SfAA PRE-RECORDED PRESENTER GUIDE

Instructions for Prerecorded Sessions

Videos should contain a clear view of the presentation material along with audio of the spoken presentation. Preferably, videos should contain a shot of the speaker's head for increased engagement (this shot should be thumbnail-sized and overlaid on the slide images). Many presentation software tools allow recording audio and video directly in the application and can export appropriate video files. Please see the detailed instructions for PowerPoint and Zoom.

PowerPoint

1. Follow these instructions to add audio to your slides
2. Follow these instructions to generate a MPEG-4 (.mp4) file from your slides and audio/video
3. Alternatively, you can follow this video tutorial which goes through both of these steps for Windows. Also, see this video tutorial if you use Keynote on Mac

Zoom

1. Follow these instructions to record a Zoom meeting
2. Start Zoom meeting
3. Share screen to view presentation materials (e.g., PowerPoint, PDF)
4. Record at bottom of Zoom screen and give presentation
5. Stop recording and/or end Zoom meeting
6. If you have an education, business, or enterprise Zoom account, you can add and edit captions
7. Wait for recording to download

Other Software Options

Presenters can also create video presentations using free softwares such as Panopto, Camtasia, and Snagit. We recommend checking with your university-supported technologies and IT support which might afford you licenses to softwares such as VoiceThread and Adobe Premiere Pro.

Video File Format

The presentation video must be in MP4 format.

Please use the following naming convention: SID-lastname.mp4, where SID is your session ID (e.g., 22-6, 23-7, PR 23-12, PR 24-10, 25-19), which you can find in the program beside the session title and date/time. Example: 26-11-Ballin.mp4

Tips for Recording

These tips address technical recommendations and accessibility. We thank Nell Koneczny, the Accessibility and Meetings coordinator at the American Anthropological Association for compiling many of the linked guides about accessibility, as well as SfAA's co-sponsors and TIGs who provided their suggestions throughout the planning of our first virtual meeting.

1. Introduce yourself and provide a visual description of yourself and any slide content. See the Guidelines for Creating Accessible Introductions
2. Use as quiet an area as possible.
3. Avoid areas that have echo.
    a. Rooms should be fairly small.
    b. Sound dampening can be done with carpeting, curtains, and furniture.
4. Hardline internet connection recommended, but if unavailable, use a strong Wi-Fi connection.
5. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce "pops." Avoid using default built-in microphone on computer.
6. Remember to speak slowly and clearly.
7. Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.

Using Visuals

If you are using presentation slides, or other visual material, please consider the following:

- Use high contrast colors (black on white, or vice versa)
- Use 18+ point size font
- Describe any images
- Read any text on the slide aloud

Captions and Transcripts

We request that pre-recorded presenters provide captions or transcripts for their presentation. Captioning ensures that all attendees, including those who are d/Deaf, hard-of-hearing, or benefit from processing information through reading, have equitable access to the same knowledge.

We encourage presenters to take advantage of AI software to help transcribe or caption; however the output of these programs should be reviewed for accuracy and corrected as needed. AI captioning often struggles with proper names, technical terms, and jargon.

Many programs, including PowerPoint and Zoom, will allow you to caption your video. If you record your video without captions, you may consider using a video editing program, such as Amara, to add them. Programs such as Otter.ai will use artificial intelligence to create a

transcript. Technology support at your workplace may be able to suggest other options and provide support.

Handouts and Supplemental Material

Presenters can share copies of slides, handouts, or supplemental material. These should be submitted to SfAA along with the video recording. Providing copies of your slides allows viewers to follow along and may make it easier to view and understand your content. Sharing your slides does not equate to sharing copyright, and you may also include a watermark or note not to circulate on the slides. Please see here for instructions on how to add watermarks/copyright notices to Microsoft Word documents, and instructions here for how to do so in PowerPoint.

You may also opt to share pictures, charts, or files to accompany your video, especially if these are too large to view in the video. Please use a common file type (e.g., DOC, PDF, JPG) and explanatory filename. These materials should be submitted to SfAA along with the videos.

Please review accessible formatting guidelines for PowerPoint, Word Document, and PDF files.

Note for Session Chairs

Session chairs are responsible for organizing presenters' video(s) for their session. Chairs have two options to do so: 1) ensure each presenter records an individual video or 2) schedule a Zoom meeting with presenters to record all presentations at the same time in a "live" format.

