



In the following pages, you will find instructions for formatting your symposium, special symposium, award lecture or oral 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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CHECKLIST FOR YOUR SESSION

1. Review your session outline and determine your total recording time for all presenters
2. Review your recording options and decide if you will:
 - a. Record via the ACRM Presenter Portal
 - b. Record and upload one (1) Mp4 video
3. Review Instructions for Presentation Uploads based on your decision in Step 3
4. Upload Your Presentation(s) for Review for compliance per ACCME Guidelines by **August 17, 2021**
 - a. Reminder: there is a 4-6 business day turnaround for approval for you slides
5. If desired, activate Typed Q&A Chat by **September 1, 2021**
6. Record Your Presentation
7. Complete your recording and/or upload your Mp4 file by **September 14, 2021**



SYMPOSIA, SPECIAL SYMPOSIA, AWARD LECTURES & ORAL PRESENTATIONS – FORMATTING

RECORDED EDUCATION CONTENT FOR SYMPOSIA, SPECIAL SYMPOSIA, & AWARD LECTURES:

- Minimum Total Recording Time: 60 minutes
- Maximum Total Recording Time: 75 minutes

Total recording time must include all presenters' individual presentation time

RECORDED EDUCATION CONTENT FOR ORAL PRESENTATIONS:

- Minimum Total Recording Time: 13 minutes
- Maximum Total Recording Time: 17 minutes

Total recording time must include all presenters' individual presentation time

ATTENDEE HANDOUTS / WORKSHEETS

- Optional supplement to your presentation

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 review
- Use presentation slide to introduce the supplemental document and any action for the attendees

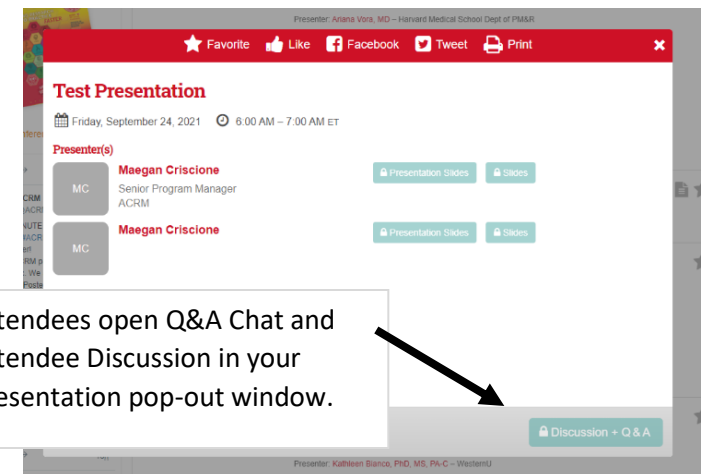


Q&A CHAT AND ATTENDEE DISCUSSION

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

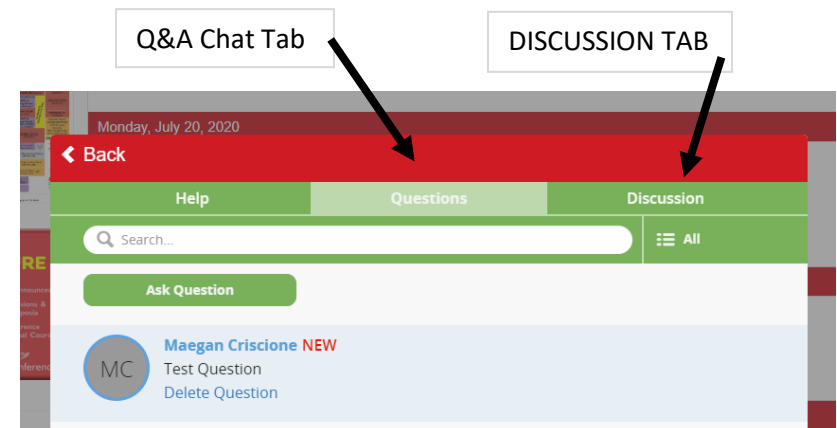
DEADLINE TO ACTIVATE Q&A CHAT: SEPTEMBER 1, 2021



