

Submitting Your Presentation

If you do not know your login name, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble please contact us [HERE](#).

Important Information

- **The deadline to submit is October 6, 2021 at 5pm CT.** After this date, no presentation materials will be accepted for upload.
 - Please be sure to read the guidelines on the Orchestrate website before uploading your presentation.
 - If you need assistance or have questions about uploading your presentation, please contact Orchestrate@freemanco.com and reference [AHA Scientific Sessions 2021 Virtual](#).

Audio Tips:

- **Use a microphone and test audio before recording.** Wired headsets will generally produce the best quality audio and pickup less ambient noise.
- **Record presentation from a quiet location.**

Recording Suggestions:

- **Practice your presentation and recording beforehand.**
- **Be mindful of lighting.** Try practicing with different lighting to find the best effects.
- When you are ready to record, open your slides in full screen mode.
FOR EXAMPLE: If using Microsoft PowerPoint, give your presentation in "Slide Show" mode.
- **Begin your presentation on your content slides.** A brief pause in between slide transitions may be needed with some recording applications below.
- **Final file format must be an MP4 file.**
- Speaker Resources:
 - Best Practices: [Tips for Presenting at Home](#)
 - PowerPoint 2019/Keynote (Windows, Mac): [Instructions](#) | [Record with Webcam](#)
 - PowerPoint 2019 Mac: [Instructions](#)
 - Recording on Zoom - (Windows, Mac): [Instructions](#) | [How-to-Video](#)

Technical Specs:

- File size: **2GB is the maximum file size limit** for the Orchestrate Advanced Submission System. If the file size is larger than that- please email Orchestrate@freemanco.com for alternative upload instructions.
- Resolution: 1920 x 1080
- Frame Rate: 30fps
- CODEC: h.264 in .mp4 wrapper + AAC for audio
- 6mbps bitrate:
 - To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate.
- MP4 file format is the preferred and recommended file type.

Save and Review:

- Make sure your presentation video is saved as a MP4 file.
- Playback MP4 file prior to submitting.
- Save your file with the **Session Number _ First Name Last Name**.
 - **Example: AC.CVS.123_JohnDoe**

Orchestrate Website: Uploading Your Video Presentation

Important:

- *When naming your file, please keep the length under 30 characters and do not include special symbols \$ & +, / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.*
- **Maximum file size for any file(s) is 2GB per file**

Upload Process

- Step 1: Locate the desired presentation you wish to upload to.
- Step 2: Click the "Upload Files" button.
- Step 3: Browse out to your upload file, select the file(s) to upload, and click on "Open".
- Step 4: If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

Try to avoid:

- Having a total file size that exceeds 10 MB (although our system will still accept it).
- The use of red or green in fonts or backgrounds as they are colors that are difficult to read.
- Stretching the images manually, they will lose quality once zoomed in.
- Full width sections. They are very difficult to read when divided as a section, even zoomed in.

Upload Confirmation

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact the support desk at Orchestrate@freemanco.com to ensure that your file was successfully uploaded. When contacting the support desk, please reference AHA Scientific Sessions 2021 Virtual and the presenter's full name.

Making Changes to Your Presentation

If you need to make changes to a presentation video that you submitted **before 10/06/2021 deadline**, you may resubmit the video through the website using a new file name; you should also delete the earlier submission.

Thank You!

By following the guidelines above, we are confident that Freeman Orchestrate will ease the process of delivering your presentation. Should you have any questions not addressed in these guidelines, please feel free to email Orchestrate@freemanco.com.