If session chairs do not have access to a Zoom account which allows for more than 40 minutes per meeting, they can email techcoordinator@appliedanthro.org to request use of the SfAA Zoom account. Session chairs will need to provide the date and time which their session can meet to record, and the SfAA will provide a Zoom link. A representative from SfAA will start the meeting and pass the host controls to the session chair who will have full control of the session. The meeting will be recorded automatically and when the meeting ends, the recording will upload to the SfAA's Zoom Cloud where we will upload it to Whova.

Submission Deadlines

On February 12, 2021, session chairs and presenters will receive an email from SfAA containing instructions for submitting video presentations and supplementary materials to a submission form on the SfAA website. If presenters recorded sessions in one video, session chairs will be responsible for turning it and supplementary materials into the website. If presenters recorded separately, each presenter will be responsible for turning their individual materials in. More instructions will follow in the email. The deadline to turn materials in is **February 28, 2021.**

We look forward to sharing the pre-recorded sessions at the SfAA meeting with a broad audience. If you have any issues with creating or submitting your presentation, please contact Kira Ballin, SfAA Programming and Technology Coordinator at techcoordinator@appliedanthro.org.

Instructions for Poster Sessions

Posters sessions will be available on demand throughout the meeting under a "Posters" section within Whova.

Creating Posters

To create your poster you will need a software such as PowerPoint, Canva, MS Publisher, or Photoshop. Follow this guide for creating posters in Powerpoint. Watch this tutorial for creating posters in Canva.

Poster Content

Posters should include name(s) and title(s) of all presenters, use of illustrations, photographs, and graphs, brief text from your paper in legible format, and headers. Avoid overcrowding your poster and make use of white space.

Access Copy

Image files often present access barriers. A workaround is providing the text and images, with image descriptions, in a Word Document file. More information on this digital access copy can be found here. You can submit this file to the SfAA along with your poster, and SfAA will upload it into Whova.

Poster Files

- Posters should be PNG or JPEG (photo format) only
    - Access copies should be in PDF
- Minimum font size: 22 pt (e.g., footers/references)
- Recommended title text font size: 65-70 pt
- Recommended heading text font size: 50-55 pt
- Recommended body text font size: 35-40 pt
- Use sans-serif fonts

Poster Videos

Poster presenters have the option to submit a 3 to 5 minute video describing their poster. Please refer to the instructions for pre-recorded sessions above.

Submission Deadlines

On February 12, 2021, presenters will receive an email from SfAA containing instructions for submitting poster presentations to a submission form on the SfAA website. The deadline to do so is **February 28, 2021.**

If you have any issues with creating or submitting your presentation, please contact Kira Ballin, SfAA Programming and Technology Coordinator at techcoordinator@appliedanthro.org.

Instructions for Virtual Meet-ups (for all presenters)

View Page 7 of Whova Attendee Desktop Guide for navigation to Meet-up area.