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

ATTENDEE DISCUSSION

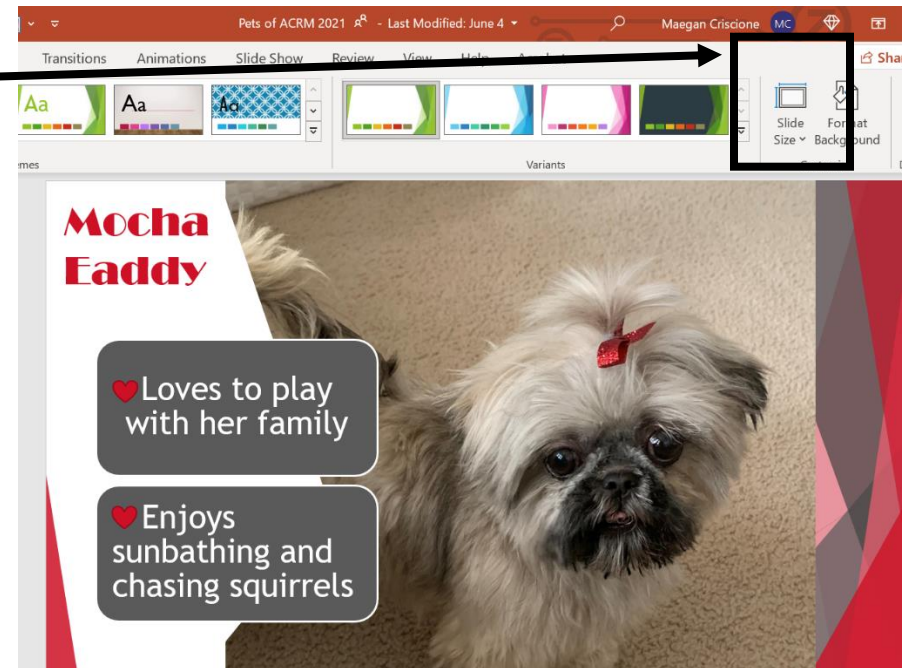
- Activated for every presentation
- Presenters do not need to monitor the attendee discussion but are welcome to join the conversation
- Attendees can discuss via discussion board specific to each presentation
- Presenters can use prompts to promote interaction
 - Example: *Type into the discussion 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 8 - 9 for instructions on logging into your ACRM Presenter Portal and uploading your presentation slides.



RECORDING OPTION #1 – ACRM PRESENTER PORTAL

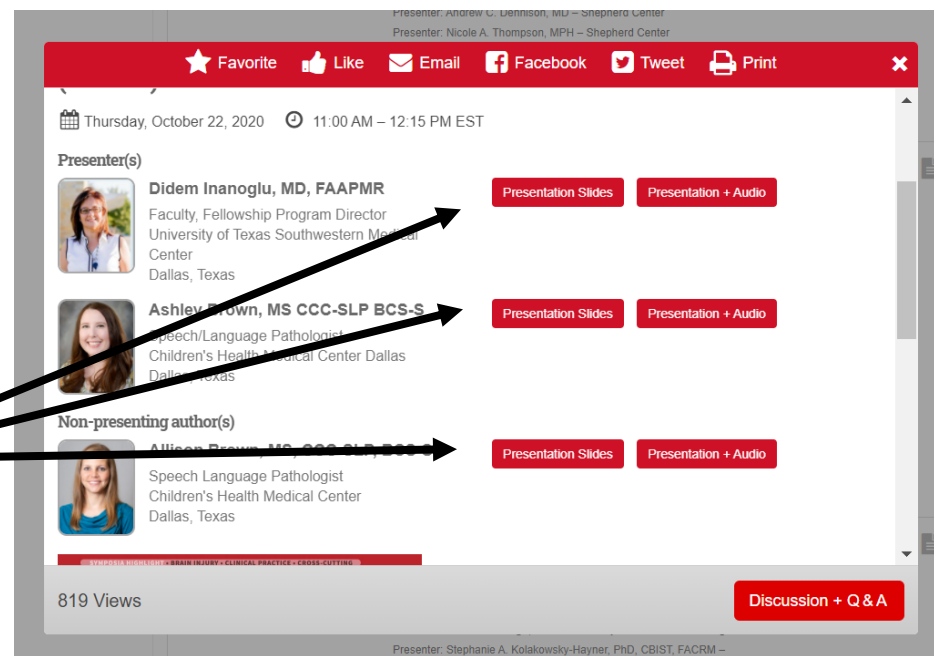
RECORD IN THE ACRM PRESENTER PORTAL

- 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 8 - 19 for detailed instruction on how to login, upload your presentation and record in the ACRM Presenter Portal.



