APSA Pre-Recording Guide

Updated June 2021

Section I: Pre-Recording Presenters

APSA is excited to introduce this new opportunity for pre-recording presentations. Pre-recording presenters will record themselves giving their presentation via Zoom. This will then be uploaded to the virtual platform and a session page will be created with the recording. A chat/feedback box will be available for discussants, panelists, and other attendees to provide feedback before, during, or up to six months after the event, and APSA will promote the pre-record presentations to the conference attendees throughout. Discussants will be asked to provide feedback before the Annual Meeting and discuss your presentation in the in-person panel. They will also provide any feedback from the in-person panel to you via the feedback box or email.

### Benefits of Pre-Recording Include:
- A polished and prepared presentation.
- A resource/archive of your own.
- Providing presentation videos in a timely and efficient manner.
- Videos that can be uploaded to the virtual platform for all Annual Meeting attendees to see before, during, and for up to six months after the conference. Attendees will have the opportunity to leave feedback or ask questions about the pre-recorded presentation on its webpage.

Pre-Recording Expectations:
- Complete the pre-recording registration form – see how under "How to Get Started Pre-Recording."
- If you have presentation slides, they will need to be finalized and ready to be used in your video.
- Review and follow the Pre-Recording Best Practices (found below) to create your presentation recording.
- Self-record your 15-minute session presentation using the information provided in this guide.
- Practice your presentation in its entirety before recording.
- Review your recording for accuracy and smoothness of delivery once complete.
- Submit your pre-recorded video by the final deadline of **September 16, 2021.**

What You Can Expect:

- To receive an individualized session ID upon successful completion of the pre-recording registration form. This will be used as part of the title for your recording when you upload it to the platform.
- A session page on the virtual platform that includes your presentation for view by attendees and other panel participants before, during, and for up to six months after the event. This page includes a feedback/chat box for attendees to ask questions or provide feedback (see sample session page below).
- An archived copy of your work.
- Feedback and questions from panel discussants prior to the Annual Meeting.
- Feedback and questions that came up from the in-person panel from the discussants after the Annual Meeting.
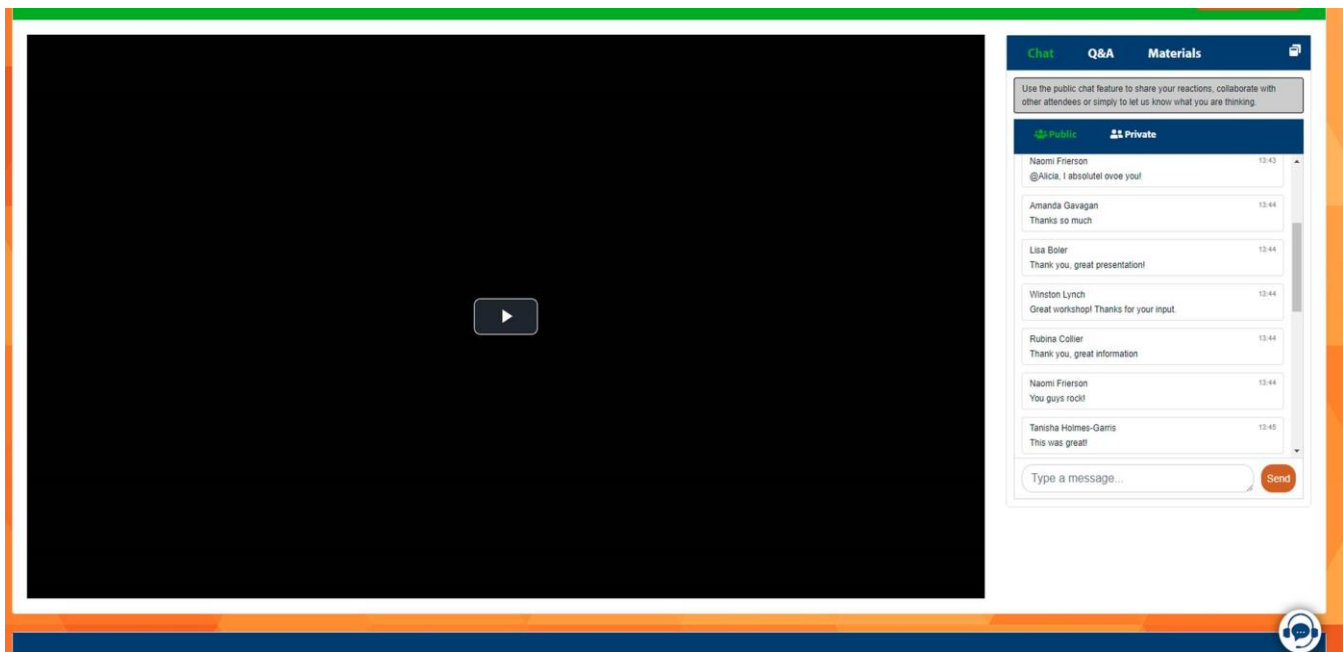
When watching a pre-recorded presentation, your screen will look like this. Each pre-recording will begin at its scheduled time, with the chat box and Q&A features both available while the video is playing.