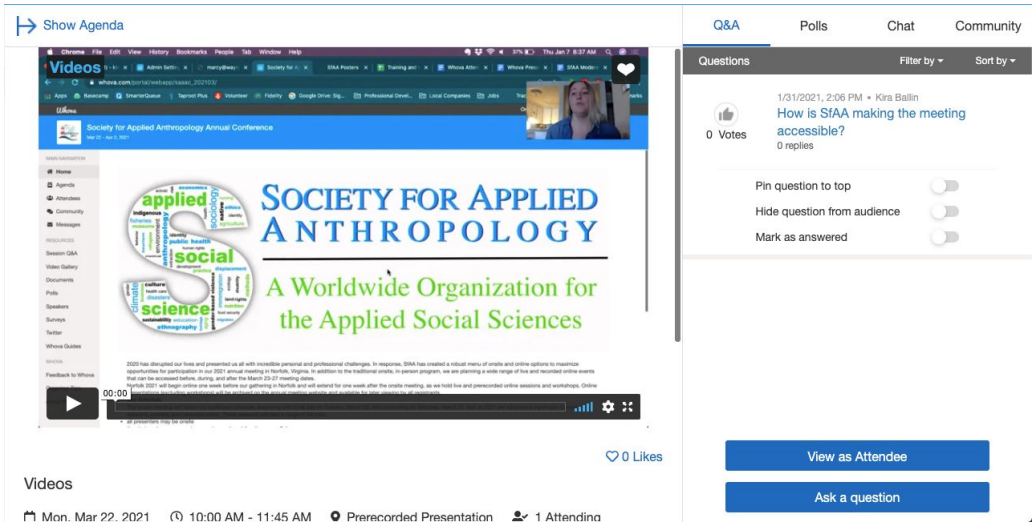
Virtual Meet-ups

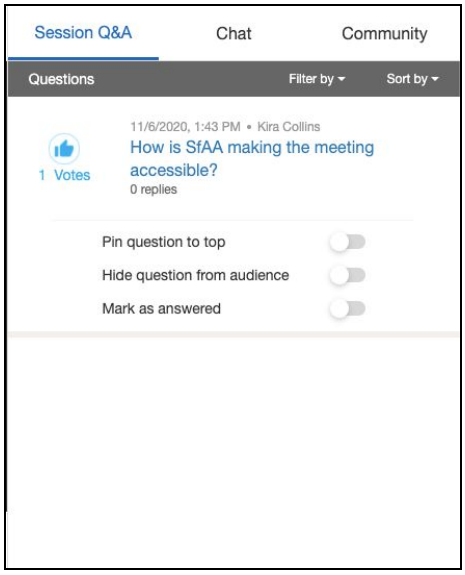
Virtual Meet-ups can be created by members or presenters to hold live topical discussions or receptions. When these meet-ups are created, they will appear under the “Meet-ups and Virtual Meets” tab in the “Community” area within Whova. Members and presenters will need to use their own Zoom or other virtual conferencing software links to create Virtual Meet-ups.

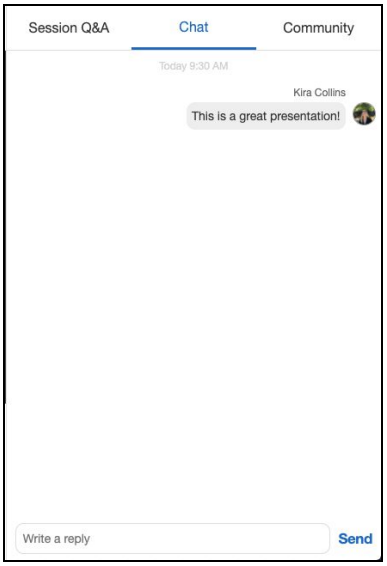
While this is a useful feature, SfAA is unable to provide moderators for these community meet-ups. Please refer to this quick reference guide for moderation tools within Zoom meetings and find tips for moderating here. We recommend that presenters use their session Chat areas to promote virtual meet-ups if they have scheduled them.

Presenter Instructions for Session Q&A/Chat in Whova (for all presenters)

- The Q&A and Chat features associated with your session will be open for attendees for the duration of the SfAA meeting. As presenters, you can answer these questions when convenient, but we ask that you respond to all appropriate/relevant questions as soon as possible.
- Presenters will receive email notifications when attendees leave comments and questions in your session's Chat/Q&A area. If you wish to use the mobile app (on phone or tablet), you can enable notifications through the app.
- You have three options when dealing with a question: Pin question to top, Hide question from audience, and Mark as Answered. Click the toggle to enable these options.
- To respond to a question, simply click on it, type your answer in the text bubble and select "Send."
- Attendees should be respectful and appropriate in their use of the Chat feature.