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

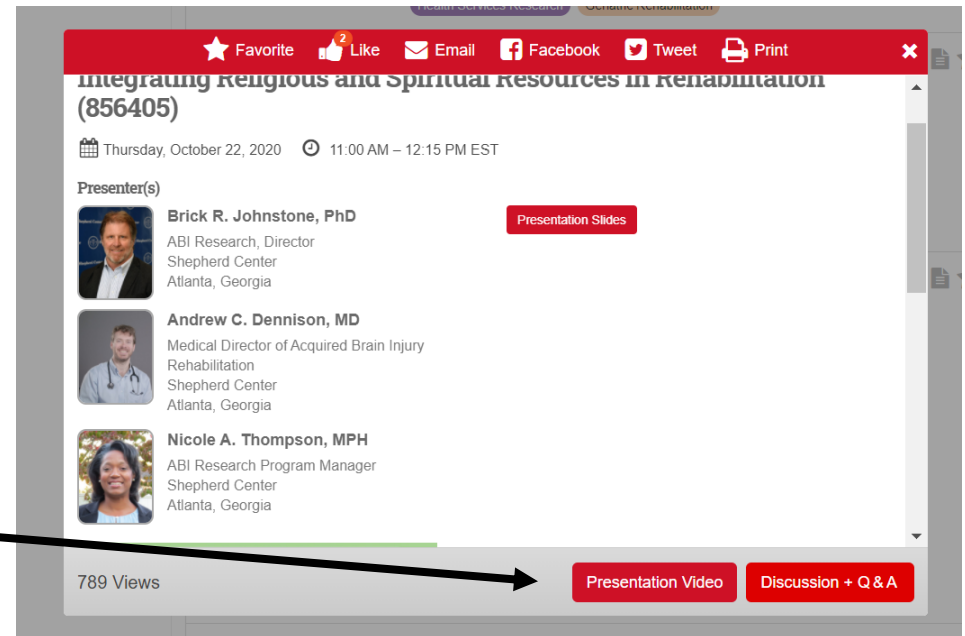
RECORDING OPTION #2 – MP4 VIDEO VIA YOUR SCREEN SHARE

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 file.
- Your presenters want to record on their own time



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.

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
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.

The screenshot shows the 'Welcome to the ACRM Presenter Portal' page. It lists tasks for confirmed presenters: Review presentation, Update profile, Update biography, Upload photo, Upload presentation, and Record audio. Below this is a login section with fields for 'Email Address' and 'ACCESS KEY', a 'Login' button, and a 'Lost your access key?' link. A black arrow points from the first step of the instructions to the 'Lost your access key?' link. Another black arrow points from a box containing the text 'Lost your access key?' to the same link.

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?

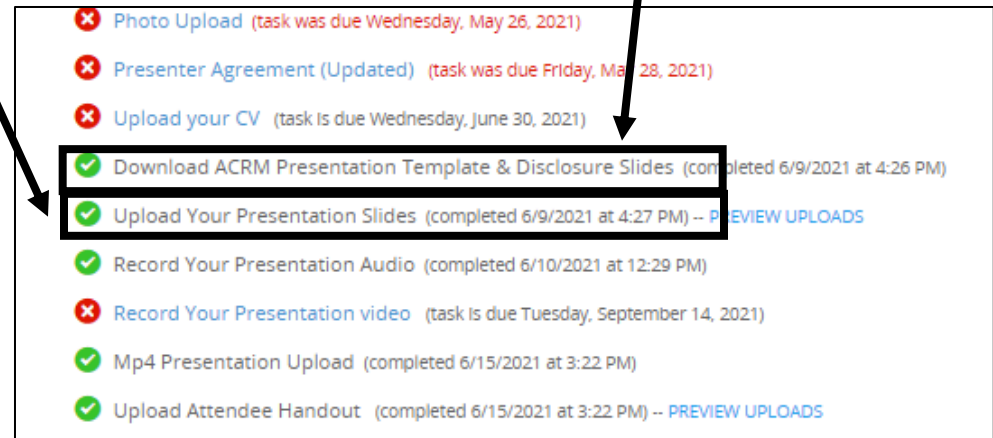


STEP 2 – NAVIGATE TO YOUR PRESENTER TASKS & UPLOAD PRESENTATION SLIDES

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](#)