How to Get Started Pre-Recording – Individual Presentations:

- Before beginning to pre-record, you *must* complete the APSA Pre-Recording Registration Form, found here: **https://apsa.wufoo.com/forms/prerecording-registration-form/**
  - o If you are a full session planning to pre-record, one participant will need to register using the form and mark that the full panel is pre-recording.
  - o You will be asked to submit your contact information and session/paper details when completing the form. Upon successful registration, you will receive a confirmation email before we reach out with further details and your unique Session ID.
- After choosing to pre-record, please inform your panel chair and fellow panelists that you will be pre-recording your presentation.

How to Get Started Pre-Recording – Full Sessions:

- Like individual presentations, full panels *must* complete the APSA Pre-Recording Registration Form, found here: **https://apsa.wufoo.com/forms/prerecording-registration-form/**
  - o If you are a full session planning to pre-record, one participant will need to register using the form and mark that the full panel is pre-recording.
  - o You will be asked to submit your contact information and session/paper details when completing the form. Upon successful registration, you will receive a confirmation email before we reach out with further details and your unique Session ID.
- To allow discussants adequate time to read papers and provide comments prior to the September deadline, we request those pre-recording their entire session work together to choose a date to pre-record your panel and a date for papers to be circulated by in advance of it.
- To pre-record your session as one seamless presentation, please follow the instructions from this guide, but record together on Zoom instead of individually.

Once you are ready to begin recording, please review and follow the "Requirements & Best Practices" section of this guide to ensure a quality video product.

Submitting Completed Pre-Recordings:

- To upload your final pre-recorded presentation, please use this link:
  https://portal.bavservices.com/s/gj6ZrPbGNZmJDd9
  - *You __must__ include your unique Session ID when submitting your recording.* **Your Session ID will be sent to you upon completing the pre-recording registration form.**
  - Authors pre-recording their presentations should format their submission title as *[SessionID_LastName].* For papers with multiple authors, please use the last name of the author who submitted the pre-record registration.
  - If you are submitting a pre-recording for a full session, please format your upload title as *[SessionID_ChairLastName].* **Please only submit one video if pre-recording as a group.**
  - Once your video is uploaded, you will not receive a confirmation email. Instead, your screen should look like the below image upon submission. If you have questions about the status of your upload, please email **llowry@apsanet.org**.
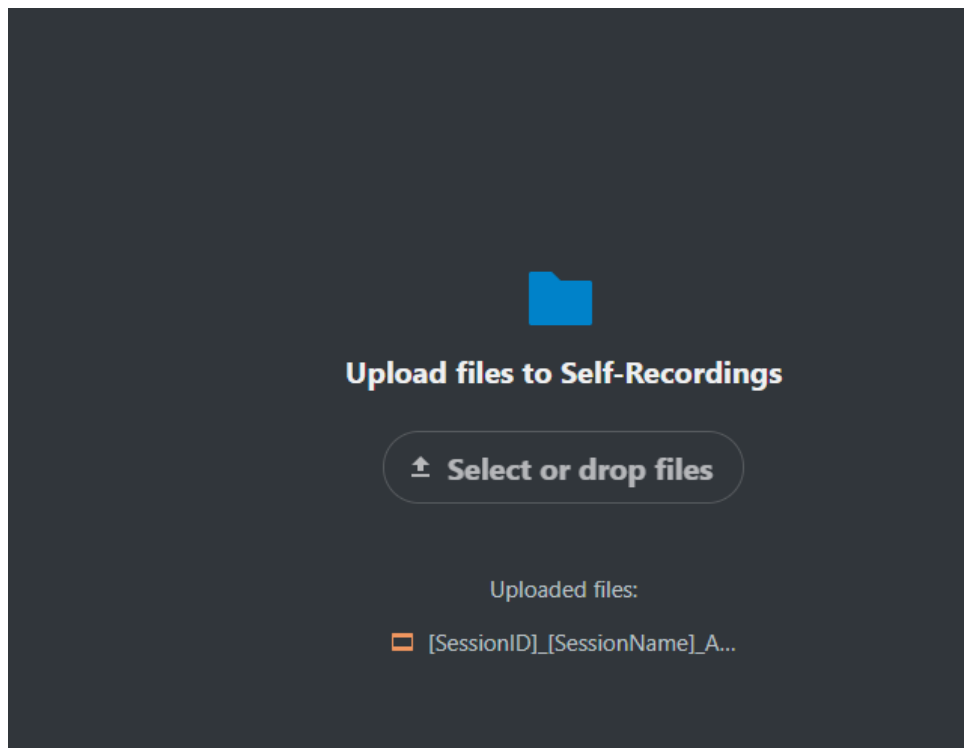
Requirements & Best Practices for Pre-Recording Presentations

When creating your pre-recordings, please follow the below recommendations to ensure the best quality recordings possible. If you have any questions regarding these best practices, please reach out to Lynanne Lowry at llowry@apsanet.org.

General Tips

- To the extent possible, have a private area with minimal interruptions.
- Consider a headset with a microphone and earphones. Test the sound in advance.
- Keep system usage to a minimum.
- Make sure that the main light source in the room is in front of you. We recommend that you do not have a window or bright light behind you.
- Avoid busy backgrounds.
- Be aware of where your device camera is. Make sure it is at eye level and look at the camera when delivering your remarks to facilitate better engagement with the viewers.
- Keep your slides concise.
- Keep your presentation to 15 minutes.
- When you are not sharing slides or are done with your presentation, remember to turn off screen sharing.
- Watch your video recording to proof it before uploading.

Video Quality & Setting Requirements:

- Recordings **must** have a 1920x1080 resolution and be High Definition (HD).
- Videos **must** be sent or uploaded as MP4 files.
- We strongly recommend including video content to help engage with attendees. If you are unable to do a video recording, you could also record in Zoom with your camera off. There is still an option to share slides without video.

