



## **ACRM INSTRUCTIONAL COURSE FORMATTING AND PRE-RECORDING**

In the following pages, you will find instructions for formatting your Instructional Course presentation, options for pre-recording your content and additional notes to assist in your presentation preparation. If you have additional questions, please [schedule a meeting](#) with an ACRM Staff Member to discuss your options.

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## HALF DAY INSTRUCTIONAL COURSE (4 HOURS) CONTENT FORMAT:

Each 4-hour Instructional Course must have recorded content. There must be at least 2 hours of recorded content in each 4-hour Instructional Course. The recorded content can be split with live discussions or attendee handouts/worksheets in between recorded sections.

### RECORDED EDUCATION CONTENT:

- Minimum Total Recording Time: 2 hours
- Maximum Total Recording Time: 4 hours

Total recording time must include all presenters' individual presentation time

### ATTENDEE HANDOUTS / WORKSHEETS

- Maximum Time Spent: 30 minutes

#### *Tips/Recommendations:*

- Could be handouts, worksheets, case studies or other supplemental documents
- Each presenter can upload a maximum of (1) one handout per presentation
- Could incorporate time in the recorded content for attendees to complete
- Recommend adding hand-on worksheets immediately before a live discussion so presenters can discuss the worksheet with the attendees
- Use presentation slide to introduce the worksheet and time set for attendees to complete them

### LIVE VIDEO DISCUSSION

- Up to 1.5 hours total discussion time
- Maximum of 3 discussion times for 30 minutes each
- Minimum 30-minute slot for a discussion

#### *Tips/Recommendations:*

- Live video Breakouts will be recorded and uploaded to the ACRM Online Program after the completion of the course
- ACRM will schedule all live discussions in 15-minute increments with a 30-minute minimum for any breakout
- Presenters can choose the timing of their breakouts if the total time adds up to no more than 1.5 hours.



## LIVE VIDEO DISCUSSIONS – BREAKOUTS / VIDEO Q&A OPTIONS AND EXAMPLES

Each Instructional Course has the option to use live video discussion. We highly recommend using this option for breakouts or Q&A for your session. Live video discussions will be conducted via Zoom.

### 1 LIVE DISCUSSION

VIDEO DISCUSSION 1	1.5 HOURS
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### 2 LIVE DISCUSSIONS

VIDEO DISCUSSION 1	30 MINUTES
VIDEO DISCUSSION 2	1 HOUR

VIDEO DISCUSSION 1	45 MINUTES
VIDEO DISCUSSION 2	45 MINUTES

### 3 LIVE DISCUSSIONS

VIDEO DISCUSSION 1	30 MINUTES
VIDEO DISCUSSION 2	30 MINUTES
VIDEO DISCUSSION 3	30 MINUTES

### LIVE DISCUSSION TIMING OPTIONS (up to 1.5 hours total)

30 MINUTES
45 MINUTES
1 HOUR
1 HOUR, 30 MINUTES

Presentation will have a total of 1.5 hours of discussion time. These can be broken down into multiple discussion times as long as the following criteria are met:

- Total Discussion Time: up to 1.5 Hours
- Minimum Discussion Length: 30 Minutes
- Maximum # of Breakouts Per 4 Hours: 3 live discussions

#### **Examples:**

If you need (2) discussions, you could schedule the 1<sup>st</sup> discussion for 30 minutes and the 2<sup>nd</sup> discussion for 1 hour OR you could have each discussion for 45 minutes.

If you need (1) one discussion, you could schedule a full discussion for 1.5 hours or you could schedule a session for 30 minutes, 45 minutes, or 1 hour.

If you need (3) three discussions, each discussion be 30-minutes.

#### **DEADLINE TO CHOOSE LIVE DISCUSSIONS: August 1, 2021**

Login into your ACRM Presenter Portal to choose your live discussion times.



## HALF-DAY (4 HOUR) INSTRUCTIONAL COURSE FORMAT EXAMPLES

<b>OPTION 1</b>	
10:30 – 11:30 AM	Recorded Content
11:30 AM – 12:00 PM	Attendee Worksheet
12:00 – 1:00 PM	Live Video Breakout (Zoom)
1:00 – 2:00 PM	Recorded Content
2:00 – 2:30 PM	Live Video Q&A (Zoom)

<b>OPTION 2</b>	
10:30 AM – 1:30 PM	Recorded Content
1:30 – 2:30 PM	Live Video Q&A (Zoom)

<b>OPTION 3</b>	
10:30 – 11:00 AM	Live Video Introduction (Zoom)
11:00 AM – 12:30 PM	Recorded Content
12:30 – 1:00 PM	Attendee Worksheet
1:00 – 2:00 PM	Live Video Breakout (Zoom)
2:00 – 2:30 PM	Recorded Content

Examples of options to format your Instructional Course are seen here.

You do not have to choose any of these options – these are simply examples of what you can do with the various elements offered for your virtual Instructional Course.



## FULL DAY INSTRUCTIONAL COURSE (8 HOURS) CONTENT FORMAT:

Each 8-hour Instructional Course must have recorded content. There must be at least 4 hours of recorded content in each 8-hour Instructional Course. The recorded content can be split with live discussions or attendee handouts/worksheets in between recorded sections.

### PRE-RECORDED EDUCATION CONTENT:

- Minimum Total Recording Time: 4 hours
- Maximum Total Recording Time: 8 hours

Total recording time must include all presenters' individual presentation times

### ATTENDEE HANDOUTS / WORKSHEETS

- Maximum Time Spent: 1 hour

#### *Tips/Recommendations:*

- Could be handouts, worksheets, case studies or other supplemental documents
- Each presenter can upload a maximum of (1) one handout per presentation
- Could incorporate time in the recorded content for attendees to complete
- Recommend adding hand-on worksheets immediately before a live discussion so presenters can discuss the worksheet with the attendees
- Use presentation slide to introduce the worksheet and time set for attendees to complete them

### LIVE VIDEO DISCUSSION

- Up to 3 hours total discussion time
- Maximum of 6 discussion times for 30 minutes each
- Minimum 30-minute slot for a discussion

#### *Tips:*

- Live video Breakouts will be recorded and uploaded to the ACRM Online Program after the completion of the course
- ACRM will schedule all live discussions in 15-minute increments with a 30-minute minimum for any breakout
- Presenters can choose the timing of their breakouts if the total time adds up to no more than 3 hours.



## LIVE VIDEO DISCUSSIONS – BREAKOUTS / VIDEO Q&A OPTIONS AND EXAMPLES

Each Instructional Course has the option to use live video discussion. We highly recommend using this option for breakouts or Q&A for your session. Live video discussions will be conducted via Zoom.

### 1 LIVE DISCUSSION

VIDEO DISCUSSION	3 HOURS
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### 2 LIVE DISCUSSIONS

VIDEO DISCUSSION 1	1.5 HOURS
VIDEO DISCUSSION 2	1.5 HOURS

VIDEO DISCUSSION 1	1 HOUR
VIDEO DISCUSSION 2	2 HOURS

VIDEO DISCUSSION 1	45 MINUTES
VIDEO DISCUSSION 2	1 HOUR, 15 MINUTES

### LIVE DISCUSSION TIMING OPTIONS (up to 3 hours total)

30 MINUTES
45 MINUTES
1 HOUR
1 HOUR, 15 MINUTES
1 HOUR, 30 MINUTES
1 HOUR, 45 MINUTES
2 HOURS
2 HOURS, 15 MINUTES
2 HOURS, 30 MINUTES
3 HOURS

Presentation will have a total of 3 hours of discussion time. These can be broken down into multiple discussion times as long as the following criteria are met:

- Total Discussion Time: up to 3 Hours
- Minimum Discussion Length: 30 Minutes
- Maximum # of Breakouts Per 8 Hours: 6

#### **Examples:**

If you need (2) discussions, you could schedule the 1<sup>st</sup> discussion for 1 hour and the 2<sup>nd</sup> discussion for 2 hours OR you could have each discussion for 1.5 hours. You can also have other combinations.

