



Scientific Sessions 2022 Virtual Participation Self-Recording Guide

We look forward to having you virtually included on the program for AHA Scientific Sessions 2022. Below is key information to help you prepare to record your talk. Your recording must be received by **Oct. 21, 2022**, so it can be included in the program.

Understanding Your Virtual Participation: Your virtual participation is comprised of your pre-recorded presentation and engagement in Q&A via the Mobile App during the meeting.

There are a few options for programs to use to record your own presentation. We've included instructions for recording yourself via Zoom or PowerPoint. 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 don't have a disclosure slide during your recording, we won't be able to move forward with your presentation.
- ✓ **Time Limit**
 - a. Refer to acceptance communication to confirm your time allotment. This can be found in your Participant Portal.
 - b. It is very important 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 and Presentation Slide Deck**
 - a. Upload your videos and presentation slide deck to:
<https://aha2022.sessionupload.com>
 - Username: *speaker email address*
 - Password: aha2022
 - b. When uploading your recordings, use this format:
SESSION NUMBER (FIRST NAME) (LAST NAME). Format example:
AC.CVS.146_John Doe
 - c. Maximum file size for any file(s) is 2GB per file

Contact programparticipant@heart.org for questions about your recording or presentation using the subject line "Virtual Participation Recording Support." We're delighted to have you on the program for AHA Scientific Sessions 2022.

Sessions Participants Open Support Hours:

For help on your presentation or how to record and upload your presentation, join our team on Zoom during open support hours on these days. Questions about recording can be email directly programparticipant@heart.org with the subject line "Virtual Participation Recording Support."

Zoom links can be found on communication sent from ProgramParticipant@heart.org. Reach out directly if you need a link.

MONDAY 9-11 a.m. CT	TUESDAY 2:30-4 p.m. CT	THURSDAY 9-11 a.m. CT	FRIDAY 2:30-4p.m. CT
Sept. 12, 2022 Sept. 19, 2022 Sept. 26, 2022 Oct. 3, 2022 Oct. 10, 2022 Oct. 17, 2022	Sept. 6, 2022 Sept 13, 2022 Sept. 20, 2022 Sept. 27, 2022 Oct. 4, 2022 Oct. 11, 2022 Oct. 18, 2022	Sept. 8, 2022 Sept 15, 2022 Sept. 22, 2022 Sept. 29, 2022 Oct. 6, 2022 Oct. 13, 2022 Oct. 20, 2022	Sept 9, 2022 Sept 16, 2022 Sept 23, 2022 Sept 30, 2022 Oct 7, 2022 Oct 14, 2022

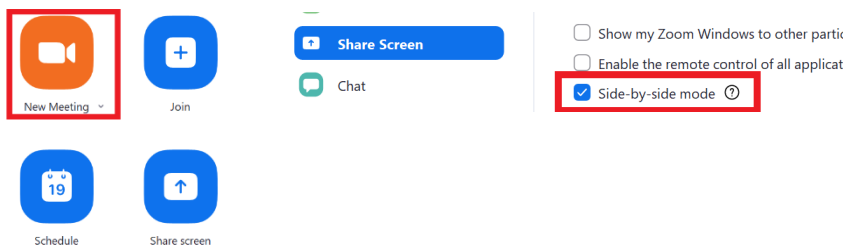
Zoom Recording Instructions

- Log in to your Zoom account or create a new Zoom account [here](#)
- Before starting your recording, verify you are recording in "side-by-side mode"

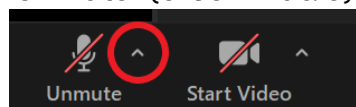
- Go to settings by clicking on the gray gear icon in the top right corner.



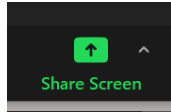
- Click the 'Share Screen Settings.' Then make sure the box next to Side-by-side mode is checked.



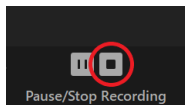
- Click "start a new meeting."
 - Check your microphone to ensure its capturing your voice well.
- To test your microphone and speakers, click on the up arrow next to "Unmute" (or Join Audio) and select "Test speaker & microphone"



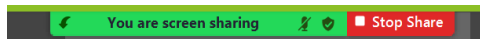
- Follow the prompts. If you hear the ringtone, your speakers are working. If you don't hear the ringtone, click no and Zoom will proceed through your speaker options until you can hear. You should also check the volume on your computer.
- Share your screen by clicking the green "Share Screen" button at the bottom of the Zoom screen.



- Start recording when you're 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, do so.
 - If you have a Zoom Business account and your organization requires you to record locally to your device, that is fine.
- Once you've completed your presentation, hit "Stop Recording" at the bottom of the screen.



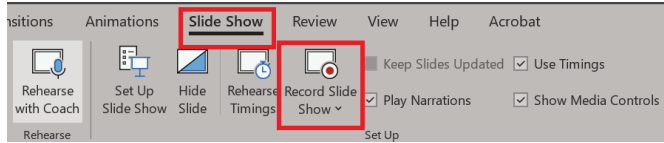
- Stop sharing your screen by clicking the red "Stop Share" button at the top of the screen and then "End" the meeting.
- Depending on where you selected to save your recording, you'll be able to access it in one of these ways:



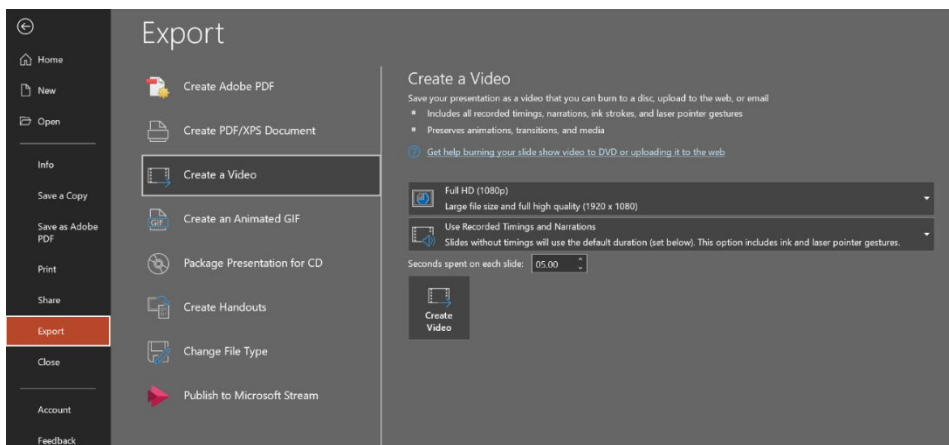
- If you selected Cloud recording, it will now process, and you'll get an email once it's ready. You can then click on the link in that email to download a copy.
- If you selected local recording, once the conversion process is complete, the folder containing the recording files will open.

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, 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.

- If you don't 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're still having trouble, contact [Orchestrate tech support](#).**
- When uploading your recordings, use this format: SESSION NUMBER_ (FIRST NAME) (LAST NAME). Format example: AC.CVS.146_John Doe
- Maximum file size for any file(s) is 2GB per file
- Instructions on how to upload your [presentation to Orchestrate](#)