

STEP 1: Assemble Your PosterPlus Presentation Materials

You should have everything you need and in place before you begin.

- If you are going to voice-over a presentation, have your slides open in PowerPoint or Keynote. If you will record sections of your poster, have the PDF of your poster open on your computer.
- If you are making a video with a mobile device/camera, prepare the area you will be filming so that it is clear of clutter, interruptions, and distracting noises that could make it hard to understand or hear you.
- If you would like to make the PDF version of your poster available to meeting attendees, have that ready to upload.

STEP 2: Record your Presentation

Recording Options

You may choose to record your PosterPlus presentation using either a laptop or mobile device:

- Desktop / Laptop
 - [Screencastify](#)
 - [Quicktime](#) (Apple Computer only)
- Mobile Device (tablet, smartphone with a camera)

Giving Your Presentation

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking.

If you are using a mobile device to record your poster presentation, make sure lighting is not pointed directly at the camera, it is recommended for the camera to be placed behind the recording device.

STEP 3: Upload your recorded video presentation

Link to upload: <https://asrm2019.sessionupload.com>

Login and password: You will have received this in an email from Jody Thrash at ASRM. If you do not know yours, click the **Forget Your Password?** link on the login page. Enter the email address you used to submit your abstract and your login name and a temporary password will be emailed to you. If you are still having trouble, please contact us [HERE](#).

Uploading Files:

1. **Please ensure final recorded presentation is a short 1-2-minute video.**
2. Your presentation file can be submitted in the following formats: *.mov; *.mpg; *.avi; *.flv; *.f4v; *.mp4; *.m4v; *.wmv; *.vob; *.mob; *.3gp; *.mkv; *.divx; *.xvid
3. You will be provided a specific Congress URL to access the Presentation Management website to upload your PosterPlus video. When creating your password, the minimum length is 6 characters.
4. Locate the desired abstract for which you wish to upload a PosterPlus presentation. Important: When naming your file, please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.
5. Click the "Upload" green button.
6. Select the file(s) to upload and click on **Open**.
7. Wait while your presentation is uploaded. This may take a few moments. Do not close your browser while your presentation is being uploaded.
8. If your upload is successful, you will receive a pop-up message indicating that the upload was successful and your files will be listed under the appropriate session/presentation.

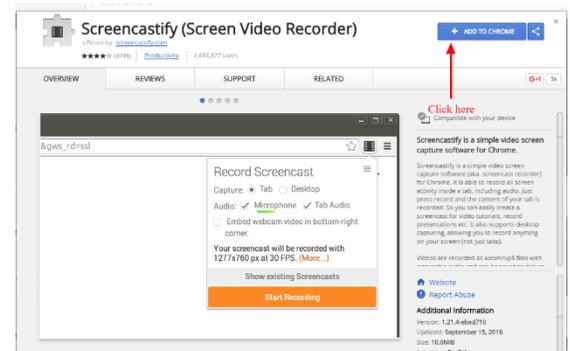
Capture your Presentation

Option #1: ScreenCastify (Windows / Mac)

1. Open Google Chrome.
 - o If you do not have Google Chrome on your computer, you can click on this link to install it: <https://www.google.com/chrome/>



2. Install ScreenCastify as a Chrome Addon: <https://chrome.google.com/webstore/detail/screencastify-screen-video/mmeijimgabbpbgpdklnllpncmdofkcpn>



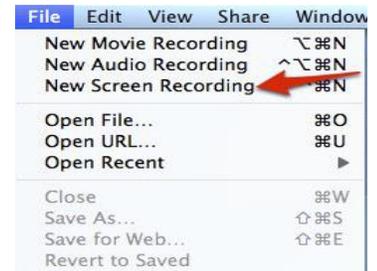
Starting a recording

3. Click the  ScreenCastify extension icon (if you can't see the icon, [click here](#))
4. Choose what you want to record. We suggest recording your entire desktop, please make sure you have your presentation ready and in full screen.
5. Choose where to record your sound:
 - o To narrate over your recording using an internal or external microphone, turn on the toggle next to Microphone
 - o To capture audio originating from within your browser tab or application (e.g., from a video being played), click **Show more options** and turn on **Tab Audio** or **System Audio**
6. Turn on the toggle next to **Embed Webcam** if you want to include your webcam as part of your recording
7. Click **RECORD**. You'll see and hear a countdown, and then your recording will begin.
8. When ScreenCastify is recording, a red dot () will appear in your extension icon.
9. To end a recording, click the extension icon again (or use a [keyboard shortcut](#)) and click the **Stop** button.
10. When you end a recording, you will automatically be taken to the recording's video page, where you can edit, save and share your recording.
11. From the video page, click the  icon
12. Click **Save Video to Disk**
13. Your recording will automatically begin downloading as a .webm file. This is the file you will upload to the <https://asrm2019.sessionupload.com> site.

Option #2 QuickTime (Mac Only)

- To download program: <https://www.apple.com/quicktime/download/>
Note: QuickTime Player, the default media player for Mac OS X, also has some powerful recording capabilities.

- Launch QuickTime Player and choose **File, New Screen Recording** (the keyboard shortcut is Control+Command+N).



- Press the **Record** button.

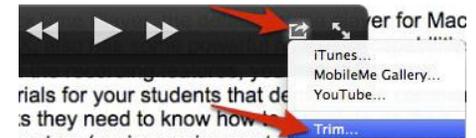


- A screen with additional instructions will appear. Choose **Start Recording** and begin your presentation.

- When finished, click on **Stop Recording** on the Menu Bar.



- To edit your recording, click on the arrow on the right side of the QuickTime controller at the bottom of the window and choose **Trim** from the menu.



- Drag the handles to select the frames you want to keep in your recording.



- When you're happy with your selection, click **Trim**. The grayed-out frames will be removed from the beginning or end of your recording.

- To save your edited Poster Presentation, choose **File, Save As**.

- Select a format and save location, then choose **Save**.

Option #3 Mobile Device

- Open device camera application in landscape mode
Note: It is best to hold device with 2 hands to eliminate any shaky footage during filming.
- Perform a test record to make sure you and your poster are visible and readable.
Note: Do not use the device digital zoom as it will result in a poor recording.
- Check your lighting
Note: Avoid bright lights that are seen in the framing of the camera
- Save footage and Upload.
Note: Please be sure to keep video between 1-2 minutes. Most smartphones have a video editing application if you need to edit.