If you need (1) one discussion, you could schedule a full discussion for 3 hours or you could schedule a session for 1 hour, 2 hours or 30 minutes.

If you need (6) six discussions, each discussion be 30-minutes.

#### **DEADLINE TO CHOOSE LIVE DISCUSSIONS: August 1, 2021**

Login into your ACRM Presenter Portal to choose your live discussion times.



## LIVE VIDEO DISCUSSIONS – BREAKOUTS / VIDEO Q&A OPTIONS - EXAMPLES

### 3 LIVE DISCUSSIONS

VIDEO DISCUSSION 1	1 HOUR
VIDEO DISCUSSION 2	1 HOUR
VIDEO DISCUSSION 3	1 HOUR

VIDEO DISCUSSION 1	2 HOURS
VIDEO DISCUSSION 2	30 MINUTES
VIDEO DISCUSSION 3	30 MINUTES

VIDEO DISCUSSION 1	2 HOURS
VIDEO DISCUSSION 2	30 MINUTES
VIDEO DISCUSSION 3	30 MINUTES

### 4 LIVE DISCUSSIONS

VIDEO DISCUSSION 1	1.5 HOURS
VIDEO DISCUSSION 2	30 MINUTES
VIDEO DISCUSSION 3	30 MINUTES
VIDEO DISCUSSION 4	30 MINUTES

VIDEO DISCUSSION 1	1 HOUR
VIDEO DISCUSSION 2	30 MINUTES
VIDEO DISCUSSION 3	30 MINUTES
VIDEO DISCUSSION 4	1 HOUR

### 5 LIVE DISCUSSIONS

VIDEO DISCUSSION 1	30 MINUTES
VIDEO DISCUSSION 2	30 MINUTES
VIDEO DISCUSSION 3	30 MINUTES
VIDEO DISCUSSION 4	45 MINUTES
VIDEO DISCUSSION 5	45 MINUTES

VIDEO DISCUSSION 1	30 MINUTES
VIDEO DISCUSSION 2	30 MINUTES
VIDEO DISCUSSION 3	30 MINUTES
VIDEO DISCUSSION 4	30 MINUTES
VIDEO DISCUSSION 5	30 MINUTES

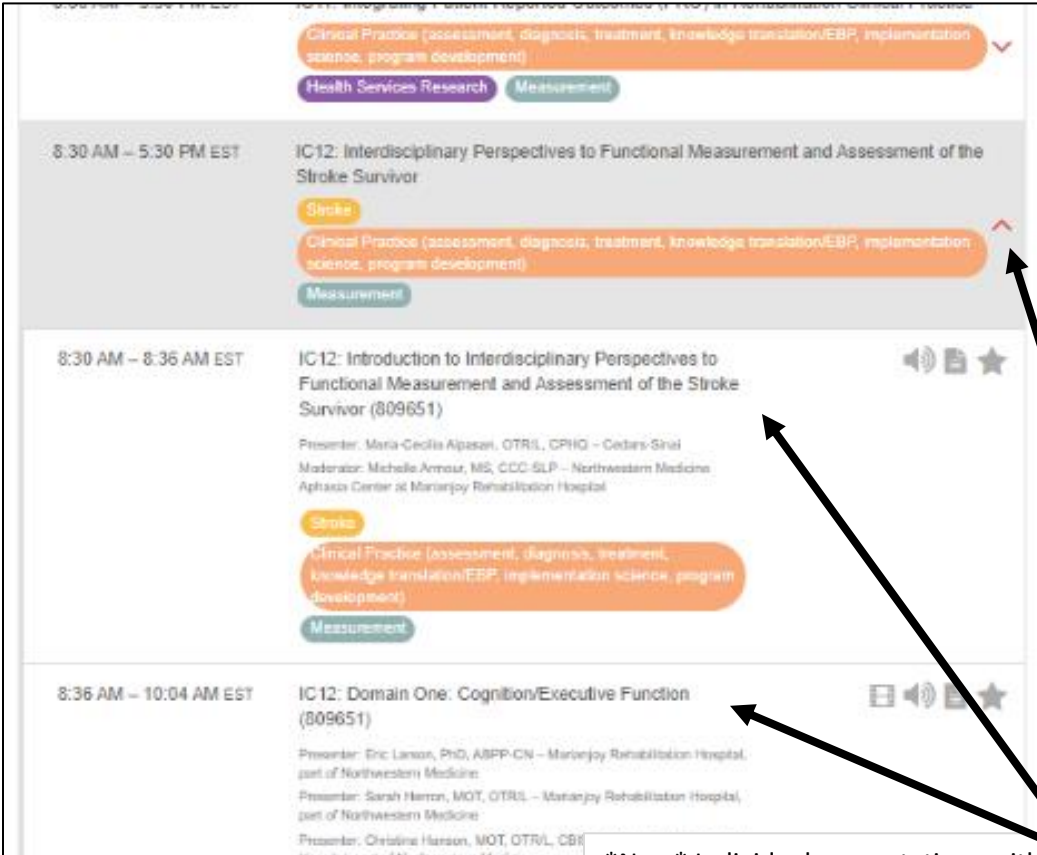
### 6 LIVE DISCUSSIONS

VIDEO DISCUSSION 1	30 MINUTES
VIDEO DISCUSSION 2	30 MINUTES
VIDEO DISCUSSION 3	30 MINUTES
VIDEO DISCUSSION 4	30 MINUTES
VIDEO DISCUSSION 5	30 MINUTES
VIDEO DISCUSSION 6	30 MINUTES

These are not your only options. These are only examples of timing for live video discussions.



## LIVE DISCUSSION TIME BREAKDOWN IN THE ACRM ONLINE PROGRAM



The screenshot shows a list of presentations under the 'IC12: Interdisciplinary Perspectives to Functional Measurement and Assessment of the Stroke Survivor' category. The presentations are listed with their times and speakers. Arrows from the text boxes point to the 'Stroke' tag, the 'IC12: Introduction to Interdisciplinary Perspectives to Functional Measurement and Assessment of the Stroke Survivor (809651)' entry, and the 'IC12: Domain One: Cognition/Executive Function (809651)' entry.

**\*New\*** Individual presentations within the overall Instructional Course

- When we add live discussion times to your Instructional Course, we break your course into multiple presentations based on your course outline.
- ACRM Staff will work with you to ensure your course is broken down correctly to accurately show the different presentations within the course and how they align with the live discussion timing.
- The reason for this breakdown is to ensure attendees know the exact time to attend your live discussion times.
- In the ACRM Online Program, the title of your Instructional Course will show with a small arrow to the right-hand side. Clicking that will open the list of presentations within that course, as well as your individual breakout sessions that you chose. *\*SEE EXAMPLE ON PAGE 9*

Arrow to open the Instructional Course and view multiple smaller presentations.