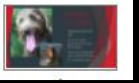



Test Presentation


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



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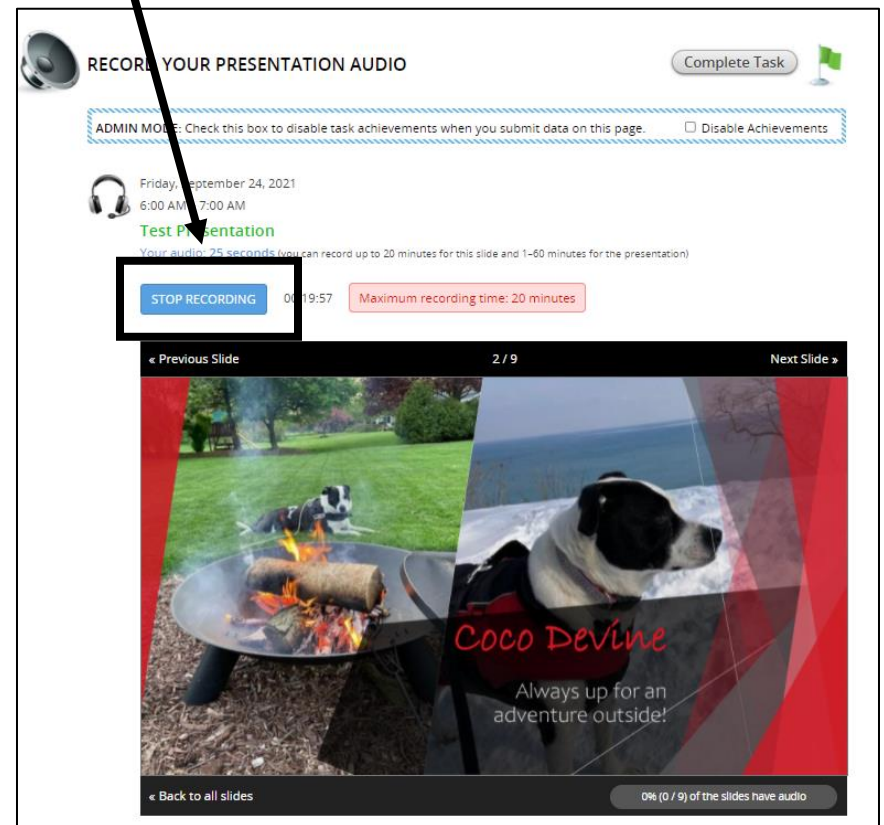
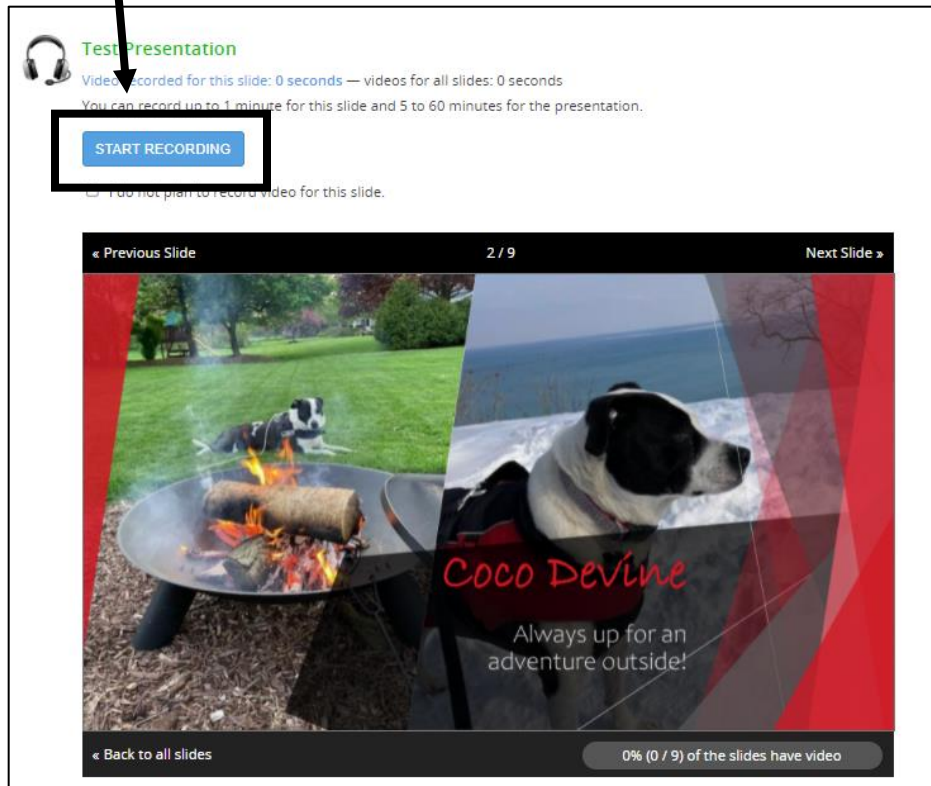