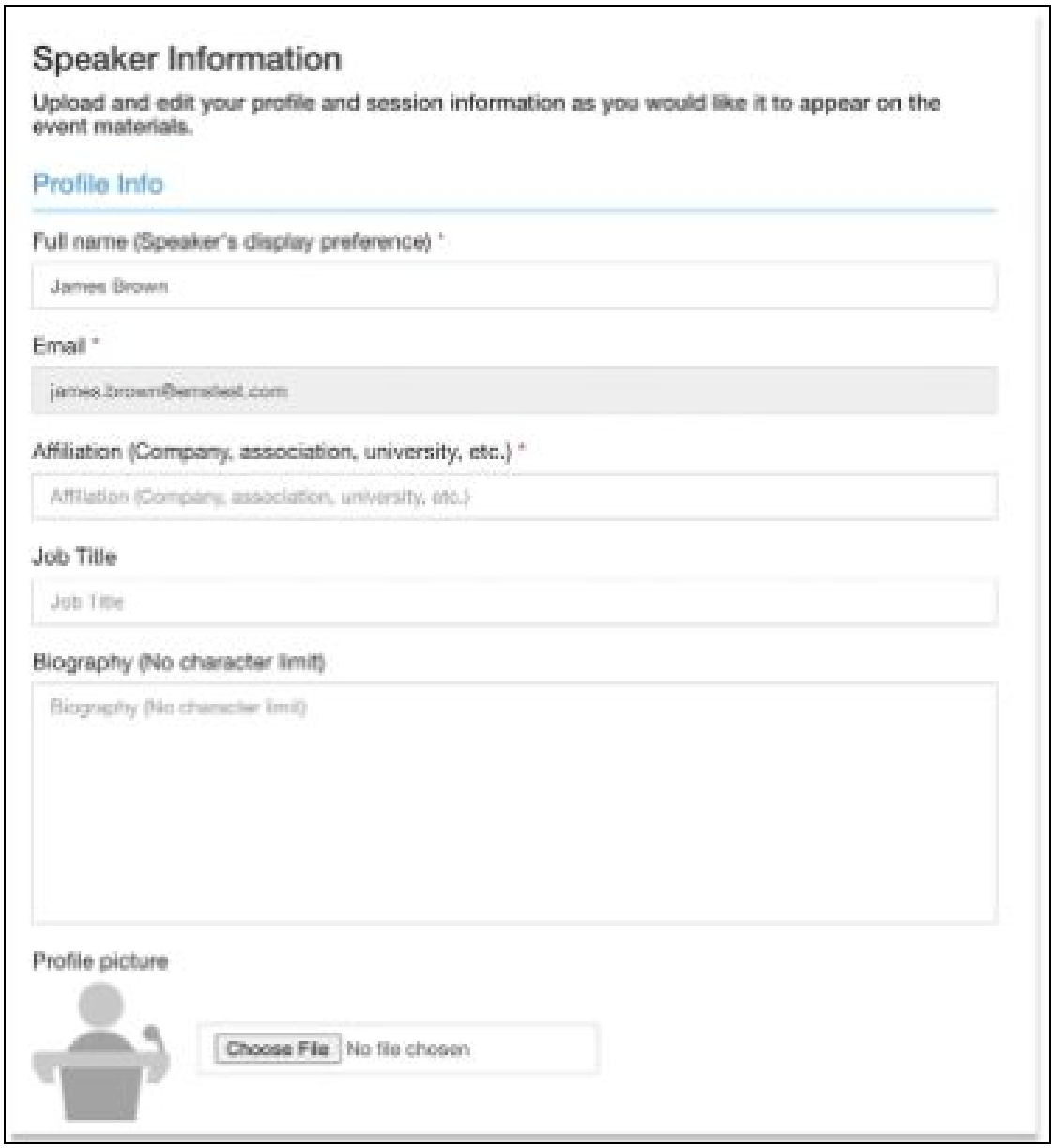




Creating Speaker Profile in Whova

The SfAA will send out Whova links to presenters in early March**.** If you do not receive this link, please email Kira Ballin, SfAA Programming and Technology Coordinator at techcoordinator@appliedanthro.org

1. To upload speaker profiles, you will receive a set up link similar to this: https://whova.com/xems/engage/speaker/xxx/yyy/
2. Open the link, fill in or update your information such as your bio and photo if needed.
3. Click **Save** once everything is done.
4. You can come back to update information whenever needed.



Pre-recorded Presentation Checklist

Use this checklist to ensure you've completed all recommended steps for creating and submitting your presentation.

- ❏ Review guidelines
- ❏ Select software (Zoom, PowerPoint, or software of choice)
- ❏ Develop slides or visual materials
  - ❏ Use high contrast colors (black on white, or vice versa)
  - ❏ Use 18+ point size font
- ❏ Review and test settings, including captioning, prior to recording
- ❏ Record video presentation
  - ❏ Introduce yourself, including a visual description
  - ❏ Describe images on slides
  - ❏ Read aloud any text on slides
  - ❏ Speak slowly
- ❏ Save file using naming convention (e.g., 22-11-Ballin.mp4)
- ❏ Review captions or transcript for accuracy
- ❏ If desired, create supplementary materials (e.g., handouts, transcripts, copy of slides)
  - ❏ Make sure they are accessible
  - ❏ Consider using a copyright notice on supplementary materials
- ❏ Submit materials
  - ❏ Submit presentation materials to session chair
  - ❏ [Session chairs:] Submit complete presentation materials from all sessions members to the SfAA website by **February 28, 2021**

Poster Checklist

Use this checklist to ensure you've completed all recommended steps for creating and submitting your presentation.

- ❏ Review guidelines
- ❏ Select poster software (PowerPoint, Canva, or software of choice)
- ❏ Create poster
  - ❏ Font type and size meet recommendations
  - ❏ Format file as PNG or JPEG
  - ❏ Use high contrast colors (black on white, or vice versa)
  - ❏ Create access copy, with text and images in a Word Doc
- ❏ Review and test settings, including captioning, prior to recording
- ❏ Record 3 to 5 minute video presentation
  - ❏ Include visual description of presenter at start
  - ❏ Speak slowly
- ❏ Submit materials
  - ❏ Submit complete presentation materials to SfAA website by **February 28, 2021**