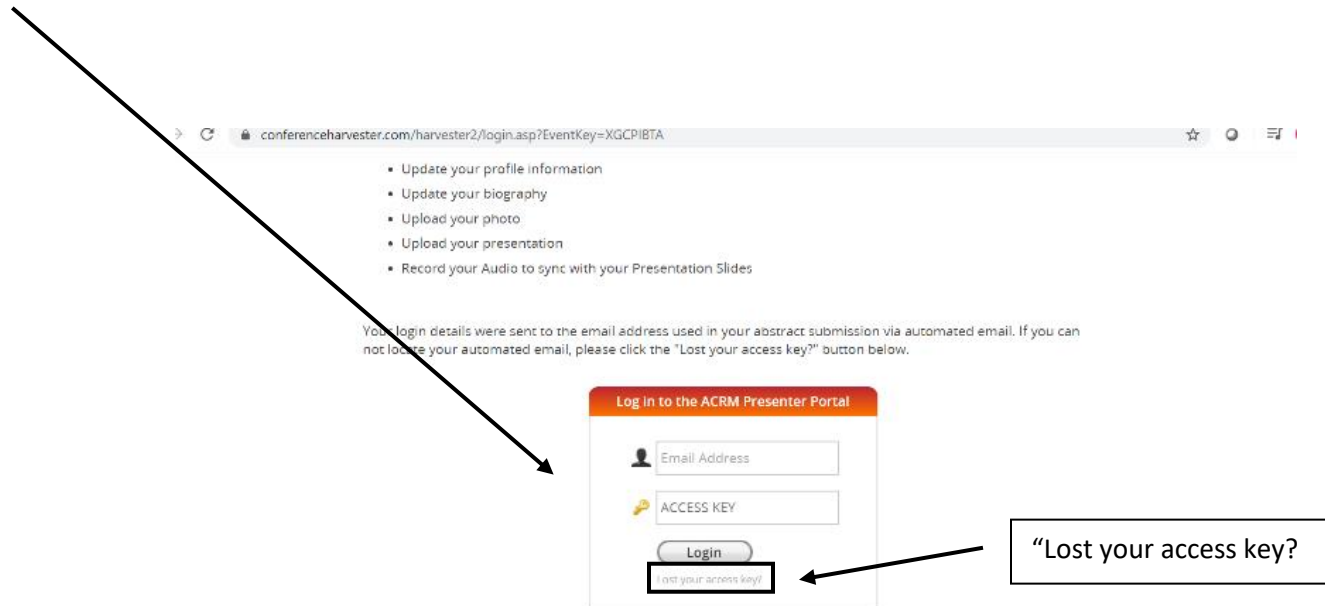
- Each presenter in your presentation will upload their individual PowerPoint or PDF slides and record their individual audio narration. If you wish to record your presentation with your co-presenters, please schedule a meeting with ACRM staff here.
- Create your PowerPoint presentation in wide-screen 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 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 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.
- 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 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



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. Click on your “Upload Your Presentation Slides” Task to upload your **final** version of your Presentation Slides

Notes:

- Download the Presenter 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.
- 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.
- Uploaded presentation slides must be your final version. 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.




TASKS (you have 5 Tasks left to complete out of a total 10 assigned Tasks)

- ✗ Confirm Presentation Details (task was due Friday, February 7, 2020)
- ✗ Review your Presentation Description (task is due Wednesday, July 1, 2020)
- ✓ Review Learning Objectives (completed 6/29/2020 at 2:17 AM)
- ✓ Review Profile Information (completed 5/16/2020 at 10:00 PM)
- ✓ Update Your Biography (completed 5/16/2020 at 9:59 PM)
- ✓ Photo Upload (completed 5/16/2020 at 9:59 PM) -- PREVIEW
- ✓ Download CME/CEU Presenter Disclosures Slides (completed 6/26/2020 at 5:43 PM)
- ✗ Upload Your Presentation Slides (task is due Monday, September 7, 2020)
- ✗ Record Your Presentation Audio (task is due Monday, September 14, 2020)
- ✗ Audio & Video Release Form (task is due Monday, September 14, 2020)

STEP 3 – RECORD YOUR PRESENTATION AUDIO

1. Click on the “Record your Presentation Audio” task within your Presenter Portal task list
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.



