



NAACCR Annual Conference

June 25 - 27, 2024 - Boise, Idaho

Discovering Gems Using Cancer Surveillance Data



Please upload your pdf and video to [this link](#) by June 1st, 2024.

If you have any questions, please email our team at naacccr-program@venuewest.com.

Tips to Prepare for a Video Presentation

1. Create your Poster PDF

Please consider the following guidelines when preparing your poster.

- Your poster should be prepared as a **PDF document**.
- Please consider integrating the **NAACCR Conference branding colors** and logo into your poster design.
- Before submitting, please make sure that the file name includes your abstract title (your name will be automatically added).

2. Record your Poster Presentation

In addition to your poster PDF, please submit a **3- to 5-minute** video presentation of your poster. Guidelines for creating your recorded presentation are outlined below.

If possible, please include an inlaid video of yourself while presenting your slides. This is easily done by recording in Zoom.

[Download PowerPoint Template](#)

Make sure you have a strong internet connection

Make sure there are no other devices connected to the network and no other applications running on your computer during your presentation. Use a hardline connection, instead of Wi-Fi, if possible.

Set up in a quiet space

Your audience does not want to see or hear your colleagues, family, or pets in the background.

Silence ALL your nearby devices, disable notifications, and remove any background noise

From an attendee perspective, it is distracting to hear every ping and text that you receive.

- Turn off fans and close the door and windows.
- If possible, use headphones with an attached microphone when presenting.

Choose a plain backdrop.

- Keep your webcam at eye level or slightly above it, and make sure you and your backdrop look professional and inviting with a simple and uncluttered background.
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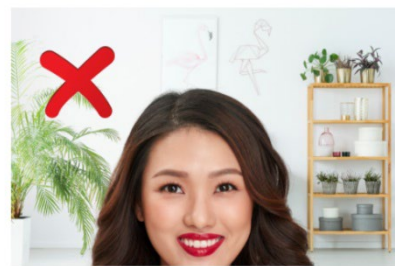
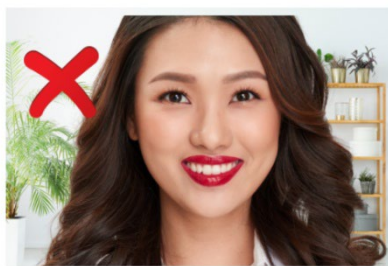
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- Enable HD settings on your camera.



Front lighting on camera is key!

- For the best video quality, make sure the lighting is in front of you and there are no windows behind you.

3. Ready? Then let's start!

Please use the [PowerPoint Template](#) if possible, so that all presentations are recognizably for the NAACCR Annual Conference 2024. If you are creating your own slides, make sure the slide ratio is 16:9.

Recording with video in Zoom

- Log in to your Zoom account (free to [join](#)), and select “new meeting”
- You should see your webcam on the screen indicating the meeting has begun. You can choose to turn the video feature on/off by selecting the video icon at the bottom of the screen.
- To set up your microphone, click on the chevron next to the microphone icon. From the pop-up list that appears, select the microphone you wish to use. Test your audio to ensure the microphone icon is filling with some green when you speak. When recording in Zoom please be sure that “HD enabled” is selected. This will give you the most optimal video recording. You can find this in the Video Settings tab. If your surroundings are in low light, adjust your Video Settings tab as well.
- Before beginning your Zoom recording, open your presentation (PowerPoint, Prezi, or other presentation software) and set it to speaker/presentation mode.



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- Return to your Zoom meeting screen and click on “share screen”. In the dialog window that appears, select your presentation, and click “share screen”.
- Once your presentation is being shared on the screen, expand to full screen, and you will be able to advance slides with your mouse, space bar or arrows on your keyboard
- When the presentation expands to a full screen, your video screen will be reduced to a small window. You can reposition this window to wherever you would like it to appear throughout the presentation. You can also change the size of your video screen from small to large. If you choose to use the larger size video screen, be sure that you have designed your slides accordingly. *Remember, the webcam video will appear in the final recording.
- Select the “Record” button at the bottom of the screen and begin your presentation.
- If you need to take a break while recording, select the Pause button. When you are ready to continue resume by pressing Play for a continuous video. When you are finished your recording, press stop and end the meeting.
- The recording will automatically save to your computer, locate the file and rename using the provided guidelines.

Recording audio (a voice over) with PowerPoint

- From the PowerPoint Slide Show tab, select the Record Slide Show drop-down arrow, then choose either Start Recording from Beginning or Start Recording from Current Slide.
- A dialog box will appear, select the desired options, then click Start Recording.
- Your presentation will appear in full-screen view. Perform your slide show, make sure to speak clearly into the microphone.
- When you are ready to move to the next slide, click the Next button on the Recording toolbar.
- When you reach the end of the presentation, PowerPoint will close the full-view screen.
- Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a speaker icon in the bottom-right corner.

4. Are you happy with the quality?

- ✓ Is your audio loud enough? Can your audio be easily heard without increasing your volume to the maximum level?
 - ✓ Can you hear any background noise that interferes with your presentation audio?
 - ✓ Is your video showing your face clearly and in good lighting?
 - ✓ Is your recording no longer than 5 minutes?
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5. Then let's upload the PDF and Video.

- Videos **will not** be edited. Send the files complete and ready - as you wish for it to be viewed.
- Save the video file output at 720p (medium), bitrate up to 2mbps.
- Before submitting, please make sure that the file name includes your abstract title (your name will be automatically added).
- Save your video presentation under any of the following: MP4, MOV, or AVI.

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