**EXAMPLE:**

COURSE TITLE: IC12: Interdisciplinary Perspectives in Functional Measurement and Assessment of the Stroke Survivor

\*Course is listed in the gray bar and has the dropdown arrow on the right hand side.

PRESENTATION 1: IC12: Introduction to Interdisciplinary Perspectives to Functional Measurement and Assessment of the Stroke Survivor

PRESENTATION 2: Domain 1: Cognition/Executive Function

\*Broken out by Domain in the course outline

PRESENTATION 3: Domain 1: Live Breakout

PRESENTATION 4: Domain 2: Speech/Language

Friday, September 24, 2021	
8:30 AM – 5:30 PM EST	<p>IC12: Interdisciplinary Perspectives to Functional Measurement and Assessment of the Stroke Survivor</p> <p>Stroke</p> <p>Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development)</p> <p>Measurement</p>
8:30 AM – 8:36 AM EST	<p>IC12: Introduction to Interdisciplinary Perspectives to Functional Measurement and Assessment of the Stroke Survivor (809651)</p> <p>Presenter: Marie-Cecile Appesan, OTR/L, CIHQ – Cedars-Sinai</p> <p>Moderator: Michelle Amour, MS, CCC-SLP – Northwestern Medicine Aphasia Center at Matherly Rehabilitation Hospital</p> <p>Stroke</p> <p>Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development)</p> <p>Measurement</p>
8:36 AM – 10:04 AM EST	<p>IC12: Domain One: Cognition/Executive Function (809651)</p> <p>Presenter: Eric Larson, PhD, ABPP-CN – Matherly Rehabilitation Hospital, part of Northwestern Medicine</p> <p>Presenter: Sarah Hemon, MOT, OTR/L – Matherly Rehabilitation Hospital, part of Northwestern Medicine</p> <p>Presenter: Christina Hanson, MOT, OTR/L, CBIS – Matherly Rehabilitation Hospital, part of Northwestern Medicine</p> <p>Presenter: Michelle Amour, MS, CCC-SLP – Northwestern Medicine Aphasia Center at Matherly Rehabilitation Hospital</p> <p>Stroke</p> <p>Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development)</p> <p>Measurement</p>
10:05 AM – 10:34 AM EST	<p>IC12: Domain One: LIVE BREAKOUT: Cognition/Executive Function (809651)</p> <p>Presenter: Michelle Amour, MS, CCC-SLP – Northwestern Medicine Aphasia Center at Matherly Rehabilitation Hospital</p> <p>Presenter: Sarah Hemon, MOT, OTR/L – Matherly Rehabilitation Hospital, part of Northwestern Medicine</p> <p>Presenter: Christina Hanson, MOT, OTR/L, CBIS – Matherly Rehabilitation Hospital, part of Northwestern Medicine</p> <p>Presenter: Eric Larson, PhD, ABPP-CN – Matherly Rehabilitation Hospital, part of Northwestern Medicine</p> <p>Stroke</p> <p>Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development)</p> <p>Measurement</p>
10:36 AM – 11:38 AM EST	<p>IC12: Domain Two: Speech/Language (809651)</p> <p>Presenter: Michelle Amour, MS, CCC-SLP – Northwestern Medicine Aphasia Center at Matherly Rehabilitation Hospital</p> <p>Presenter: Christina M. del Toro, PhD, CCC-SLP – Northwestern University</p> <p>Stroke</p> <p>Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development)</p> <p>Measurement</p>

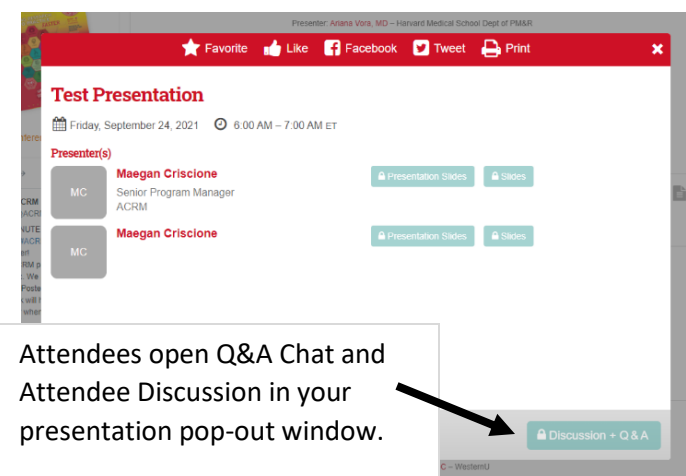


## Q&A CHAT AND ATTENDEE DISCUSSION

### Q&A CHAT

- Typed conversation between presenters and attendees
- Q&A Chat does not have video or audio capability
- Attendees will type questions into the chat box and presenters will respond via their ACRM Presenter Portal
- Attendees can vote on questions and presenters will see which questions are the most popular for that presentation
- Not required but it is encouraged
- Will open in the Online Program on September 24, 2021

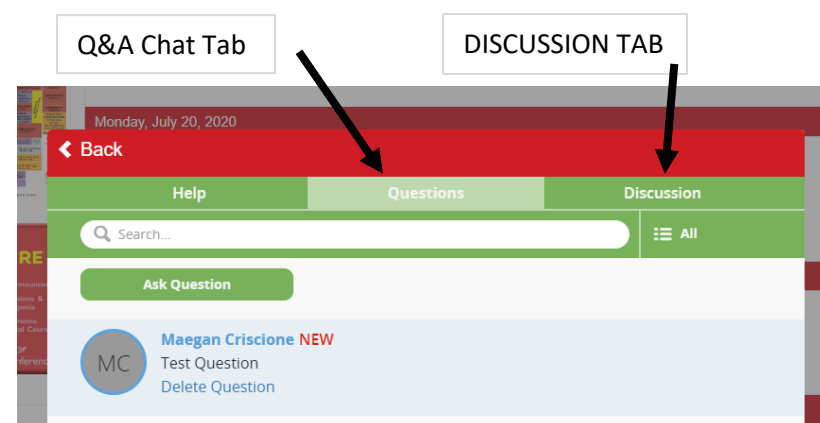
**DEADLINE TO ACTIVATE Q&A CHAT: SEPTEMBER 1, 2021**



Attendees open Q&A Chat and Attendee Discussion in your presentation pop-out window.

