The Royal Australian and New Zealand College of Radiologists®

RANZCR 20 21
MELBOURNE
LIVE   VIRTUAL   ON-DEMAND
71st Hybrid Annual Scientific Meeting • 16 - 19 Sept 2021

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Remote Presenter & Pre-Recorded Presentation Checklist

Record your presentation in MP4 format: using Zoom, Loom or another recording service of your choice, see further in this document on tips of how to record in zoom, noting you are welcome to record in any platform of your choice.

Here is a video with some pre-recording best practice tips:
https://webcast.gigtv.com.au/Mediasite/Play/128b15e7fc6f4f0c89f70fb4fb6700c61d

Visual
- Consider what is in the background of your shot as viewers will notice.
- Dress the way you would when presenting live.
- Ensure there is a soft light source in front of you, highlighting your face, and falling on the wall behind you. Natural light is best (set up in front of a window), but a soft lamp will work great too.

Camera
- The camera angle is best at eye level directly in front, showing just above the top of your head to below your shoulders, or down to elbows/waist if presenting a product.
- Avoid having the camera below your eye level and on an upward angle.
- Avoid having the camera off to the side.
- Look into the camera when possible rather than at the screen.
- Tip: Have your presentation and/or notes on the screen directly in front of you and move the window / content close to the camera position.

Audio
- Avoid using the built in microphone on your laptop or computer (these often sound echoey).
  - We suggest using a headset with microphone (AirPods or similar are a great option).
- Ensure the correct microphone and speaker is selected in your computer settings and on the application of choice.
- Close windows and doors if possible to minimise background noise and distractions.
- Don't forget to also mute your phone!
- Perform a test record to ensure you can be heard clearly with minimal background noise.
- Remember to Mute and Unmute as and when required. A great tip is to learn the keyboard shortcut for your application of choice. I.e
- Zoom on Mac shortcut is Command(⌘)+Shift+A
- Zoom on Windows is Alt+A

Screen Sharing
- Disable all notifications and system sounds on your computer.
- Only share what you absolutely need to. I.e Select just a window or single application.
- If sharing a web browser, share a new window without any extra tabs.
- If you are sharing your entire desktop, hide any desktop icons or other clutter.

- The screen or window will be shared in the same aspect ratio as seen by you. Ensure you are sizing the application windows to a 16:9 ratio. This is particularly important if you are using ultrawide monitors.
- Make sure to "Share Computer Audio" if you have video clips or other multimedia content with audio the audience needs to hear. This setting may vary between meeting applications.
- Double check you don't have any private or confidential information that could accidentally be shared, this includes images, content, applications, etc that may have sensitive material.

Other things to consider
- Your internet speed - it should be a minimum of 5MB download and 5mb upload to ensure the best quality video and audio.
    - Check your internet speed here: www.speedtest.net
- Where possible, use a cabled internet over a WiFi connection.
- Where possible, limit activity on your internet connection during the presentation (i.e. family members streaming movies).
- Close all software not in use on your computer.
- If using a laptop, ensure it is fully charged and plugged into power.
- Speak clearly and loudly. Make sure your energy and delivery are at the same level or higher as when presenting in person.

