

EANM'21 Virtual Recording Instructions for Invited Speakers

Dear Invited Speakers,

Please read the instruction below carefully.

In case you are unable to deliver your talk, please get in touch with the EANM Office (Susanne Koebe, s.koebe@eanm.org) at your earliest convenience and (best case) already suggest a replacement speaker. But due to the virtual format, we hope you can manage to record your talk in time.

Extended Deadline for Presentation Upload: September 15, 2021

General

- Agreement

By uploading your presentation, you give your agreement that EANM has the permission to publish the uploaded material on the congress platform for viewing by all registered participants. It is your responsibility to include only material which is free to use (e.g. videos, pictures, or music). EANM does not offer reimbursement for any copyright charges.

- Privacy / Advertising

It must be guaranteed that all content used in your presentation can be shown online on the EANM congress platform during and after the congress. If your presentation includes sensitive data, please remove these data before you upload your slides. No amendments can be granted after the upload. Patient confidentiality must be protected. Names of patients must not show up in slides/pictures. Avoid commercial reference. Advertising of products is prohibited.

- Conflict of Interest (COI) Page

Before you can upload your recording, you will be asked to fill-in the disclosure questions. (<https://eanm21.eanm.org/submitters-presenters/> -> Download: *EANM21 Disclosure Questions*). Please have those 4 answers ready for copy paste. You DO NOT have to include them into your actual recording!

Preparation of Presentation

- **Format**

A pre-recording of your presentation is required. The required format is 16:9 and you can upload *.mp4 files with a size of max. 5GB. You can use the PowerPoint-Narration function to create a recording of your talk and then export it as .mp4 file very easily. Otherwise, any recording resulting in a .mp4 is possible as long as you deliver it in the format 16:9, e.g. from zoom.

- **Template**

You can download the offered *.pptx template, but it is not mandatory to use it.

(<https://eanm21.eanm.org/submitters-presenters/> -> Download: *EANM21 Powerpoint Template*).

- **Presentation time**

It is required that your presentation strictly adheres to the given presentation talk time, as stated in the program (please do not make it much longer or much shorter).

- **Report**

All presentations have to be held in English. Do not cover too many details. Apportion your message appropriately. Discuss only the major points of your work, supported by the conclusions drawn from your data. Remember that you have to communicate with the audience in a limited time. A rushed presentation is of no use to the audience and your reputation.

Presentation Recording

Please find hereunder the instructions on how to pre-record your presentation with the MS PowerPoint narration function.

- With your presentation open, on the Slide Show tab, click Record Slide Show.
- Clicking the upper half of the button starts you on the current slide.
- Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.
- It is your choice whether you record your face as video as well, or just a photo or none of those. From the experience, it is more interesting, to see also the recorded face of the speaker, but do not feel forced if you feel uncomfortable.

(The “Clear” command deletes narrations or timings, so be careful when you use it. “Clear” is grayed out unless you have previously recorded some slides.)

In the “Record Slide Show” box, check the boxes for your recording, and click “Start Recording”.

For detailed instruction or in case you use a different windows version or Mac OS please follow this link:
<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

What you will need for the recording:

- A computer
- Headset (if possible) plugged in and ready (use of a microphone is also possible)
- Ideally also a webcam
- Your final Powerpoint presentation
- A timer counting down the remaining time.

Suggestions for optimal result:

- Make sure you have closed all the other applications and programmes on your computer
- Make sure you are in the correct location with a neutral background and without background noises so you can't be interrupted
- Choose a location with sufficient lighting but avoid direct sunlight into your webcam
- Consider raising your webcam or laptop so that it is at eye level and you can sit upright

After Recording:

- Check the quality (video and audio) of your presentation
- **Choose file / export / choose as MP4 to save your recording as video**
- Check that you did not exceed the given maximum size (5 GigaB).
- Check that you did not exceed the given time limit.

Upload of your Recording – detailed info can be found [here](#).

- You will find the link for the upload within your [myEANM Area](#):
<https://myeanm.eanm.org/>
(log in with your email and your chosen password)
Follow the steps mentioned here:
<https://eanm21.eanm.org/submitters-presenters/login-and-upload-of-recording-steps/>
- Prior the upload process, you have the possibility to upload a portrait photo of yourself – it will be displayed next to your name/presentation (upload is not mandatory)
- Then you have the chance to indicate whether viewers of your presentation (=participants of the congress) can contact you for feedback or questions via a (hidden) email button.
- Fill in your answer into the Conflict of Interest (COI) Form before uploading your recording (mandatory)
- Upload your recording (possible as .mp4 file only)
- A preview is visible after a successful upload. Check the preview of your upload (video and audio quality).
- After the successful upload you will receive a confirmation email

Please upload your presentation to the protected server before the deadline!
Replacements of uploads can be done any time until the deadline.

We thank you very much for your support and contribution to a successful online edition of the EANM'21 Virtual Congress.