### ATTENDEE DISCUSSION

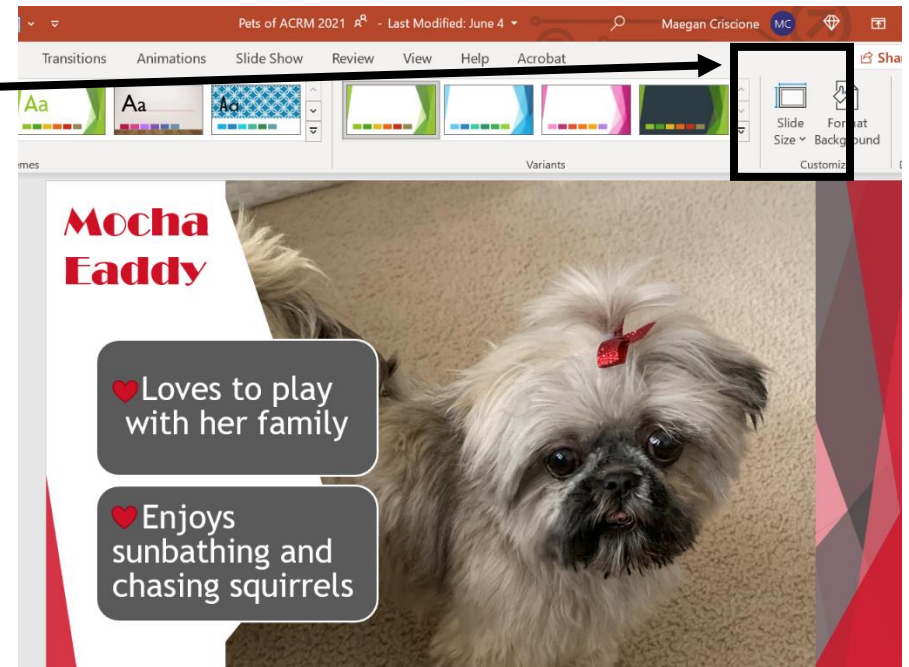
- Activated for every presentation
- Presenters do not need to monitor the attendee discussion but are welcome to join the conversation
- Attendees can discuss via discussion board specific to each presentation
- Presenters can use prompts to promote interaction
  - Example: *Type into the discussion box where you are from.*
- Will open in the Online Program on September 24, 2021



## RECORDING YOUR PRESENTATION - BEFORE YOU RECORD

**Before you begin the steps to record your presentation, please complete your PowerPoint presentation(s) and use the following steps to ensure a seamless recording process.**

- Download the ACRM PowerPoint Template & 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.
- 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.
- If recording via the ACRM Presenter Portal, each presenter in your presentation will upload their individual PowerPoint or PDF slides. If recording (1) Mp4 video file, the primary presenter should upload complete presenter slides to their ACRM Presenter Portal.
- **Your presentation slides must be reviewed for CME/CEU compliance per ACCME guidelines before you can complete your audio or video recording.** ACRM staff will reach out within 4-6 business days if there are changes that need to be completed. If you record before your presentation has been reviewed for CME/CEU compliance, you may be required to re-record your presentation after changes have been completed to your presentation slides.
- Review pages 15-16 for instructions on logging into your ACRM Presenter Portal and uploading your presentation slides.





## RECORDING OPTION #1 – ACRM PRESENTER PORTAL

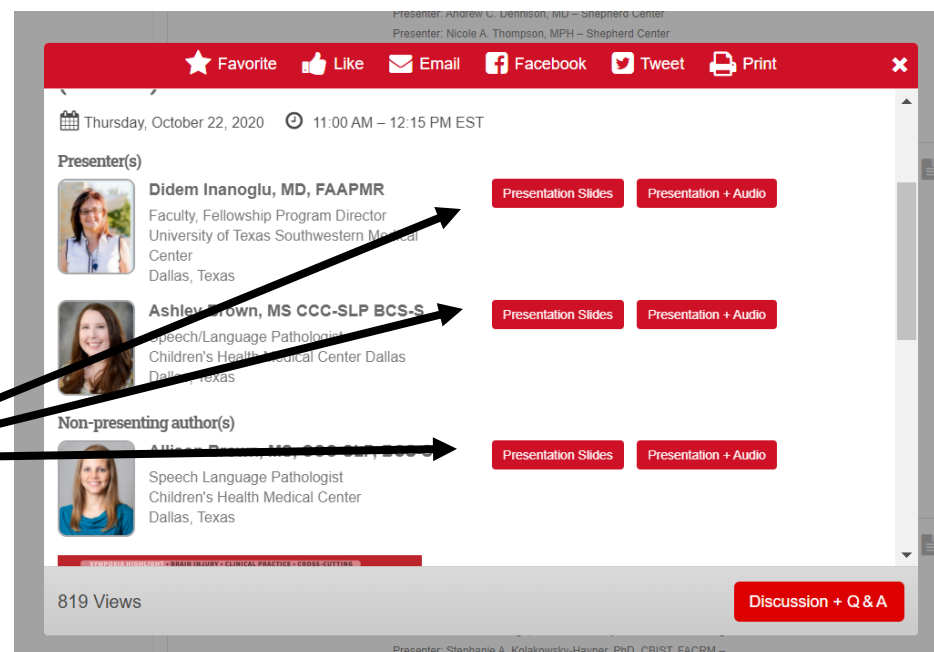
### RECORD IN THE ACRM PRESENTER PORTAL

- Each presenter uploads their own individual presentation slides
- Each presenter records to their individual presentation slides
- ACRM Presenter Portal is accessible 24/7
- Slides will be separated out and audio will sync with each individual slide
- Presenter can display video or choose to just have audio
- Each presenter's slides and portion of the presentation will appear in line with their name in the Online Program

### NOT RECOMMENDED IF:

- You have embedded videos in your presentation
- You have animation in your presentation slides
- All presenters need to be on screen at the same time

See pages 16-27 for detailed instruction on how to record in the ACRM Presenter Portal.



**\*\*All presenters must utilize the same method for recording. If one presenter choose to record via the Presenter Portal, all presenters must record through the Presenter Portal. \*\***



## RECORDING OPTION #2 – MP4 VIDEO VIA YOUR SCREEN SHARE

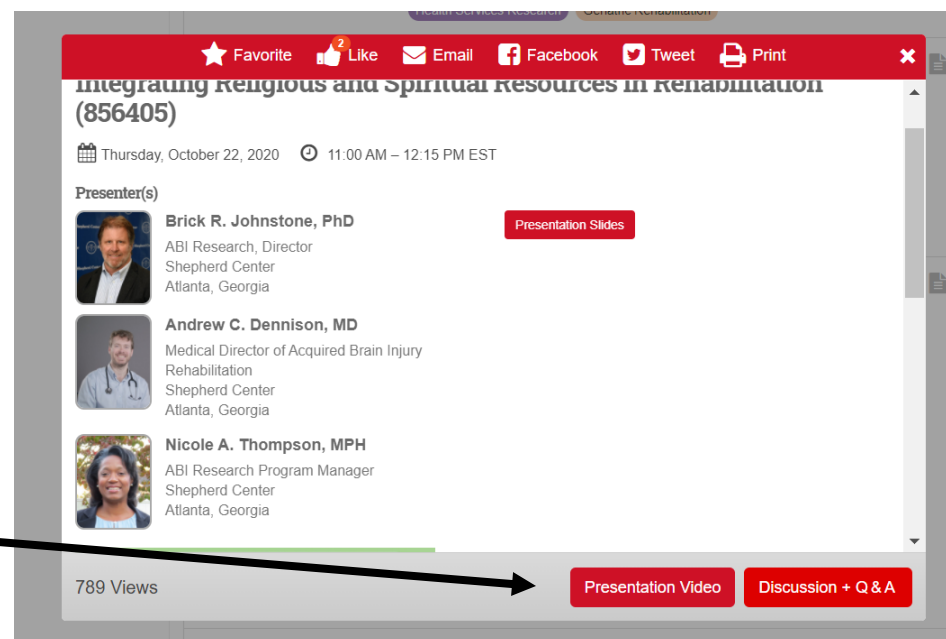
### RECORD VIA ZOOM, GOTOMEETING OR VIDEO PROGRAM

- Primary presenter uploads full presentation slide deck for approval
- Requires coordination between presenters to record
- Only 1 Mp4 Upload allowed per presentation\* so presenters must choose:
  - Record 1 video with all presenters
  - Record individual video and combine to form 1 complete Mp4 video for upload
- Mp4 Video File Size: Less than 2GB
- Video can be 1080p or 720p
- Presentation will show as one complete presentation for attendees to view

### NOT RECOMMENDED IF:

- All presenters want to record individual Mp4 presentations and you do not know how to combine the files to upload (1) complete Mp4.
- Your presenters want to record on their own time

\*NOTE Page 14 regarding Mp4 Presentation Upload Limit



All presenters must utilize the same method for recording. If one presenter chooses to record an Mp4 video, all presenters must also record an Mp4 video and upload (1) combined Mp4 video.