Upload Presentation
Once you have finalised your presentation

- Rename your MP4 file as per your session details outlined in your confirmation letter as per the example below:
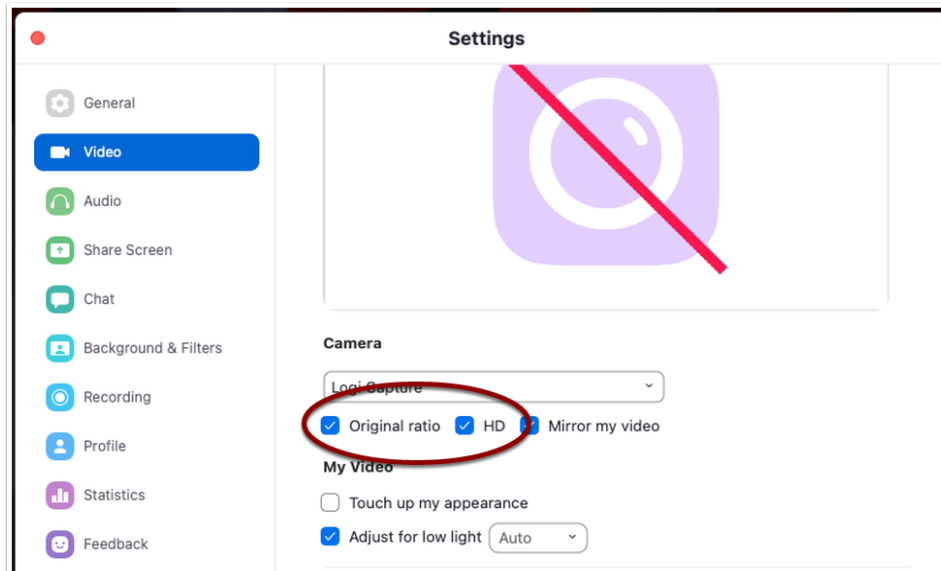
    1.1A Neuroradiology Session 1_Presenter Name

- **Upload your MP4 file here** https://jpl.media/ranzcrasm21recordings
  Password: ranzcrasm2021

- **Deadline to upload your pre-recording:** Friday 27 August

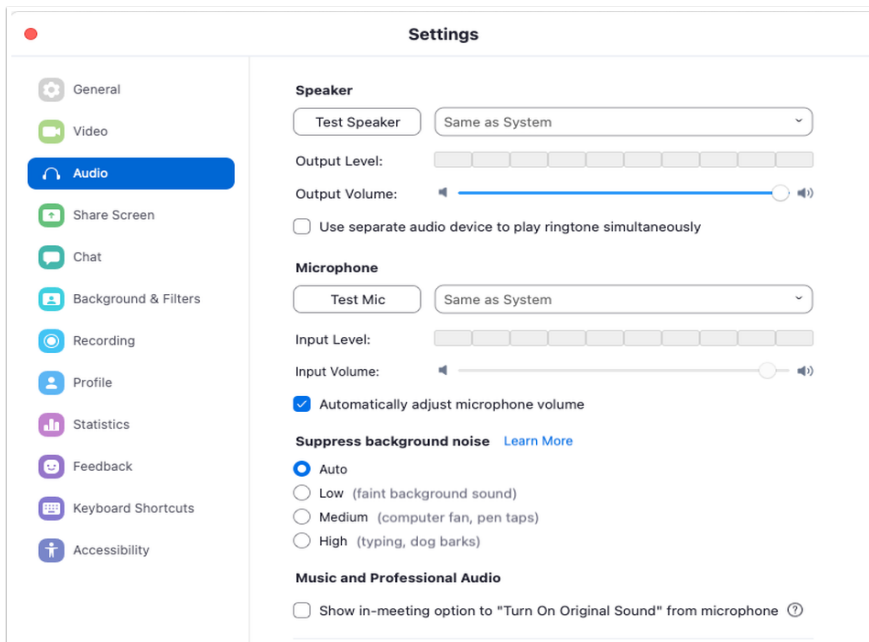And don't forget to always
Test Test Test. Rehearse Rehearse Rehearse.

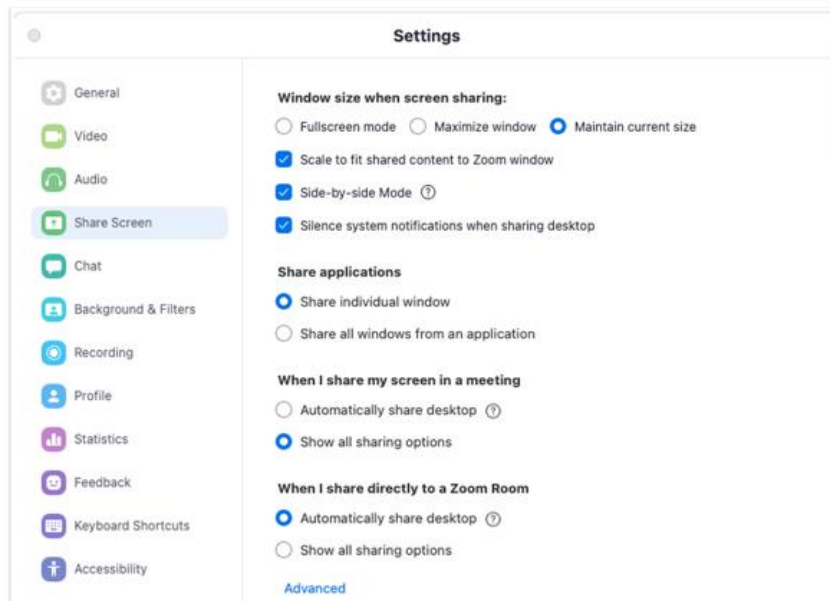# How to record in zoom and recommended settings

