Date	Deadline	Great! So, what should I do?
July 31	Speaker acceptance, COI disclosure due	Log in to session management site to accept/decline invitation and complete COI disclosure tasks.
September 1	Presentation outline due from ALL speakers	Upload outline to session management site
September 10	Presentation slides due from ALL speakers for CME Committee review	Upload slides to session management site
Sept. 10 - Oct. 5	CME Committee review of slides Speakers to revise slides, per CME Committee feedback, where applicable	Click HERE to delete previous slide file and upload revised slide file to speaker management site.
October 5	Recorded presentations due from ALL speakers	See page 2 below for additional instructions
October 15-18, 2020	ACNS Virtual Fall Courses	See "Onsite Logistics" section of Course Director Handbook below
November 31	Deadline to claim honoraria	Complete and return the W-9 form to rbuendia@acns.org

Presentation Review & Recording Process

- **Presentation outline** *(due September 1, 2020)*: 1-2 sentence description of your talk that you enter directly into the session management site.

- **Presentation slides** *(due September 10, 2020)*: Create your slide deck based on the topic in your speaking invitation:
  - Slide presentation template: You may opt to use the ACNS slide template or a template from your institution. The ACNS slide template can be found **here**.
  - All material must be contained within the PowerPoint presentation.
  - Please do NOT include course name, dates, etc. on any slides.
  - **DO NOT include a COI Disclosure slide.** ACNS staff will add this slide for each presentation. The COI slide will be shown before your title slide during the introduction of your talk. You may start your presentation slides with your Title Slide.
  - Once you have completed your slide presentation, please upload the file directly to the session management site.

- **CME Committee Review Slides:** Recorded versions of the courses are considered an "enduring material" by ACCME and require a more rigorous content review, including prior review of slides by the ACNS CME Committee for ALL presentations, regardless of speaker disclosure.
  - Speakers to revise slides, per CME Committee feedback, where applicable – you must delete the previous slide deck and upload the revised slide deck directly to the session management site.

- **Recorded Presentation** *(due October 5, 2020)*: Once your slides are accepted by the CME Committee, you may record your presentation.
  - **Mock "Live" Presentation Format** - *Submit a recording of your slide presentation featuring audio narration.* Total time of your presentation is based upon your scheduled session time per your speaker invitation. Please be mindful that this also includes Q&A. *We encourage 5 minutes of Q&A time.*
  - **DO NOT include a COI Disclosure slide.** ACNS staff will add this slide for each presentation. The COI slide will be shown before your title slide during the introduction of your talk.
  - **Once your recording is complete**, upload directly to the session management site under the appropriate task.
  - Specific questions regarding your topic or timing? Contact your Course Director, which can be found in your speaker invitation.

You will need:
- High-speed broadband internet connection (cable or wireless).
- Device (preferably a desktop or laptop computer) with;
  - Microphone
  - Speaker
    *Recording your presentation on a mobile device is strongly discouraged. You will need to screen share and utilize the mouse as a pointer.

Audio/Recording tips:
- Use a microphone and test audio before recording. A wired headset will generally produce the best quality audio and pickup less ambient noise.
- Record presentation from a quiet location.
- Begin your presentation on your content slides. A brief pause in between slide transitions may be needed with some recording applications listed below.
- Open slides in full screen mode. For example, if using Microsoft PowerPoint, give your presentation in "Slide Show" mode.

Tools to Record:
- PowerPoint or Keynote - use PowerPoint or Keynote to record your presentation and export a MP4 file.
  - PowerPoint (Windows, Mac): Instructions | Additional Instructions | How-to-Video
  - Keynote (Mac only): Instructions | How-to-Video
- Use a web conferencing platform to record your presentation;
  - Zoom - (*Windows, Mac):* Instructions | How-to-Video
    - Payment required for videos longer than 40 minutes.
  - GoToMeeting - $19/month *(Windows, Mac):* Download | How-to-Video
  - Amazon Chime - *(Windows, Mac):* Instructions | How-to-Video
- Record your own (free tool)
  - Loom *(Chrome Browser on Windows, Mac):* Download | How-to-Video
- Record your own (paid tools)
  - Camtasia - *$249 (Windows, Mac):* Download | How-to-Video
 - Screencastify - *$49 (Chrome Browser on Windows, Mac):* Download | How-to-Video

Should you need assistance with your recording, the ACNS staff would be happy to help. Please contact Rachael Buendia at rbuendia@acns.org.