If you break your Instructional Course out into multiple smaller presentations, you will have the opportunity to upload multiple Mp4 files. You can still only upload 1 per presentation, but as explained on pages 8-9, you now have multiple presentations, which means you can upload multiple Mp4 files.

COURSE TITLE: IC12: Interdisciplinary Perspectives in Functional Measurement and Assessment of the Stroke Survivor

\*Course is listed in the gray bar and has the dropdown arrow on the right hand side.

PRESENTATION 1: IC12: Introduction to Interdisciplinary Perspectives to Functional Measurement and Assessment of the Stroke Survivor

PRESENTATION 2: Domain 1: Cognition/Executive Function

PRESENTATION 3: Domain 1: Live Breakout

PRESENTATION 4: Domain 2: Speech/Language

If you have questions about how to break down your individual Instructional Course, please email Maegan Criscione at [meetings@ACRM.org](mailto:meetings@ACRM.org).

PRIORITY SERVICES REGISTRATION   Measurement	
8:30 AM – 5:30 PM EST	IC12: Interdisciplinary Perspectives to Functional Measurement and Assessment of the Stroke Survivor Stroke Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development) Measurement
8:30 AM – 8:36 AM EST	IC12: Introduction to Interdisciplinary Perspectives to Functional Measurement and Assessment of the Stroke Survivor (809651) Presenter: Marie-Cecile Alpassan, OTR/L, CTHQ – Cedars-Sinai Moderator: Michelle Amour, MS, CCC-SLP – Northwestern Medicine Aphasia Center at Marjorie Rehabilitation Hospital Stroke Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development) Measurement
8:36 AM – 10:04 AM EST	IC12: Domain One: Cognition/Executive Function (809651) Presenter: Eric Larson, PhD, ABPP-CN – Marjorie Rehabilitation Hospital, part of Northwestern Medicine Presenter: Sarah Hemon, MEd, OTR/L – Marjorie Rehabilitation Hospital, part of Northwestern Medicine Presenter: Christine Hanson, MEd, OTR/L, CBIS – Marjorie Rehabilitation Hospital, part of Northwestern Medicine Presenter: Michelle Amour, MS, CCC-SLP – Northwestern Medicine Aphasia Center at Marjorie Rehabilitation Hospital Stroke Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development) Measurement
10:05 AM – 10:35 AM EST	IC12: Domain One: LIVE BREAKOUT: Cognition/Executive Function (809651) Presenter: Michelle Amour, MS, CCC-SLP – Northwestern Medicine Aphasia Center at Marjorie Rehabilitation Hospital Moderator: Sarah Hemon, MEd, OTR/L – Marjorie Rehabilitation Hospital, part of Northwestern Medicine Presenter: Christine Hanson, MEd, OTR/L, CBIS – Marjorie Rehabilitation Hospital, part of Northwestern Medicine Presenter: Eric Larson, PhD, ABPP-CN – Marjorie Rehabilitation Hospital, part of Northwestern Medicine Stroke Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development) Measurement
10:36 AM – 11:38 AM EST	IC12: Domain Two: Speech/Language (809651) Presenter: Michelle Amour, MS, CCC-SLP – Northwestern Medicine Aphasia Center at Marjorie Rehabilitation Hospital Presenter: Christine M. del Toro, PhD, CCC-SLP – Northwestern Medicine Aphasia Center at Marjorie Rehabilitation Hospital Stroke Clinical Practice (assessment, diagnosis, treatment, knowledge translation/EBP, implementation science, program development) Measurement

1 Mp4 Upload

1 Mp4 Upload

1 Mp4 Upload

1 Mp4 Upload





### CHECKLIST FOR YOUR INSTRUCTIONAL COURSE

1. Review your course outline and determine when your live breakout sessions will be scheduled
2. Confirmed live breakout sessions in the ACRM Presenter Portal by August 1, 2021
  - a. Reach out to [meetings@ACRM.org](mailto:meetings@ACRM.org) for help specific to your course
3. Review your recording options and decide if you will:
  - a. Record via the ACRM Presenter Portal
  - b. Record an Mp4 video
4. Review Instructions for Presentation Uploads based on your decision in Step 3
5. Upload Your Presentation(s) for Review for compliance per ACCME Guidelines
  - a. Reminder: there is a 4-6 business day turnaround for approval for you slides
6. Record Your Presentation
7. Complete your recording and/or upload your Mp4 file by September 14, 2021

## RECORDING YOUR PRESENTATION IN THE ACRM PRESENTER PORTAL

### 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](http://www.ACRM.org/PresenterPortal)
3. Login using the credentials you received via automated email from [speakers@ACRM.org](mailto:speakers@ACRM.org).
4. Can't find your credentials? Click "Lost your access key?" button to have them resent via automated email.

The screenshot shows the 'Welcome to the ACRM Presenter Portal' page. A large black arrow points from the 'Lost your access key?' button in the login box to the text 'Can't find your credentials?' in the list above. Another black arrow points from a text box labeled '“Lost your access key?”' to the same button in the login box.

**Welcome to the ACRM Presenter Portal**

Welcome to the ACRM Presenter Portal! As a confirmed presenter, you will be required to complete or update the following tasks.

- Review your presentation, learning objectives and course details
- Update your profile information
- Update your biography
- Upload your photo
- Upload your presentation
- Record your Audio to sync with your Presentation Slides

Your login details were sent to the email address used in your abstract submission via automated email. If you can not locate your automated email, please click the "Lost your access key?" button below.

**Log in to the ACRM Presenter Portal**

Email Address

ACCESS KEY

Login

Lost your access key?

“Lost your access key?”

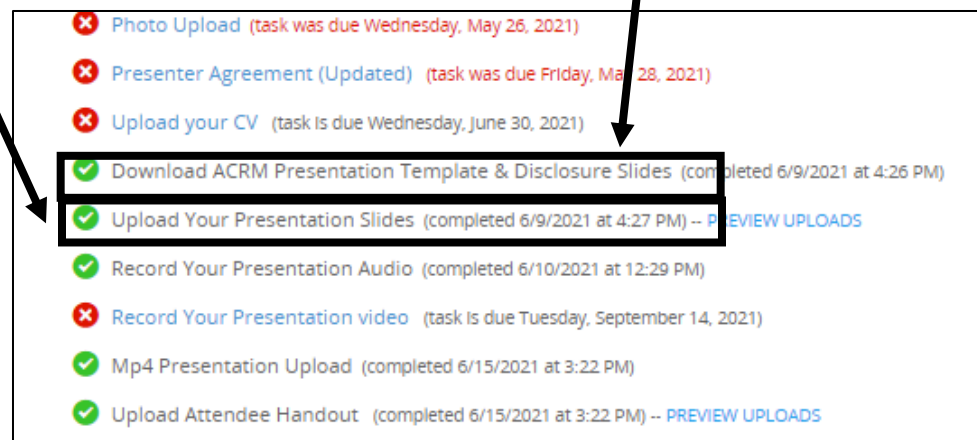


## STEP 2 – NAVIGATE TO YOUR PRESENTER TASKS & UPLOAD PRESENTATION SLIDES

1. Your list of Presenter Tasks will appear on the main page of your ACRM Presenter Portal
2. Download the ACRM Presentation Template & 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.
3. Click on your “Upload Your Presentation Slides” Task to upload your **final** version of your Presentation Slides

### Notes:

- 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.