Video Settings

Settings > Video - "Ensure Original Ratio" and "HD" are selected.
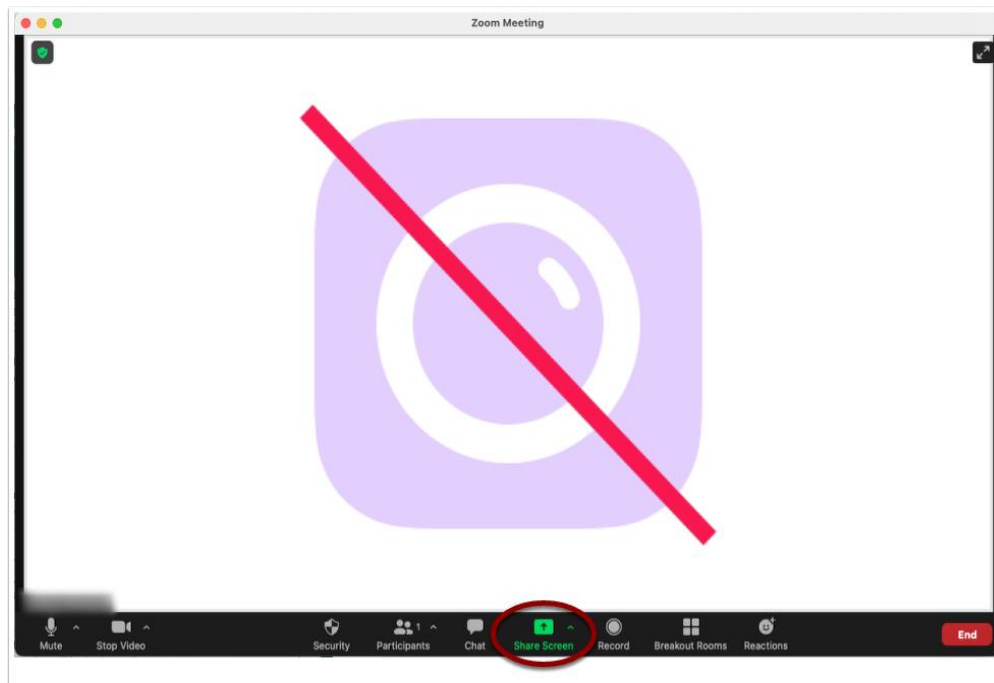
Audio Settings