TASKS (you have 4 Tasks left to complete out of a total 8 assigned Tasks)


- ✘ [Confirm Presentation Details](#) (task was due Friday, February 7, 2020)
- ✘ [Review your Presentation Description](#) (task is due Wednesday, July 1, 2020)
- ✔ [Review Learning Objectives](#) (completed 5/16/2020 at 10:58 PM)
- ✔ [Review Profile Information](#) (completed 5/16/2020 at 10:00 PM)
- ✔ [Update Your Biography](#) (completed 5/16/2020 at 9:59 PM)
- ✔ [Photo Upload](#) (completed 5/16/2020 at 9:59 PM) -- [PREVIEW](#)
- ✘ [Upload Your Presentation Slides](#) (task is due Monday, September 14, 2020)
- ✘ [Record Your Presentation Audio](#) (task is due Monday, September 14, 2020)


 Monday, October 19, 2020
11:00 AM – 11:05 AM
Test Presentation
Your audio: **0 seconds** (you can record 1-5 minutes of audio for the presentation)


0% (0 / 11) of the slides have audio



1



2


3



4



5



6


7

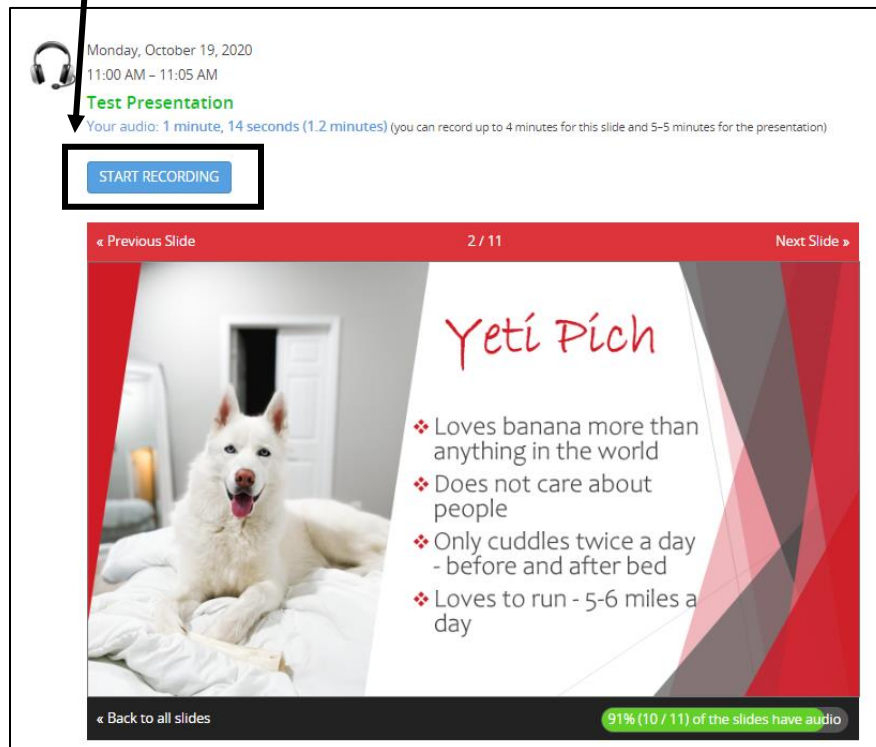

8


9


10


11

4. Click “Start Recording” (the blue bar) 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”



Monday, October 19, 2020
11:00 AM - 11:05 AM
Test Presentation
Your audio: 1 minute, 14 seconds (1.2 minutes) (you can record up to 4 minutes for this slide and 5-5 minutes for the presentation)