### STEP 3 (AUDIO) – RECORD YOUR PRESENTATION AUDIO


*\*If you wish to include video with your recording, please jump to page 9 to continue with video recording instructions.\**

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

**NOTE:** You can choose to include video with your audio narration. If you wish to include video of yourself, DO NOT complete the “Record Your Presentation Audio” task.

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.

- ✗ Photo Upload (task was due Wednesday, May 26, 2021)
- ✗ Presenter Agreement (Updated) (task was due Friday, May 28, 2021)
- ✗ Upload your CV (task is due Wednesday, June 30, 2021)
- ✓ Download ACRM Presentation Template & Disclosure Slides (completed 6/9/2021 at 4:26 PM)
- ✓ Upload Your Presentation Slides (completed 6/9/2021 at 4:27 PM) -- [PREVIEW UPLOADS](#)
- ✓ Record Your Presentation Audio (completed 6/10/2021 at 12:29 PM)**
- ✗ Record Your Presentation video (task is due Tuesday, September 14, 2021)
- ✓ Mp4 Presentation Upload (completed 6/15/2021 at 3:22 PM)
- ✓ Upload Attendee Handout (completed 6/15/2021 at 3:22 PM) -- [PREVIEW UPLOADS](#)

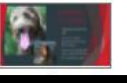



**Test Presentation**


Video recorded so far: 0 seconds (you can record between 5 and 60 minutes of video for the whole presentation)


☐ I plan to use the Presentation Audio Recording task or my group plans to upload an Mp4 Video of our Presentation.


0% (0 / 9) of the slides have video


  
1


  
2


  
3


  
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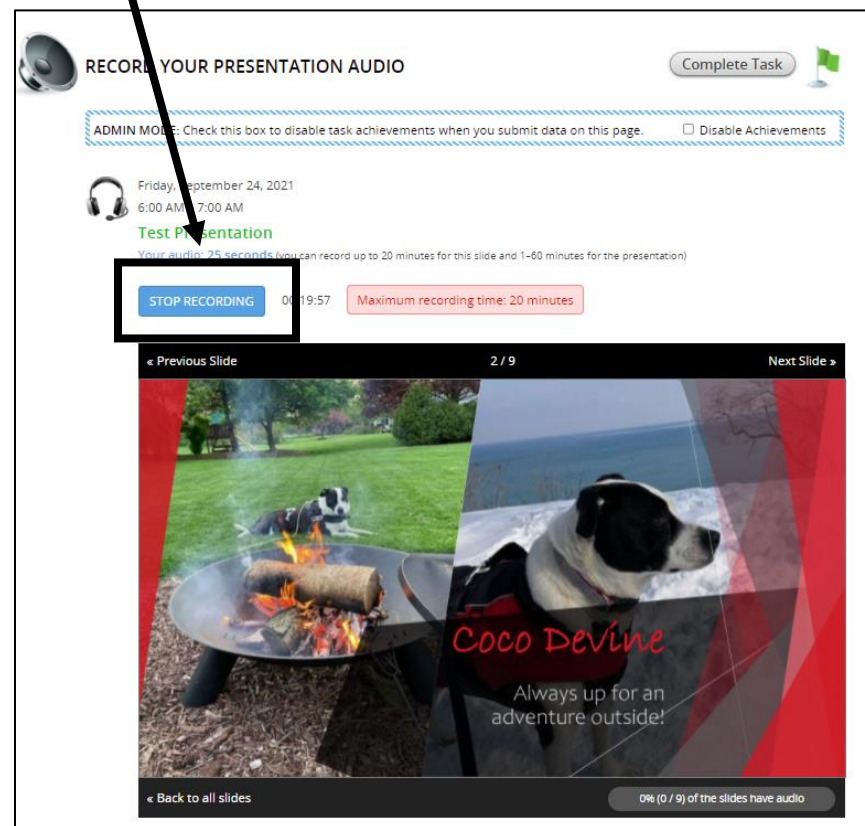
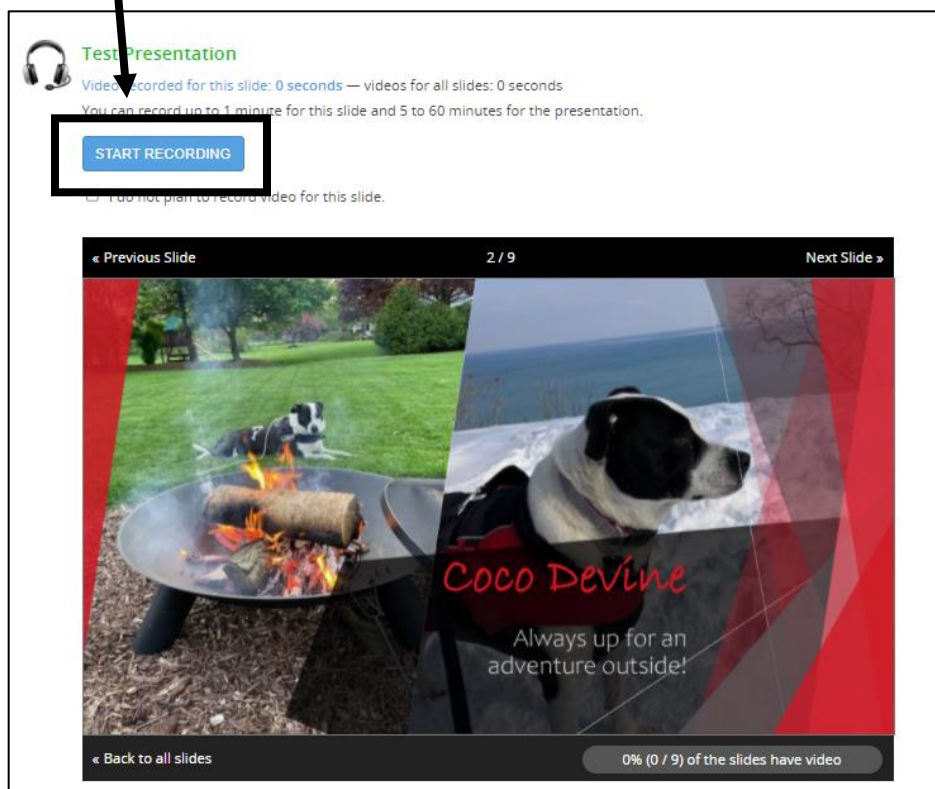
  
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4. Click “Start Recording” (the blue button) when you are ready to begin your audio narration of the current slide shown
  - a. You may see a pop-up asking you to allow [www.conferenceharvester.com](http://www.conferenceharvester.com) to use your microphone. 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”