Presentation Slide Requirements:
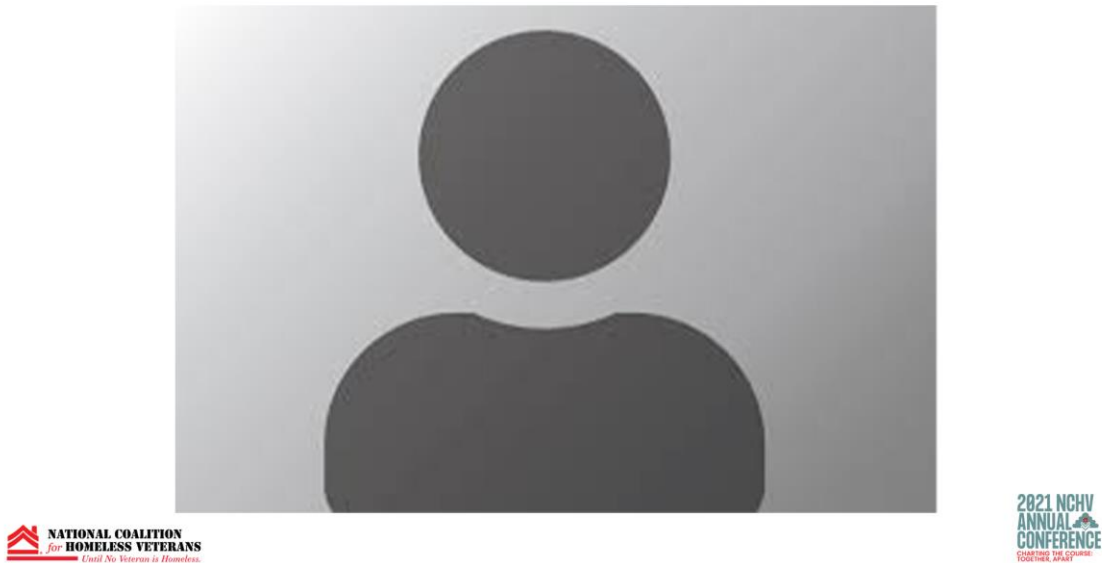
If your recording looks like the above image, then your slides have not been inserted and you will need to re-record your video presentation. We recommend confirming that your screen share is showing the presentation slides before beginning to record.

Your final pre-recording will have both your presentation slides up on the screen and your camera on. The below image is how the screen will look to those watching your pre-recorded presentation:

Your final presentation video should look like this, with your slides centered on the screen and your camera feed in the upper right corner. Conference and institution logos can be added after the video is already created.

- Presenters will be expected to use the APSA Annual Meeting PowerPoint template to create their slides. The template can be found here: APSA '21 Slide Template
- At the beginning of your slideshow, we request you begin your presentation with an informational slide that includes the following information:
  - Recent professional photo
  - Name
  - Affiliated institution
  - Your contact information

Recording Recommendations

- When self-recording your presentation, we highly recommend using the Zoom platform on your laptop to create your pre-recordings rather than other platform options. If you would like to record using a different program to create your pre-recordings, please let us know before attempting to upload your video.
  - Whichever program you choose to record your presentation, we ask you to please **NOT** use Canva to record.
- If recording using a cell phone, you will need to be sure you are recording with your phone rotated into the landscape orientation (horizontal video), *not* in portrait orientation (vertical video).
  - *Please note*: You must begin your video in the correct orientation, as you cannot switch between landscape and portrait orientations once you have started recording.
- Keep your recording to 15 minutes.

Pre-Recording Using Zoom:
- When pre-recording using the Zoom platform, layout is very important. When recording, please use the "Share Screen" function to present your slides while you talk. You will want to have your screen look like the 'Shared Window' section where your video is to the right of the shared screen. Please see screenshot above for an example of this format.
- Zoom allows you to record to the cloud rather than to your desktop. Please be sure to record to the cloud, as this also allows both your presentation slides and camera to be onscreen together.
  - For more information on recording to the cloud, as well as managing and sharing cloud recordings, check out the "Suggested Resources" below.
- Videos *must* be recorded in 1920x1080 HD resolution and submitted in MP4 format. Zoom cloud recordings save in MP4 format automatically.
- Sometimes, Zoom will record with the camera on top of the presentation instead. If you need to adjust the recording layout, please see the "Suggested Resources" below.

Suggested Resources on Zoom Recording:
- If you have any questions or need further information on recording, please check out these additional tutorials and articles from Zoom.
  - **Recording Layouts (if you experience issues recording your slides and camera onscreen at the same time):** https://support.zoom.us/hc/en-us/articles/360025561091-Recording-layouts
  - **How to Record a Zoom Meeting (video by Zoom):** https://www.youtube.com/watch?v=lZHSAMd89JE
  - **Cloud Recording:** https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording
  - **Managing & Sharing Cloud Recordings:** https://support.zoom.us/hc/en-us/articles/205347605-Managing-and-sharing-cloud-recordings#h_01F4F88Z2DS9PT102TE1R9TJDK