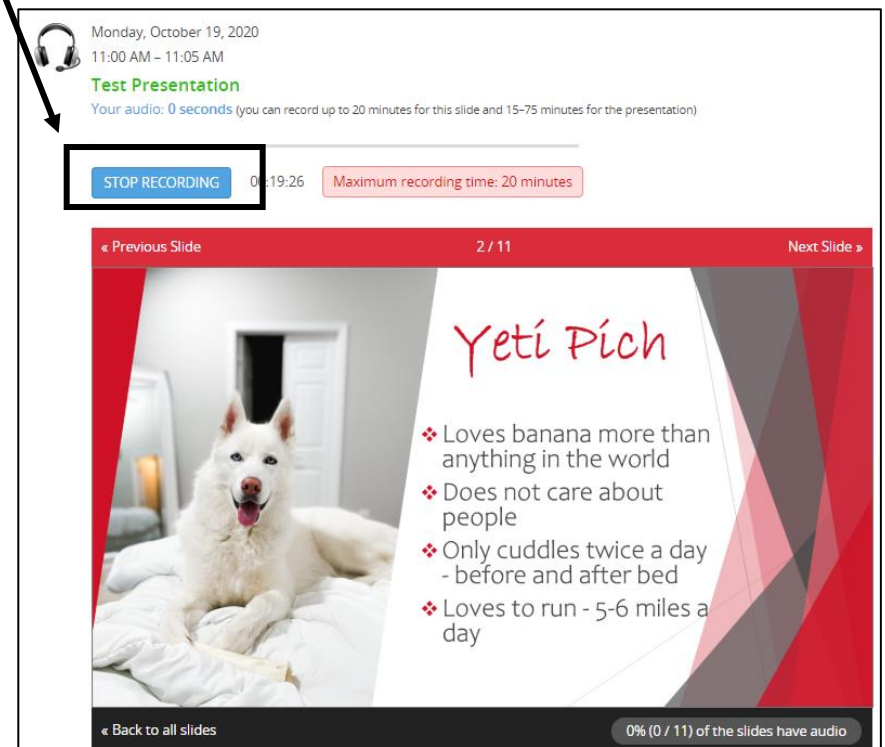
START RECORDING

« Previous Slide 2 / 11 Next Slide »

Yeti Pich

- ❖ Loves banana more than anything in the world
- ❖ Does not care about people
- ❖ Only cuddles twice a day - before and after bed
- ❖ Loves to run - 5-6 miles a day

« Back to all slides 91% (10 / 11) of the slides have audio



Monday, October 19, 2020
11:00 AM - 11:05 AM
Test Presentation
Your audio: 0 seconds (you can record up to 20 minutes for this slide and 15-75 minutes for the presentation)

STOP RECORDING 0:19:26 Maximum recording time: 20 minutes

« Previous Slide 2 / 11 Next Slide »

Yeti Pich

- ❖ Loves banana more than anything in the world
- ❖ Does not care about people
- ❖ Only cuddles twice a day - before and after bed
- ❖ Loves to run - 5-6 miles a day

« Back to all slides 0% (0 / 11) of the slides have audio

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:

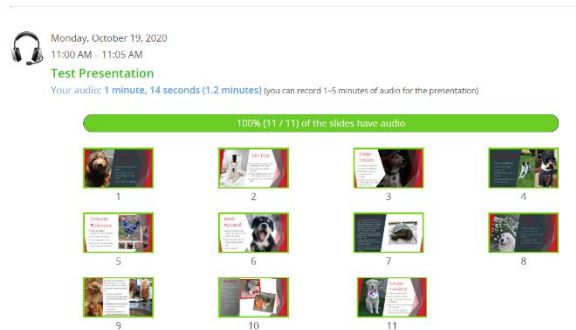
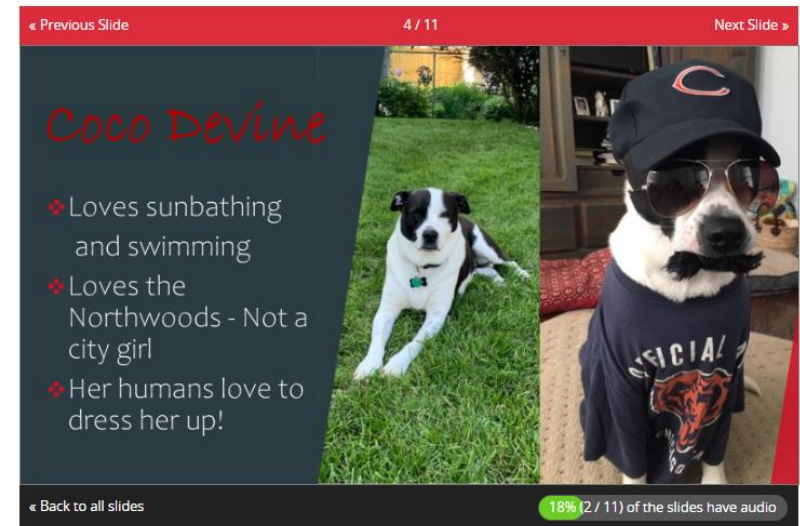
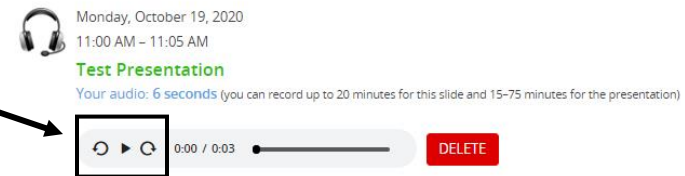
- Do NOT forget to click the “Save Recording” button before moving on to your next slide. The system will not save your recording automatically.
- If you do not require audio narration on a particular slide, but you do wish to have it stay static on the screen for a certain length of time (i.e. 10 seconds), 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



The screenshot displays the presentation software interface. At the top, it shows the date and time: Monday, October 19, 2020, 11:00 AM - 11:05 AM. Below this, it says "Test Presentation" and "Your audio: 0 seconds (you can record up to 20 minutes for this slide and 15-75 minutes for the presentation)". A progress bar shows 0:00 / 0:03. There are two buttons: "SAVE RECORDING" (green) and "DELETE" (red). Below the buttons, there are navigation controls: "« Previous Slide", "3 / 11", and "Next Slide »". The main content area shows a slide with a photo of a dog and the text: "Cooper Collins", "❖ Will steal your food if you are not looking", "❖ Will steal your food even if you are looking", and "❖ Knows that the word 'walk' and w-a-l-k are the same thing". At the bottom, there are controls: "« Back to all slides" and "0% (0 / 11) of the slides have audio".

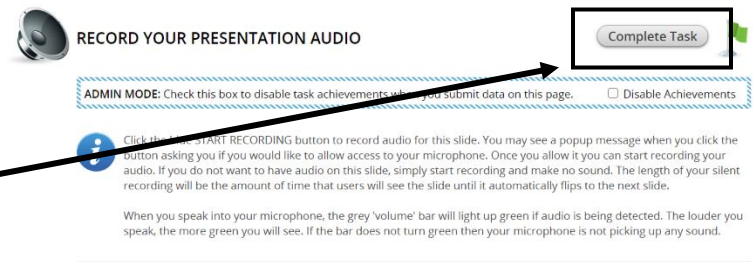
STEP 4 – REVIEW YOUR AUDIO

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 lines 4-7 within the "Record Your Presentation Audio" step above.
4. Once you've reviewed all slides with their completed audio narration, you will 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



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 keep 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 your audio – 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