Research Presentation Video Guidelines

We are requesting a 2-minute “data blitz” video. We can trim the start/end of your video if needed, but recordings longer than 130 seconds will not be accepted. We highly recommend that you record your video using the “record” feature within Zoom. Detailed instructions on how to do this can be found below. Please also scroll down for recording tips, content suggestions, and event details.

HOW TO USE ZOOM TO RECORD YOUR PRESENTATION

- Although not required, we assume most of you will utilize PowerPoint to present slides. Accordingly, please familiarize yourself with the location of the “Slideshow” button (typically on the bottom right) so you can select it when you are ready to present your slides. Be sure you have saved your work and that you are on your first slide before you start recording.

- Open Zoom.
- Select “New Meeting”

- A new meeting will begin. Be sure to enable both video and audio. Familiarize yourself with the share screen button. You should also know where the record button is, but we recommend utilizing the keyboard shortcut Alt-R to start and stop recording to avoid unnecessary mouse navigation during your presentation.

- If you want to begin with a video, press Alt-R (or the Record button) to begin recording. Speak to the camera to introduce yourself, etc., and when you are ready to display your slides, press Share Screen and navigate to your PowerPoint window. ALTERNATIVELY:
- If you want to begin with your slides, press Share Screen first and have Powerpoint ready. If you have a minimized window showing yourself on camera, be sure to place it somewhere on the screen where it will not interfere with your slides. Press Alt-R on your keyboard to begin
recording. (Alternatively, if you hover your cursor at the top of your screen, the dropdown Zoom menu will appear. Click on the 3-dot menu on the top right and select Record.)

Be sure the thumbnail of your video is not covering up important data/information when presenting slides

- If at any point you want to stop screen sharing and return to video, press “Stop Screen Share” (in red at the top of the screen). This is not required, however, if you want to show slides (rather than your video camera) for your entire presentation.
• When you are done recording, press Alt-R again, or select the “Stop Recording” button. This will work whether you are sharing your screen or not.
• If you want to re-shoot, simply start recording again. Each attempt will be made into its own mp4 file at the end of the meeting.
• Once you have successfully recorded the take you want to submit, be sure to stop recording, and then click “End” and choose “End meeting for all.”
• Zoom will automatically create mp4 files for each recording you made. This may take a few minutes depending on how many attempts you recorded.
• A new window will open with the video files you’ve created. Ignore the “audio only” m4a files and “playback” m3u files. The ones you want will likely be labelled “zoom_#” and will have an .mp4 extension. They will be numbered in the order they were created.
  - Double click the file you want to view. It will open in your computer’s default mp4 player.
  - Decide which recording you want to submit and then re-name that file as follows: LastName_Campus_Title (e.g. “Bruin_Riverside_Opioid Use Among Homeless Population.mp4” or “Smith_Kaiser WH_Knee Injury in Long Distance Runner.mp4”).
• Upload the final mp4 file to the following Google Drive: https://drive.google.com/drive/folders/158TAs5RreokbNyPe6Cte1LaeyAdvEVVs?usp=sharing.
• Videos must be uploaded by May 3, 2021.
• If you have difficulty recording in Zoom, please visit https://support.zoom.us/hc/en-us/articles/201362473-Local-recording for advice.

CONTENT

• We recommend two or three slides of data/information. Please work with your mentor if you need help determining what to cull and what to highlight.
• We recommend using PowerPoint for your slides. Be sure the font is large enough to be easily read on a computer screen. Avoid color schemes that make text difficult to read.
• Start with a very brief introduction. Display title, authors, and affiliations if you are not planning to orally announce them.
• Briefly cover the background/methods.
• The majority of your presentation should focus on results and conclusions. Data should be presented in easy-to-read charts/tables or summarized in bullet points.
• Keep closing remarks/thank you’s (if any) very brief.
TIPS FOR FILMING

- You can choose to present only slides and audio, or only video and audio, or (recommended) a combination of video, audio, and slides so that we can put a face to the voice.
- Please have all software (e.g. PowerPoint) open and ready before recording.
- If you plan to switch between the video/slide presentation, practice navigating that switch so you can speak while doing so. Alternatively, you can screen share your slides the entire time and simply keep a thumbnail of your video camera view in a corner of your screen, just be sure it does not cover any important text on your slides.
- Practice pressing Alt-R when you are done speaking so that you can do so swiftly when you are ready to stop.
- We recommend using your computer to record, not a cell phone. If you need to use your cell phone, be sure it is steady and filmed horizontally/landscape. Please also ensure that the output format is mp4 (if you are using an iPhone, this will not be the format automatically created).
- **Audio tips:**
  - Speak clearly. If you have to speak so quickly that we can’t understand you in order to fit your presentation into the time limit, then you should adjust the content accordingly. Less content presented in an understandable manner is highly preferable to more content that is unintelligible.
  - Be sure to minimize background noise wherever possible.
  - Test your audio and adjust microphones as needed to reduce feedback and echoes.
- **Video tips:**
  - Record in a well-lit room.
  - You should be dressed in business or business casual attire.
  - Keep your background simple.
  - You should be framed in the shot without too much or too little head room. Use the rule of thirds to align your head as follows:

  ![Head Alignment Example]

- Prepare. Your slides should be ready to go when you click record. Know which buttons to push to start and stop recording, as well as how to share your screen and advance slides. You may wish to print out notes beforehand so that you don’t need to shuffle between computer windows while presenting.
- Practice! Before filming, you should time yourself to make sure your presentation fits within the allowable time limit. Then do several practice runs.
- Reshoot as needed.
RESEARCH DAY EVENT DETAILS

- Videos will be compiled into blocks with other presentations. Each block will be approximately 40 minutes long.
- We will have 3 sessions of video presentations. Each 40-min video block will be followed by a Q&A session.
- Please check your email to find out which Session your presentation has been assigned to. If you are an author on multiple submissions you may be assigned to multiple sessions.
- We expect you to attend the entire event, but most especially the Session in which your presentation will be shown and the subsequent Q&A for that session.
- Please be connected to the Zoom meeting with both video and audio activated, but PLEASE KEEP YOURSELF MUTED UNTIL ASKED TO UNMUTE BY A MODERATOR.
- During the Q&A, if a question is asked of your team, as the contact author you will be expected to unmute. Moderators will highlight your video as you respond so that all attendees can see you. If you cannot answer the question yourself, you may ask your co-authors/colleagues to unmute as needed.
- Please be sure your name is displayed in Zoom, as moderators will need to be able to identify you in order to highlight/unmute you.
- **Research Day will be held on May 12, 2021, starting at 12:30pm.**
- **You will receive a separate email closer to the event date with the Zoom meeting information and password.**
- As contact author, please ensure that your fellow authors have the Zoom information and password once received.

*If you have any questions, please reach out to the Research Day Committee Coordinator, Laura Sheehan, at [LSheehan@mednet.ucla.edu](mailto:LSheehan@mednet.ucla.edu).*