



## Scientific Sessions 2021 Self-Recording Guide

We are looking forward to having you on the program for AHA Scientific Sessions 2021. Below we have provided key information to help you prepare to record your talk.

There are a few options for programs to use to record your presentation yourself. We have included instructions for recording yourself via Zoom or PowerPoint.

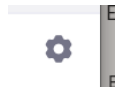
Please review the important checklist below and access the [Self-Recording Best Practices \(PDF\)](#) in preparation for your recording. To view your session details go to your [Participant Portal](#)

### Recording Preparation Checklist for Speakers

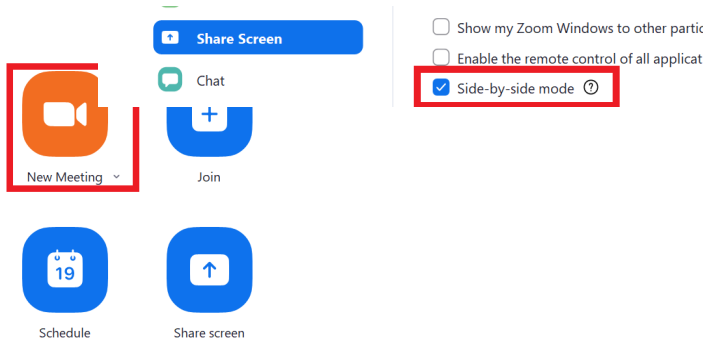
- ✓ **Disclosure Slide**
  - a. ACCME requires presenters to include a disclosure slide at the beginning of their presentation. If you do not have a disclosure slide during your recording, we will not be able to move forward with your presentation.
- ✓ **Time Limit**
  - a. Refer to acceptance communication to confirm your time allotment. This communication can be found in your Participant Portal.
  - b. It is very important that your talk aligns with your allotted presentation time. Please make every effort to prepare your talk with this time limit in mind.
- ✓ **Where to Upload Your Recorded Presentation**
  - Please upload your videos to <https://aha2021.sessionupload.com>
  - a. When uploading your recordings, please use this format:  
SESSION NUMBER\_(FIRST NAME) (LAST NAME). Format example:  
AC.CVS.146\_John Doe
  - b. Maximum file size for any file(s) is 2GB per file

### Zoom Recording Instructions

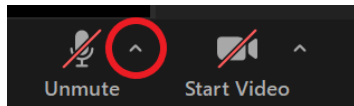
- Login to your zoom account or create a new one [here](#)
- Before starting your recording, verify that you are recording in "side by side mode"
  - Go to settings by clicking on the gray gear icon in the top right corner.



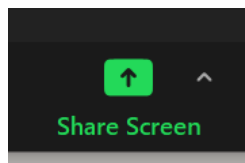
- Click the 'Share Screen Settings'. Then make sure the box next to Side-by-side mode is checked.



- Click "start a new meeting"
- Check your microphone to insure it is capturing your voice well.
  - To test your microphone and speakers, click on the up arrow next to "Unmute" (or Join Audio) and select 'Test speaker & microphone'

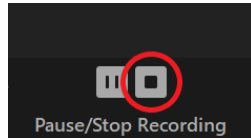


- Follow the prompts. If you hear the ringtone then your speakers are working. If you do not hear the ringtone then click no and Zoom will proceed through your speaker options until you can hear. You should also check the volume on your computer in case this is down very low and needs to be raised.
- Share your screen by clicking the green 'share your screen' button at the bottom of the zoom screen.



- Start Recording when you are ready by pushing the 'record button at the bottom of the screen
  - Depending on your Zoom Account, there will be two types of recordings. If you're able to record to the Cloud, please to so.
  - If you have a Zoom Business account and your organization requires you to record locally to your device that is fine.

- Once you have completed your presentation, hit “stop recording” at the bottom



of the screen.

- Stop sharing your screen by clicking the red “Stop share” button at the top of the screen and then End the meeting.
- Depending on where you selected to save your recording, you will be able to

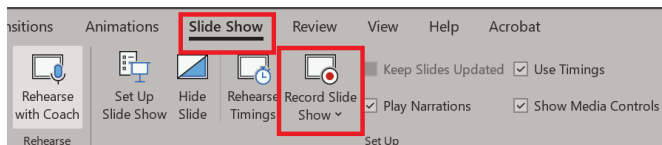


access it in one of the following ways:

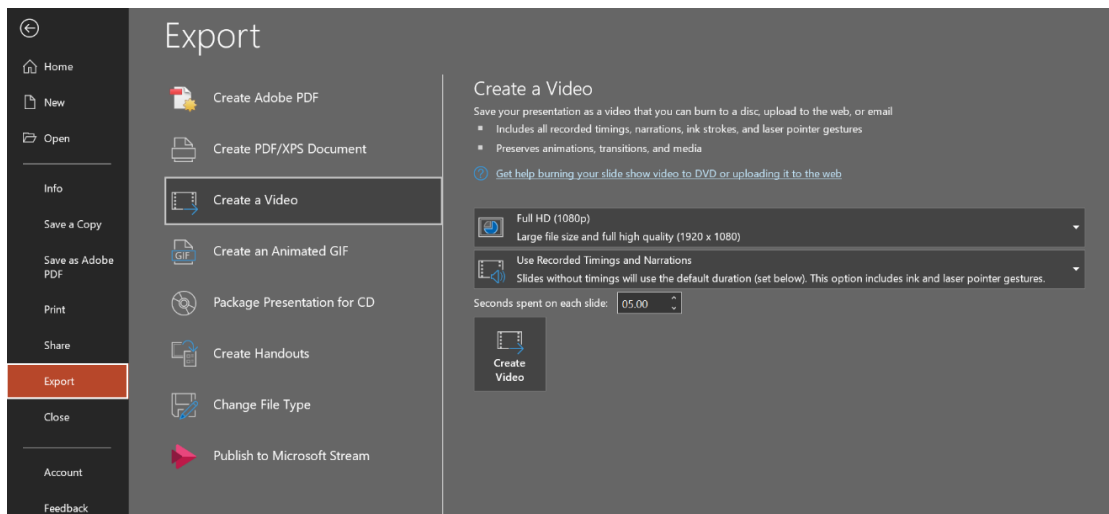
- a. If you selected cloud recording, it will now process and you will get an email once it is ready. You can then click on the link in that email to download a copy
- b. If you selected local recording, once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named Zoom\_0.mp4. The audio only file (M4A) is named audio\_only.m4a. Final file format must be an MP4 file.

## PowerPoint Recording Instructions



1. Select “Slide Show” from the top tool bar. Then select “Record Slide Show”
2. Choose from two options:
  - a. Record from Current Slide - to record from a specific slide.
  - b. Record from Beginning - to record from the beginning of a presentation.
3. When you are ready, select “Record” in the top left-hand corner of the screen and start speaking.
4. To record from a specific slide, go to it, and then select Record.
5. Save the file.
6. Once the file is saved, click “file” → “export” → “create a video”
7. Click the create video button and save



Upload your presentation through the **Orchestrate System**.

Final file format must be an MP4 file.

- c. 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](#).
- d. When uploading your recordings, please use this format:  
SESSION NUMBER \_(FIRST NAME) (LAST NAME). Format example:  
AC.CVS.146\_John Doe
- e. Maximum file size for any file(s) is 2GB per file

Please contact [programparticipant@heart.org](mailto:programparticipant@heart.org) for any questions you have regarding your recording or presentation. We are delighted to have you on the program for AHA Scientific Sessions 2021.