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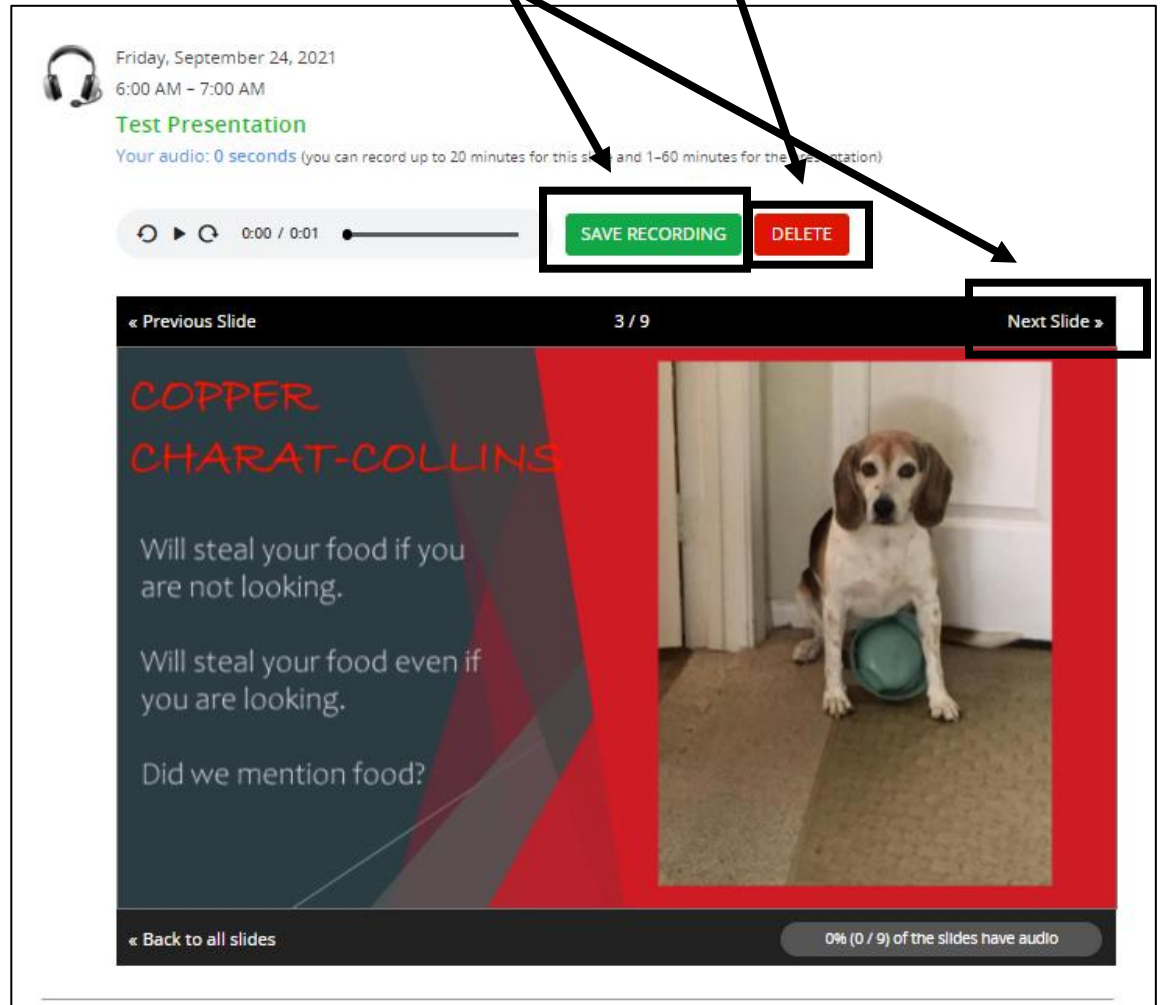
4. Click “Start Recording” (the blue button) when you are ready to begin your audio narration of the current slide shown
 - a. You may see a pop-up asking you to allow www.conferenceharvester.com to use your microphone. Click “Allow”
 - b. If you do not see this pop-up, make sure your browser is not 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



