

GUIDELINES FOR SUBMITTING YOUR PRE-RECORDED PRESENTATION

VIRTUAL 2021 PSA ANNUAL MEETING

SUBMITTING YOUR VIDEO RECORDING

Deadline to submit is **Wednesday, June 30, 2021**. Submissions will not be accepted after this date and will be considered no-show presentations.

RECOMMENDED METHOD

YOUTUBE EMBED CODE

For the best results in the virtual meeting platform, users are highly encouraged to upload their presentation to YouTube and then submit the presentation's YouTube embed code which PSA will use to place the presentation into the virtual platform. See below for where to find the code.

NEVER UPLOADED TO YOUTUBE?

- Please reference this short, 3-minute video about how to sign-in, create a channel, and where to upload. [Watch the 3-Minute Video Now.](#)
- [How to get Embed Code](#) (*this is what you will need to submit to PSA*)
- Other YouTube Resources:
 - [How to Use Your Google Account for YouTube](#)
 - [Creating a YouTube Account](#)
 - [Creating a New Channel](#)
- **If you are concerned with posting your video publicly** to YouTube, please use the *Unlisted* option which will only make your video available via the video's embed code that you will provide in the 2020 Presenter Materials Submission Form. Unlisted takes your video out of the YouTube search results, but will still make it available for the meeting.
- **DO NOT** set videos to private, no one will be able to see a private video except for you.

ALTERNATIVE METHOD

The YouTube method is highly recommended. However, if you cannot upload to YouTube, you can also submit your video through the following method.

SENDING PSA THE VIDEO

Please use this option as a last resort. It is highly recommended that you submit your video recording via the YouTube method. However, if you are absolutely unable to upload to YouTube, you may send your pre-recorded video to PSA directly.

VIDEO SPECIFICATION REQUIREMENTS

(Ignore these specifications if you are uploading to.)

- Accepted Formats: MP4 (Recommended Format), WAV, MOV
- Max Size Information
 - 1900x1080
 - 16 Bit Audio
 - 44.1khz Stereo Audio
 - 2GB Max File Size
- Recommended Size Information
 - 1280x720
 - 16 Bit Audio
 - 44.1khz stereo audio
 - 800 MB or less File Size
- Video/Poster File Naming Convention Follows Requirements

Your video and poster files' naming conventions must follow this format:

ABSTRACT-NUMBER_VIDEO_TITLE and ABSTRACT-NUMBER_POSTER_TITLE

(Do not use spaces; replace spaces with dashes and/or underscores.)

Examples:

123_VIDEO_This-is-my-prerecorded-video

456_POSTER_This-is-my-virtual-PDF-poster

SUGGESTED METHOD OF RECORDING: ZOOM MEETING

Presenters are free to select their own platform when recording their presentations. If you are looking for a suggestion, PSA would suggest Zoom. Zoom allows you to host and record a meeting for a maximum of 40 minutes. Once you end the meeting, your recording will be converted and saved to your computer as an MP4 file.

TO GET ZOOM

- Visit <https://zoom.us/signup>
- Create an account, it's free!

RECORDING YOUR PRESENTATION

- Download the zoom desktop app or click *Host a Meeting >> With Video On* option from the zoom website.
- Ensure your webcam and your computer microphone are set up and working. You will see these options when you start your meeting in zoom.
- Press record when you are ready to start. Press the record icon again when you have finished.
 - **What if I mess up and need to start over?**
Press the recording icon to stop recording and press it again to start a new recording within the same meeting. When you are finished and end the meeting, Zoom will create separate videos for each recording session (from start to stop) you held within the meeting. This allows you to record a second (or more) take if you are not satisfied with the first attempt.
- Once you end the meeting, your recording will be saved. **It will not be saved before you end the meeting.**
- Once the recording has been converted, a window will pop-up taking you to the recording's location on your computer.
- When looking for your recording, please note that Zoom saves three (3) separate files. The one you will want is the MP4 file. This is the video file.

FURTHER SUGGESTIONS

- It is advised that you do a few practice sessions within Zoom if you have not used it before. This way your recording will go well and you have tested out all potential bugs.
- You do have the ability to share your computer screen in Zoom if you want to get creative with showing figures or slides in addition to yourself speaking. This will all be seamlessly recorded in Zoom when recording is turned on.