*Settings > Audio - Follow above settings and ensure you **Test both Speaker and the Microphone** prior to each meeting.*
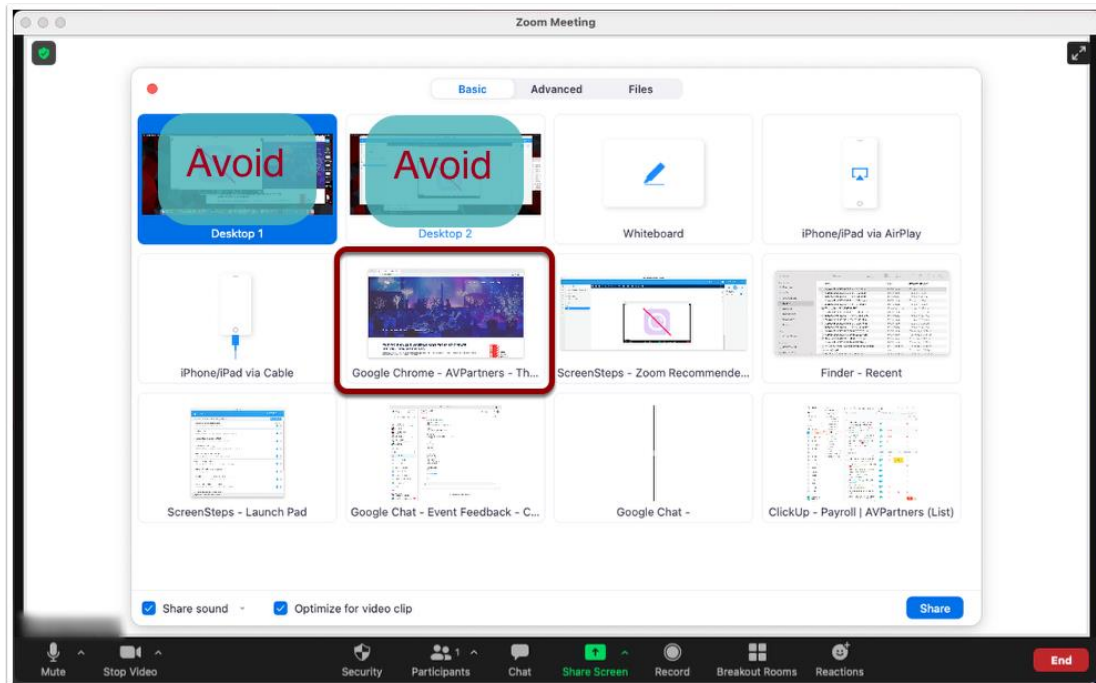
Share Screen Settings

Settings > Share Screen - Follow above settings.

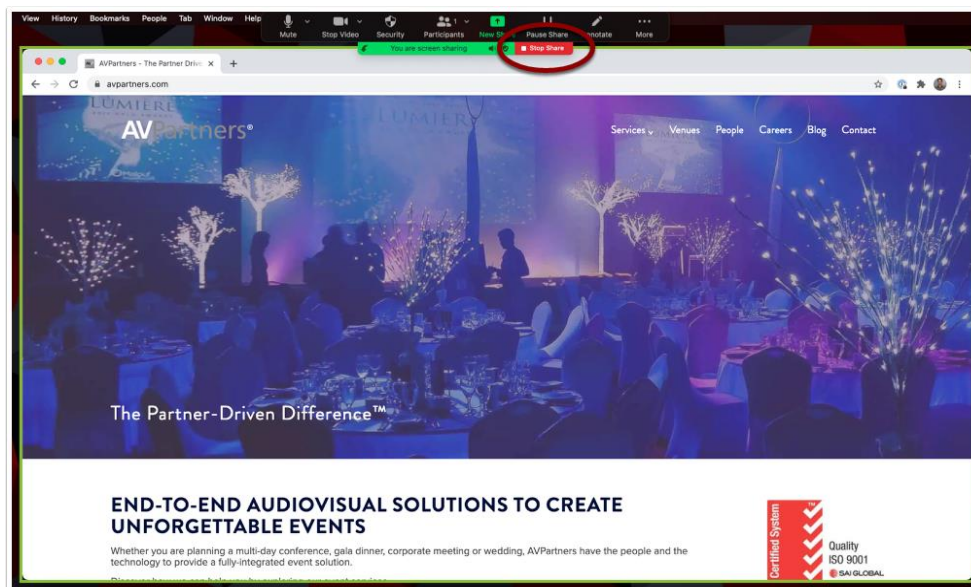## Sharing a Window or Application

Once the Zoom call has started, select Share Screen (the host of the meeting will need to allow access).

Select the Window or Application you would like to share. Avoid sharing your entire desktop if possible.

Tip, you can share multiple windows by holding Shift and selecting the windows you would like to share.

When you have finished sharing your presentation, ensure you "Stop Share" to allow the viewers to view your Camera at full size.