Friday, September 24, 2021
6:00 AM – 7:00 AM

Test Presentation
Your audio: 0 seconds (you can record up to 20 minutes for this slide and 1–60 minutes for the presentation)

0:00 / 0:01

SAVE RECORDING **DELETE**

« Previous Slide 3 / 9 Next Slide »

COPPER CHARAT-COLLINS

Will steal your food if you are not looking.

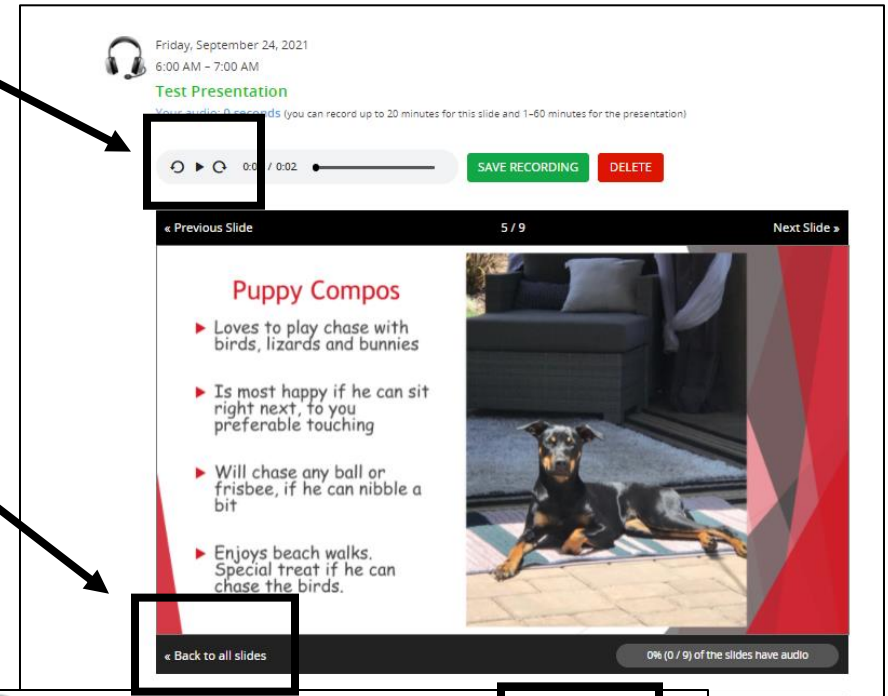
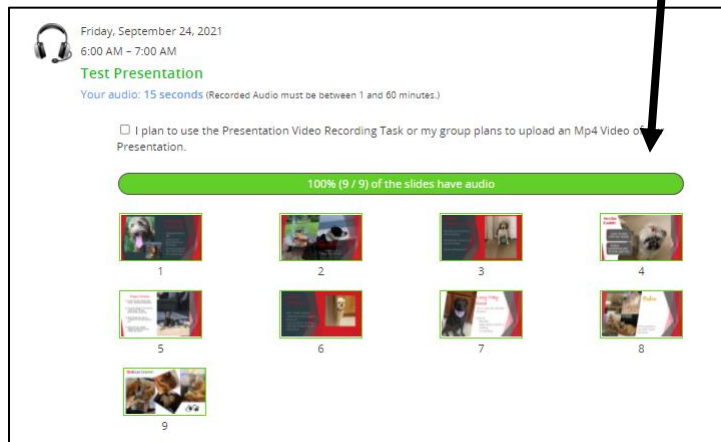
Will steal your food even if you are looking.

