

**Speaker Registration by: February 15, 2022**

**All Video Files by: March 31, 2022**

**Information:** [center@email.arizona.edu](mailto:center@email.arizona.edu)

## **INSTRUCTIONS - Speaker Guidelines by Session**

### **Technical Specs for VIDEO FILES:**

Any Digital Video Format Will Work.

MOV, MP4, M4V are preferred.

10800P or 720P.

### **Files can be dropped to this Google folder...**

<https://drive.google.com/drive/folders/1LxoRm1TEgAEXsB0Cga4PaRAT976wJdz3?usp=sharing>

Zoom links will be sent out prior to the conference.

## **PLENARY & KEYNOTE**

(3 sessions per day, Tuesday, April 19 through Friday, April 22) Total: 12 sessions

### **In-Person:**

Live Plenary & Keynote sessions will be held in the Loews - Kiva Ballroom, and all sessions will be **live-streamed**

Please arrive 15 minutes prior to your session.

### **Remote:**

Remote speakers will be **live-streamed**.

Zoom links provided approximately a week prior to the conference with reminders sent to all.

Time allotments are generally 25-35 minutes per speaker. Remote Plenary & Keynote speakers will present Live and will be available for discussion. Times are coordinated with the Conference Chair.

Zoom links will be sent out prior to the conference.

## **CONCURRENTS**

(3 per day, Tuesday, Wednesday, Friday) Total: 12 Sessions

### **In-Person:**

Concurrent talks are 20-minutes each, with an additional 5 minutes for discussion, in concurrent theme-based sessions held between 5:00 pm -7:00 pm on Tuesday, Wednesday and Friday of the conference week. LCD projectors and laptops will be available. You may bring your power point presentation on a memory stick or use your own laptop. The Concurrent sessions are held in the Plenary Hall (Kiva) and 2-3 large breakout rooms in the main Hotel. Each Concurrent talk has a Chair who will give a brief introduction of each speaker. All In-Person presenters should arrive 15 minutes prior to the start of their Concurrent Session.

### **Remote:**

Zoom links provided approximately a week prior to the conference with reminders sent to all. All sessions will be **live-streamed** for remote registrants. It is recommended that Remote Concurrent speakers consider preparing a video file in addition to making themselves available for live discussion during the session.

Zoom links will be sent out prior to the conference.

## WORKSHOPS

(8 sessions, Monday, morning (4), afternoon (4), evening (1) Total: 9 Sessions

### **In-Person:**

Each workshop session is 3.5 hours (including 2 breaks) and will be **live-streamed**

Zoom links provided approximately a week prior to the conference with reminders sent to all.

Presenters will divide the time with the help of their Workshop Session Chair.

Workshops are held in the Plenary Hall (Kiva) and additional large breakout rooms in the main Hotel. Speakers should arrive 15 minutes prior to the start of their session. LCD projectors and laptops will be available. Bring your power point presentation on a memory stick or use your own laptop.

### **Remote:**

All sessions will be **live-streamed**. Presenters will coordinate with their Workshop Session Chair.

Zoom links will be sent out prior to the conference. We can accept prepared video presentations if preferred.

These are due by April 1<sup>st</sup>.

## POSTERS – Digital Screens and Video Presentations

Wednesday and Friday evenings (Poster Sessions 1 and II) between 7:00-9:30 pm in the Grand Ballroom (main hotel)

### **In-Person:**

The popular Poster sessions will be held on **Wednesday (session 1) or Friday (session 2)**. **Instead of** the traditional “boards” we will provide long tables with ample room for tabletop displays, laptops and if you prefer to contact our AV team for larger screens or projectors, those can be ordered in advance. Additional charges may apply. Each person will have approximately 8 feet of space. There are a limited number of easels available. Please contact [Abi](#) to reserve.

### **Remote:**

A remote Poster presenter has 10 minutes for their presentation. power point, .mov and other video formats accepted: MP4, M4V. These should be sent in advance as video files by April 1<sup>st</sup>.

Zoom links will be sent out prior to the conference.

The Conference will set up large screen exhibits and loop video presentations for continuous viewing

## EXHIBITORS

Wednesday and Friday evenings 7:00-9:30 pm in the Grand Ballroom (main hotel) with reception.

Additional time between workshops on Monday and between sessions throughout the week

### **In-Person:**

Several exhibitors will present exhibits or sessions in the early morning hours & evening slots with specific times noted on the Program.