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

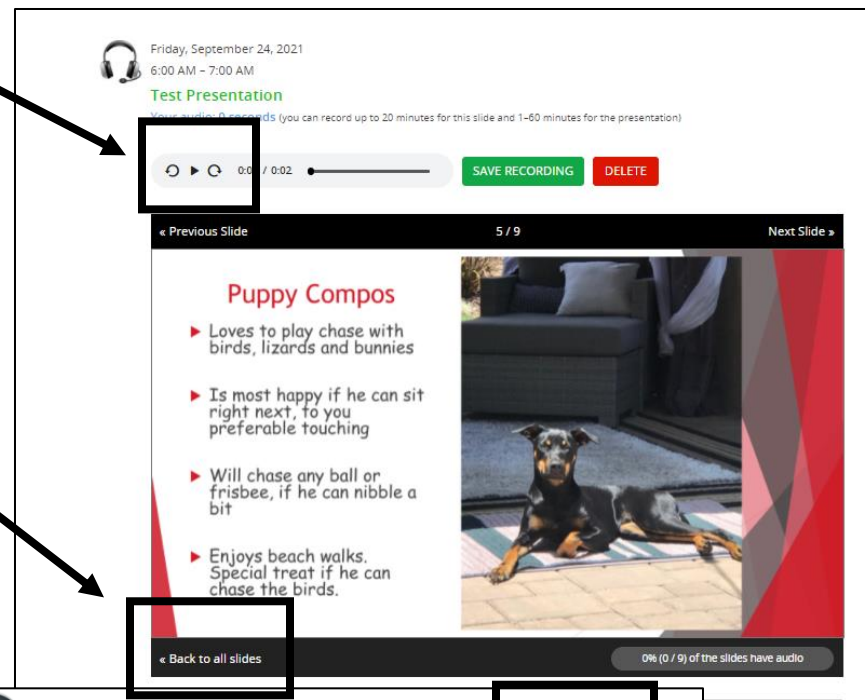
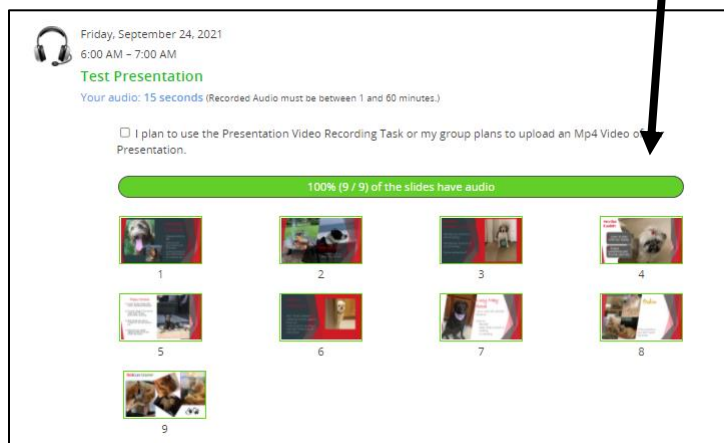
**Notes:**

- 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



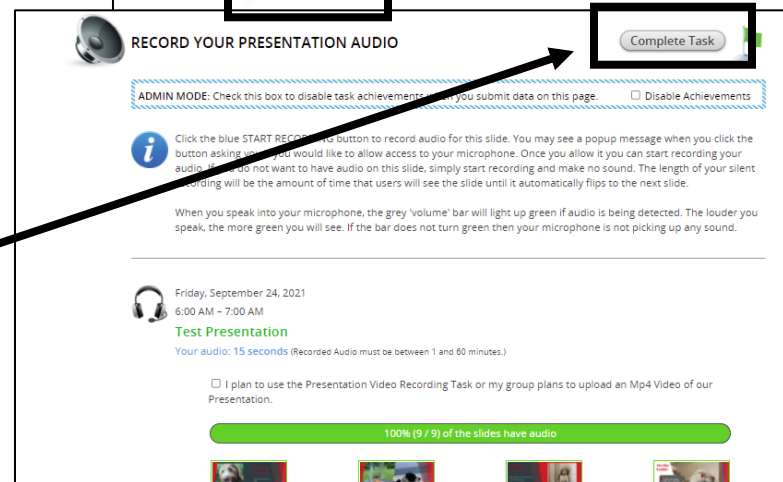
#### STEP 4 – REVIEW YOUR AUDIO

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 steps 4-7 within the "Record Your Presentation Audio" steps above.
4. Once you've reviewed all slides with their completed audio narration, click "Back to all slides". You should now 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



### STEP 3 (VIDEO) – RECORD YOUR PRESENTATION VIDEO


*\*If you wish to only record audio narration with no video, go to page 5 and only complete the steps under the “Record Your Presentation Audio” \**

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

**NOTE:** You can choose to only have your audio narration. If you do not wish to include video of yourself, DO NOT complete the “Record Your Presentation Video” task. Go back to page 5.

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 and video narration of your slides.

- ✗ Photo Upload (task was due Wednesday, May 26, 2021)
  - ✗ Presenter Agreement (Updated) (task was due Friday, May 28, 2021)
  - ✗ Upload your CV (task is due Wednesday, June 30, 2021)
  - ✓ Download ACRM Presentation Template & Disclosure Slides (completed 6/9/2021 at 4:26 PM)
  - ✓ Upload Your Presentation Slides (completed 6/9/2021 at 4:27 PM) -- [PREVIEW UPLOADS](#)
  - ✓ Record Your Presentation Audio (completed 6/10/2021 at 12:29 PM)
  - ✗ Record Your Presentation video (task is due Tuesday, September 14, 2021)
  - ✓ Mp4 Presentation Upload (completed 6/15/2021 at 3:22 PM)
  - ✓ Upload Attendee Handout (completed 6/15/2021 at 3:22 PM) -- [PREVIEW UPLOADS](#)

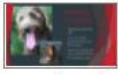


**Test Presentation**


Video recorded so far: 0 seconds (you can record between 5 and 60 minutes of video for the whole presentation)

☐ I plan to use the Presentation Audio Recording task or my group plans to upload an Mp4 Video of our Presentation.