Did we mention food?

« Back to all slides 0% (0 / 9) of the slides have audio

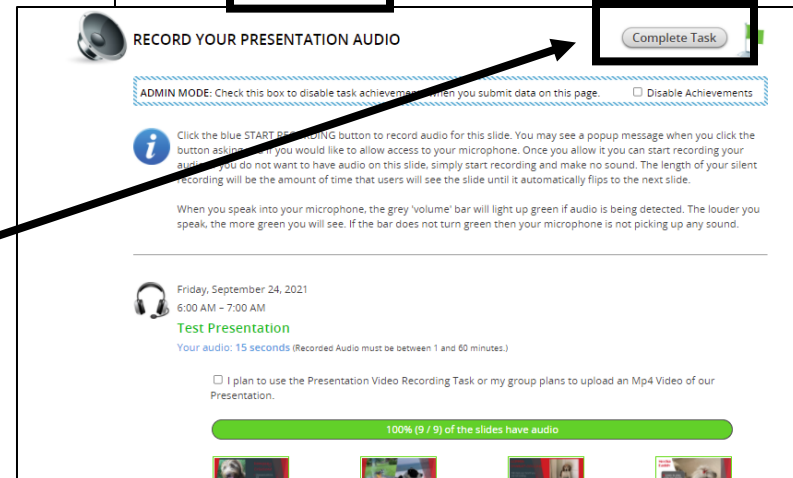
STEP 4 – REVIEW YOUR AUDIO

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 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](#)

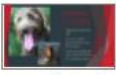


Test Presentation


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




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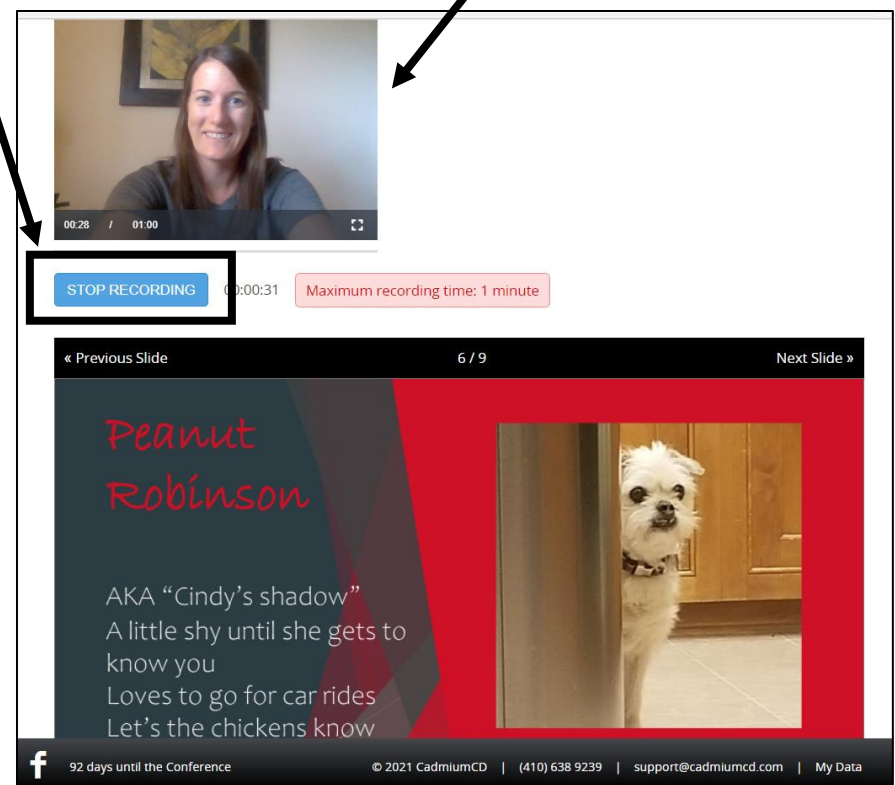
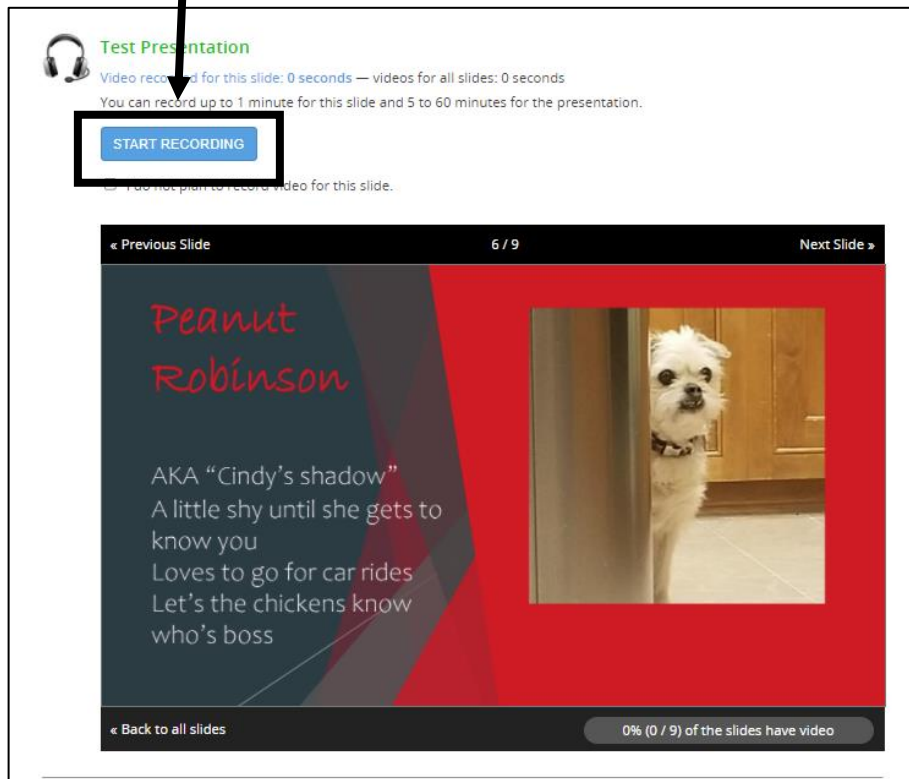


