

# ASCIA 2024 CONFERENCE

34<sup>th</sup> ANNUAL CONFERENCE OF THE AUSTRALASIAN SOCIETY OF CLINICAL IMMUNOLOGY AND ALLERGY (ASCIA)  
Tuesday 3<sup>rd</sup> to Friday 6<sup>th</sup> September 2024 | HYBRID | Adelaide, Australia

## Pre-Recorded Video Guidelines

All poster presenters have the option to submit a pre-recorded 3 minute video presentation to accompany their PDF poster in the platform virtual gallery.

### Video Guidelines

Your presentation must go for no longer than **3 minutes** and use no more than a maximum of **3 slides**. The presentation should be an overview of your research, highlighting key data and results.

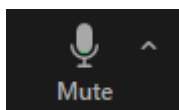
We ask that you record your presentation directly on Zoom Meetings (which can be downloaded free [here](#)). This will help us to ensure the quality and the format is equal across all presentations.

We ask that you record your presentation as if it is being presented live, as we will **not** be able to edit your video.

### Preparing for your recording

Below are some general guidelines on testing, recording and submitting your video:

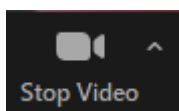
#### Check your sound



The small microphone on the bottom left-hand side of your Zoom screen controls your microphone audio.

This will flicker green when it picks up sound. Ensure that it is picking up your audio before you begin your recording. Additionally, try to ensure there is no background noise as this can make it difficult to clearly hear you. Speak slowly and clearly.

#### Check your video



The small camera icon on the bottom left-hand side of your Zoom screen controls your device camera.

Ensure that you do not have your camera covered, and are not obscured from view, before you begin recording.

#### Frame yourself up

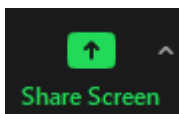
Frame yourself in the picture, centred, with good lighting directed at your face, and at a reasonable distance to the camera. This is an example of a well-framed picture:



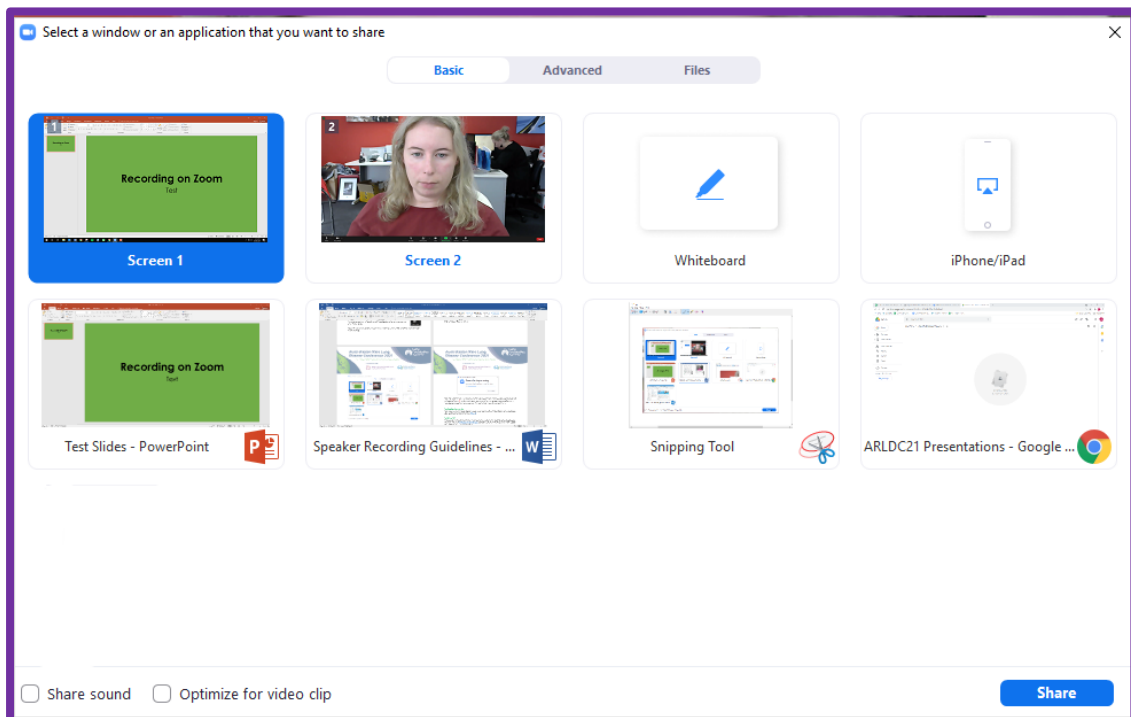
## Presentation slides

You are welcome to use slides alongside your video, but ensure that you are still able to be seen during the recording as this is more engaging for attendees.