0% (0 / 9) of the slides have video




1




2




3




4




5




6



7



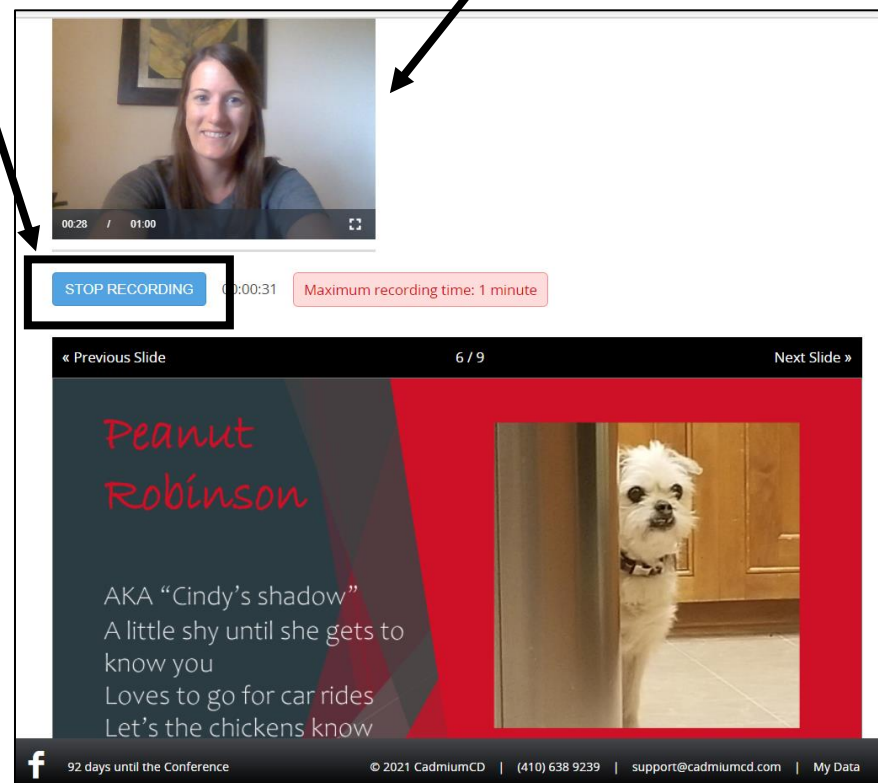
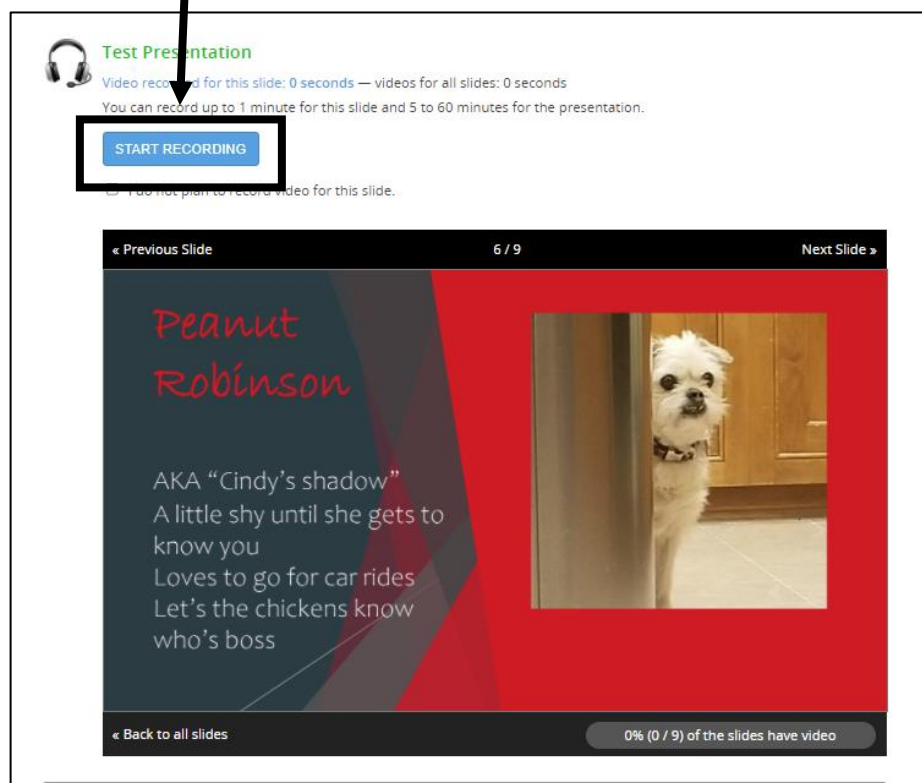
8



9



4. Click “Start Recording” (the blue button) when you are ready to begin your video and audio narration of the current slide shown
  - a. You may see a pop-up asking you to allow [www.conferenceharvester.com](http://www.conferenceharvester.com) to use your camera and 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 and video narration of the slide you are currently viewing.
  - d. You will see a box with your video as you record your audio. Make sure to look at the camera as you record!
5. When you have completed the audio and video narration for this slide, click “STOP RECORDING”





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 or video 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 “I do not plan to record video for this slide”
  - 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
  - If you simply do not wish to show video for a specific slide but still want audio, click the “I do not plan to record video for this slide.”

SAVE RECORDING DELETE

☐ I do not plan to record video for this slide.

« Previous Slide 7/9 Next Slide »

**Lucy May Rowe**

I am a 1-year-old Labrador Retriever.

I love to:  
Play ball  
Sleep while my Mom is working

f 92 days until the Conference © 2021 CadmiumCD | (410) 638 9239 | support@cadmiumcd.com | My Data



#### STEP 4 – REVIEW YOUR VIDEO & AUDIO

1. Once you've recorded each slide, the video will need to process through the system before you can review it. This could take up to 30 minutes, depending on the length of audio and video for that slide.
2. Once the processing has completed, you can review your presentation slide by slide and listen to each carefully using the Playback button.
3. If you have nothing to change in a slide, simply click "Next Slide" to move to the next one.
4. If you wish to re-record a slide, hit "Delete" and repeat lines 4-7 within the "Record Your Presentation Audio" steps above.

The screenshot displays the presentation review interface. At the top, a 'Test Presentation' section shows a progress bar at 75% and a message: 'Your video is currently being converted to the required file formats. This may take up to 30 minutes. Your video will show once it has finished processing.' Below this, a video player for slide 8 is shown, featuring a woman's face. A 'DELETE' button is visible below the video player. To the right, a slide preview for slide 9 is shown, titled 'Red & Luna Carpenter', featuring images of dogs. A 'Next Slide' button is highlighted with a box and an arrow pointing to it. At the bottom, a slide preview for slide 8 is shown, titled 'Ochre', featuring images of cats and the text 'I'll be anywhere you don't want me to be'. A 'Next Slide' button is also visible here.



5. Once you've reviewed all slides with their completed audio and video narration, you will return to see all slides broken out. You should see a green bar across the top. This indicates that 100% of the audio and video is complete.

## STEP 5 – COMPLETE YOUR TASK

9. Once you've completed Steps 1-4, complete the task

**RECORD YOUR PRESENTATION AUDIO**

☐ Complete Task

**ADMIN MODE:** Check this box to disable task achievements when you submit data on this page. ☐ Disable Achievements

**i** Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.

When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green then your microphone is not picking up any sound.

Friday, September 24, 2021  
6:00 AM – 7:00 AM  
**Test Presentation**  
Your audio: 15 seconds (Recorded Audio must be between 1 and 60 minutes.)
 

☐ I plan to use the Presentation Video Recording Task or my group plans to upload an Mp4 Video of our Presentation.

100% (9 / 9) of the slides have audio

Friday, September 24, 2021  
6:00 AM – 7:00 AM  
**Test Presentation**  
Your audio: 15 seconds (Recorded Audio must be between 1 and 60 minutes.)
 

☐ I plan to use the Presentation Video Recording Task or my group plans to upload an Mp4 Video of our Presentation.

100% (9 / 9) of the slides have audio





## KEY NOTES & REMINDERS

- Each presenter must upload their individual presentation slides to the ACRM Presenter Portal.
  - Slides and Audio Recording will appear in the ACRM Online Program in line with each individual presenter
- The primary presenter must include the updated ACRM Disclosure slides in their presentation upload.
- If you want the full presentation deck and full recording to show as one, you have the following choices:
  1. The primary presenter would upload the full presentation deck to their Presenter Portal. All presenters would then login to the primary presenter's portal and record their portions of the presentation.
  2. Record and Mp4 video and upload (1) complete presentation to the Presenter Portal
- If you upload a new version of your presentation slides AFTER your record, you will lose the recording that you previously completed. The recording syncs to the presentation slides that you upload.
- **DO NOT** complete both the "Record Your Presentation Audio" and "Record Your Presentation Video" tasks. Choose which version you would like (audio only or audio + video) and only complete that task.