8



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 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.”

The screenshot displays the ACRM Virtual Conference interface. At the top, there is a red banner with the conference details. Below the banner, a video player shows a woman speaking. Below the video player, there are two buttons: "SAVE RECORDING" (green) and "DELETE" (red). Below these buttons, there is a checkbox labeled "I do not plan to record video for this slide." Below the checkbox, there is a navigation bar with "« Previous Slide", "7 / 9", and "Next Slide »". Below the navigation bar, there is a presentation slide featuring a black Labrador Retriever named Lucy May Rowe. The slide text reads: "Lucy May Rowe", "I am a 1-year-old Labrador Retriever.", and "I love to: Play ball, Sleep while my Mom is working". At the bottom of the interface, there is a footer with a Facebook icon, "92 days until the Conference", and contact information: "© 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 text indicating video recording status: 'Video recorded for this slide: 1 second — videos for all slides: 4 seconds. You can record up to 1 minute for this slide and 5 to 60 minutes for the presentation.' Below this, a video player for slide 8 is shown, featuring a woman's face. The video player has a play button, a progress bar at 0:00 / 0:02, and a 'DELETE' button. A checkbox below the video player is labeled 'I do not plan to record video for this slide.' To the right, a slide preview for slide 9 is shown, titled 'Red & Luna Carpenter'. It features a collage of photos of a dog and a cat. The preview includes navigation buttons: '« Previous Slide', 'Next Slide >', and '« Back to all slides'. A progress bar at the bottom of the preview indicates '11% (1 / 9) of the slides have video'. Below the video player, a 'Next Slide' button is highlighted with a box and an arrow pointing to it. The bottom of the interface shows a preview for slide 8, titled 'Ochre', featuring a collage of photos of a cat and a dog. The bottom of the preview includes navigation buttons: '« Previous Slide', 'Next Slide >', and '« Back to all slides'. A progress bar at the bottom of the preview indicates '22% (2 / 9) of the slides have video'.

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




1



2



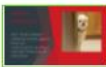
3




4




5




6



7



8



9



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:
 - 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.
 - 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.