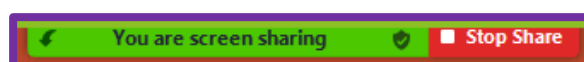
You can start your recording with or without your slides showing, but before recording, ensure that your slides are already open on your computer in Slideshow mode.



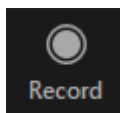
When you are ready to share your slides press the 'Share Screen' button located in the centre at the bottom of your Zoom screen. You will then elect the window or screen containing your slides and press 'Share', as below:



Once you have finished with your slides (this may be at the end of your presentation or simply when you no longer need them) press the 'Stop Share' button that appears along the top of the screen:



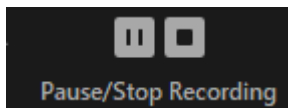
## Recording your presentation



Once your sound, camera and framing is set up and you feel comfortable, you will press the 'Record' button on the bottom right-hand side of your Zoom screen.

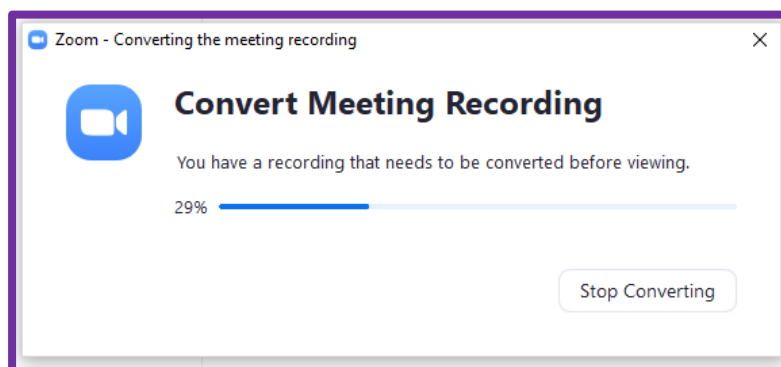
Once pressed this will automatically begin to record whatever is showing on your Zoom screen (just using your camera, or camera and slides).

### Saving the file



Once you have completed your presentation, press the 'Pause/ Stop Recording' button, which will be in the same location as the initial 'Record' button.

Then close the Zoom window completely and it will automatically begin 'Converting' and 'Saving' your file on your local desktop, as below:



Once it has finalised, the folder containing the recording will automatically open (please note: the file will be titled 'zoom *number*'). We recommend that you copy and paste the file to your desktop at this stage, as this will make it easier to locate again in future.

## Uploading to YouTube

When your video presentation is finished, please upload it to YouTube as an '**Unlisted**' video (meaning the video can only be accessed with the private link).

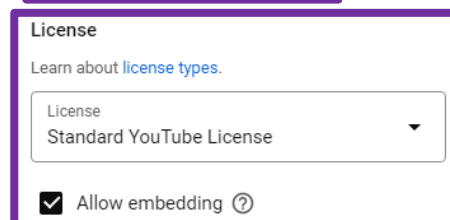
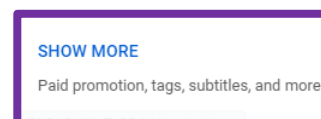
[Here are written instructions for uploading to YouTube](#)

[Here are video instructions for uploading to YouTube](#)

[Here are instructions to locate your video's private link](#)

### Allow for embedding

Ensure you allow your uploaded video to be embedded. Click on 'Show More'. Scroll down to License and tick allow embedding.



## Submitting your presentation

Please submit your pre-recorded video via the link you received in your acceptance email by no later than **Tuesday 20<sup>th</sup> August 2024**.