

BEST PRACTICES FOR RECORDING YOUR PRESENTATION

VIRTUAL 2021 PSA ANNUAL MEETING

IMPORTANT

Deadline to submit presenter materials is Wednesday, June 30, 2021. Submissions will not be accepted after this date.

Only 12-Minute Abstract presenters will submit a pre-recorded video. *Poster presenters will **not** submit a video in 2021.*

WHEN RECORDING...

PLEASE BE AWARE OF THE FOLLOWING

- Quietness (background noises such as family, roommates, or pets can be picked up in your recording; be sure to record in a quiet space)
- Avoid using overhead lighting. If using special lighting, make sure it is directed at your face
- Do not sit in front of a window or have one in the background of your recording
- Make sure your background is free of clutter; blank walls are preferred
- Have your computer at eye-level; consider setting your computer on a stack of books if you need some additional height
- Ask other members of our household to refrain from using the internet during the time of your recording
- Remember that your computer camera is your “audience”

TECHNICAL SPECIFICATIONS TO CONSIDER

- Use High Speed Internet if using the PSA suggested method for recording via Zoom
- Save Recording as a .MP4 File

VIDEO NAMING CONVENTION

When you have finished your recording, please be sure to name it with the following naming convention: **ABSTRACT-NUMBER_VIDEO_PRESENTATION-TITLE**

Although submissions are to be uploaded to YouTube, it is a best practice to name the video accordingly in the event the file is needed.

Example Video File Name:

123_Video_This-is-My-Presentation-Title