When recorded, your presentation should resemble the following:
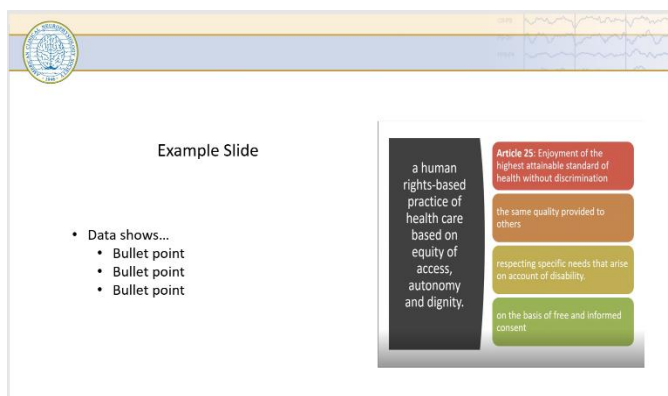
*Your presentation materials will appear on the screen with audio running of your narration.

*During your assigned Live session the Course Co-Directors will introduce your presentation and host the Live Q&A session after your pre-recorded presentation is viewed. *(See additional Q&A instructions on page 5)*

Welcome to the   Webinar

Questions & Answers

Time Remaining for Questions:
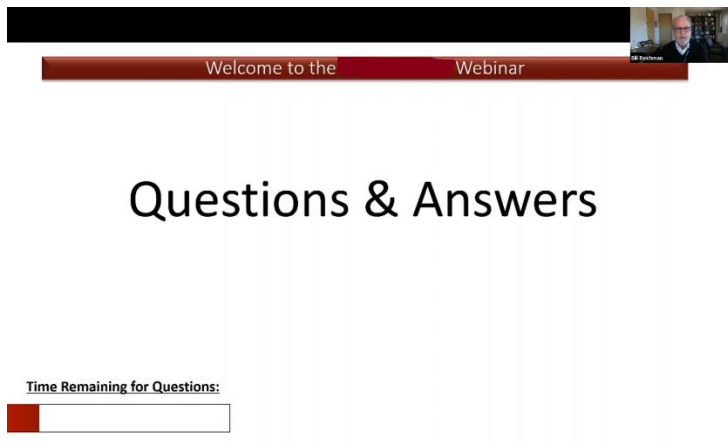
*During your Live Q&A session you will appear on screen while answering questions. This will resemble the screenshot to the left.

Save and Review:
- Please make sure the recording is saved as one of the following formats: *.avi, .mov, .mpg, .mp4, or .wma*. MP4 is preferred.
- Please make sure your recording is no larger than 2GB
- Playback file prior to submitting.

Preparing Your Presentation - Presentation Materials, Video and Audio Recommendations

- Prepare your presentation as you would for a live-audience during an in-person meeting.
  - o It is highly recommended that you use 16:9 ratio for your presentation format.
  - o You may use the presentation system you are most comfortable with: PowerPoint, Keynote, etc. During the presentation recording, you will simply deliver your presentation by doing a "screen share" on the Zoom (or whichever tool you use) recording.
  - o **Limit** the amount of wording on each slide; create virtual engagement through your verbal words and personality.

- Stay within your allotted presentation time
  - o It is highly recommended that you practice your presentation delivery in advance to ensure your timing.

- Be sure to embed your videos into your presentations
  - o If you are embedding videos, check that any embedded links are queued up and ready to play at the optimal point upon pressing play.
  - o If an embedded video is linked externally, verify that there are no commercials, propaganda or commercial logos displayed before the video plays.
  - o Ensure that you have the necessary permissions and documentation (if needed) to utilize patient videos in your presentation.

Recommendations for Delivering Your Presentation

- Voice / Audio
  - o Annunciate and project your voice, just as you would at the podium in a large auditorium. Speak clearly and slowly. You are presenting to an international audience, so please try to avoid "slang" terms or regionally specific verbiage.
  - o Try to remain as comfortable as possible during your recording. When in doubt, try a smile.

- Prepare your setting for optimal recording output
  - o Check your sound and setting before your recording.
  - o Ensure you will not be disturbed or interrupted during your recording.

- Be yourself: Don't be afraid to be yourself and let your personality shine.

Practice Your Presentation

- It is highly recommended that you record yourself delivering your presentation in advance, as practice. If needed, forward your recording to a colleague or friend for constructive feedback.
  - o Notice any excessive habits that can be avoided; such as touching your face, playing with jewelry or tapping a pen.
  - o Notice if you use excessive verbal pauses ("um, like, so") and try to avoid them.

Q&A with Participants

The last 5 minutes of each session (during your assigned date/time), you will participate in a LIVE Zoom discussion to answer questions that are posted by the Fall Course participants in the chat feature. This will be moderated by the Course Co-Directors who will also introduce your presentation at the beginning of the viewing and then lead the Q&A.

Please plan to login no less than 30 minutes prior to the scheduled live-discussion time; the ACNS Staff will provide this detailed information in the days leading up to your session launch.

Moderators will monitor the incoming questions to determine priority for live Q&A with the session presenters. The most frequent questions and/or questions with the greatest learning opportunity will be prioritized for the discussion.

All courses will be held in a mock-live format, but will also be available on-demand for 48 hours following the completion of the courses.

We thank you for participating in the 2020 Virtual Fall Courses! Please contact the ACNS Meetings Manager at rbuendia@acns.org with questions or concerns.