

TN ACP Poster Competition Creating a Presentation Guidelines

To prepare and submit a poster presentation, associates should begin by preparing a 1-4 slide PowerPoint presentation and composing a narrative overview script. One slide should include the full poster presentation, and up to 3 additional slides may be used to focus on specific elements. Using the instructions below, presenters should record a voiceover narrative, upload this video file to YouTube, and submit a media link at the time of registration.

To record a presentation using Zoom, presenters must either use an institutional account or register for a Zoom Basic (free) account. In Settings, select the Recording tab, and check "Record video during screen sharing," and "Place video next to the shared screen in the recording," if a video panel is desired. Exit the Settings panel, and select the orange square labeled "New Meeting." Enable video and audio recording by unchecking the audio and video buttons in the lower left of the screen. Ensure your presentation software (PowerPoint, Google Slides, Keynote, etc.) is opened, then select "Share Screen" from the Zoom menu at the bottom of the screen. Choose the appropriate presentation software in the screen share options. Next return to your presentation software, and present your slides. At the top of the screen, Zoom options will remain visible. Select the "... More" menu, ensure "Show Video Panel" is selected if this is desired. When you are ready to begin recording, also in the "...More" menu, select "Record." Narrate your discussion as slides are advanced. At the conclusion of your presentation, in the "...More" menu, select "Stop Recording," then "End." The video will then be converted to an appropriate file type and stored on your computer in the selected location. A step by step guide for recording a video with Zoom can also be accessed at <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>.

To upload your recorded video to YouTube, first sign in to your Google (Gmail) account. Using the Google Apps button (nine block square grid in the upper right of Gmail or Chrome screen), select YouTube. Make sure you are signed in to your Google account, and if not, sign in using the "Sign In" box in the upper right corner of the screen. Next select the "Create a Video or Post" button near the Google apps grid in the top right hand corner, then select "Upload Video," choosing the Zoom MP4 file from the appropriate location on your computer. At this point, you can edit the title of your video, then select to post the video as "Unlisted," thereby allowing access to anyone entering the shared link. Select "Save," then copy the video link to share.

At this point, you can register for the Abstract Competition at <https://forms.acponline.org/webform/tennessee-chapter-abstract-form>, entering your video link in the appropriate field. Again, all presentations should be less than 5 minutes, and all submissions must be received by September 7, 2021, 11:59 PM CST.