### **Remote:**

Remote Exhibitors should prepare an informational video(s) between 5-10 minutes recommended

Zoom links provided approximately a week prior to the conference with reminders sent to all.

The Conference will set up large screen exhibits and loop video presentations for continuous viewing.

## **ART-TECH-HEALTH PRESENTERS**

Design Exhibitions Photography Performance Film  
Wednesday and Friday evenings 7:00-9:30 pm in the Grand Ballroom (main hotel)

### **In-Person:**

Live presentations will be scheduled.

### **Remote:**

Presenters should prepare a video file of their presentation (10 minutes)

The Conference will set up large screen exhibits and loop video presentations for continuous viewing

## **POETRY SLAM PRESENTERS**

Poetry Slam, Talent Show/ Zombie Blues – a TSC Tradition – Friday evening

### **In-Person:**

1-3 minute maximum stage performance

### **Remote:**

Presenters should prepare a video file of their presentation (1-3 minutes) due by April 1<sup>st</sup>.

## **Instructions for Sharing Video Files**

### **Please save all your files in a video format before sharing**

1. Select File > **Export**. ...
2. Open the File **Format** list and select the video **format** that you want (**MP4** or MOV). ...
3. Select the video Quality you want: Presentation Quality, Internet Quality,

PLEASE [EMAIL](#) US WHEN YOU HAVE SHARED YOUR VIDEO FILES

Please save your files e.g. - Last Name, First Name, Section Name

### **Technical Specs for VIDEO FILES**

**ANY DIGITAL VIDEO FORMAT WILL WORK.**

**MOV, MP4, M4V ARE PREFERRED.**

**10800P OR 720P.**

If sending a PowerPoint it needs to be exported as a Video.

Speakers may include: Brief paragraph bios (WORD or PDF) and photos .PNG at 300 dpi

## Sponsor Logos:

Widescreen 16 x 9 - .PNG at 300 dpi

Block Ad: 1920 x 1080 - at 72 dpi

Video Booths: tba

## HELPFUL RECORDING TIPS

### Zoom Recording Instructions

1. Open Zoom. In your profile, click "Settings", then "Recordings". Be sure that Local Recordings is on.
2. At the upper right corner, it will say "Host a Meeting". Click on "Host a Meeting with Video" and follow the instructions to download and run Zoom or wait for the meeting to generate.
3. Be sure that your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.
4. The size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
5. Become familiar with the **Zoom tools** available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording. For an example of a good recording, view the [OFC tutorial](#), which has been made open access, thanks to the instructor.
6. Press the "Record" button. Select "Share Screen" and begin your presentation. As a reminder, your presentation should not exceed 20 minutes for poster and concurrent presentations. Please see the Video Time Allotted Box at the top of this page.
7. Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting-- which will stop the recording. It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.

### PowerPoint Recording Instructions

#### Record narration and timings

1. Select Slide Show > Record Slide Show.

Choose from two options:

- Start Recording from Beginning - to record from the beginning of a presentation.
- Start Recording from Current Slide - to record from a specific slide.

2. Select or clear what you'd like for your recording, and then select Start Recording.
3. Start speaking or add markings to your presentation.

Note: Audio won't record when slide transitions happen so let these play first before you start speaking.

#### Manage recordings - There are different ways to manage recordings in your presentation:

1. Pause - to pause a recording.
2. Close - to end a recording.
3. Laser Pointer, Pen, Highlighter, or Eraser - to use the pointer, ink, eraser, or highlighter tools in your recording.

**Save recordings** - When you're done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

1. Select File > Save As.
2. Select where you'd like to save your presentation to.
3. Under Save as type, select the dropdown arrow and then select PowerPoint Show.
4. Select Save.

**Additional Note to Presenters:**

Please introduce yourself at the outset of your presentation

Please include files: brief paragraph bio (word/pdf) and small .png photo - 300 dpi

Please include your contact information at the end of the presentation

Power Point Slides should be 1920 x 1080 widescreen If sending a PowerPoint it needs to be exported as a Video.

**Alternative Platforms:**

A free app video platform. User Friendly – free trials

**Panopto** is a video recording and streaming tool on campus that faculty use to manage videos in a course, to record lectures or lab demos, or to live stream events. Panopto offers a free trial. Some people have found this tool very helpful.

[Panopto Video Platform - 3 Minute Introduction](#)

<https://www.panopto.com/>

**###**

**1/10/22 - CCS-TSC – AV Technical Guidelines**

**Center for Consciousness Studies**

**Abi Behar Montefiore, Conference Mgr.**