INSTRUCTIONS LECTURE RECORDING FOR RECORDING WITH THE POWERPOINT NARRATION TOOL

On the day of the event, your recorded presentation will be played "canned" and you will then be connected live for the interactive Q&A session (if this has been discussed with you in advance). Detailed instructions on how to make the recording are given below:

1. Prepare your presentation

Before recording your lecture, please take the following instructions into consideration:

1. Presentation format and upload

Please note that we only accept mp4 files.

If you make your recording with PowerPoint Narration and your presentation contains videos, you can either embed them in the PowerPoint presentation or link them. If you are using PowerPoint 2007 or an older version, the videos cannot be embedded in the presentation.

Links in your presentation to external websites are not possible.

PowerPoint animations and transitions are only possible with the "Fade" function.

2. The right recording room The choice of recording room has a significant impact on the audio quality of your presentation. If you are recording your presentation in a clinic or at home, you may not have much choice here. However, if possible, we recommend a small and quiet room. Please also make sure that your recording is not disturbed by background noise such as dogs barking, birds chirping etc.

3. Use good equipment If you have a microphone or headset available, this will significantly optimise the quality of your presentation.

4. Picture quality (only relevant if you are working with the PowerPoint Narration function under Microsoft 365).

- Position yourself in front of a neutral background and make sure that you are not disturbed by background noise.
- Please make sure that all other programmes and applications on your computer are closed.
- Pick a room with enough daylight, but make sure you do not have direct sunlight at your back. It is best to position yourself with your face towards the window.
- It is best to position your laptop/webcam so that you are at eye level with the camera and can sit upright.

5. Presentation time Please adhere to the presentation times from the programme. If you do not keep to the specified presentation time, your presentation will automatically be cut off by the presentation system when it is played. The current status of the programme planning can be found in the detailed programme as a PDF download at: +
https://adf-meeting.com/program

6. Data privacy Please ensure that your presentation content may be shown as such during the live session. If your presentation contains sensitive data, please remove it from the presentation before uploading it to the presentation system.
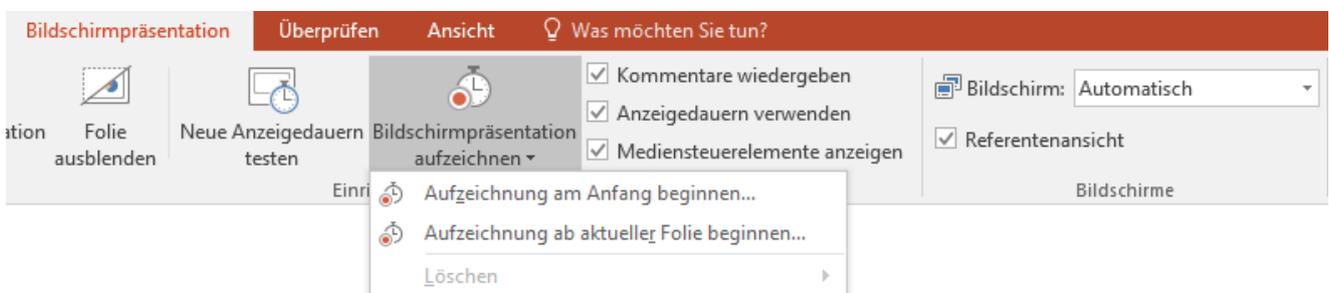
2. Record your presentation

To record your presentation, please use the "Record Screen Presentation" function of MS PowerPoint. This records the click-through of the slides as well as an audio track. In the Microsoft 365 version, a video recording can also be made, which is recorded via your webcam.

We will show you how this works here:

1. After you have created your presentation slides, click on the tab "Screen presentation"(Bildschirmpräsentation) in PowerPoint.


2. Click on the small triangle at the bottom of "Record slide show" (Bildschirmpräsentation aufzeichnen). Here you can select whether you want to start recording on the current slide or from the beginning.

▪ Please be careful not to click on "Delete" by mistake. This will delete any recordings you have already made and the display duration of your slides. If you have not yet recorded the presentation using this tool, the field is also not clickable

3. After you have selected where the recording should start, a pop-up window appears. Please tick the two boxes and click on "Start recording" (Aufzeichnung starten).
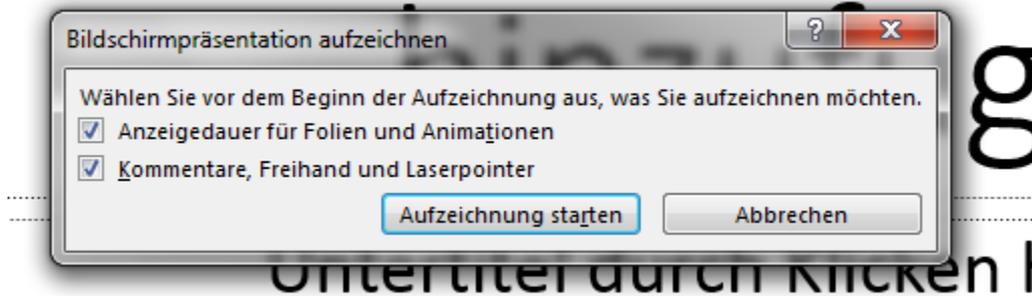
A more detailed description of lecture recording via PowerPoint and instructions for older Windows versions or MacOS can be found here: https://support.microsoft.com/de-de/office/aufzeichnen-einer-bildschirmpr%c3%a4sentation-mit-kommentaren-und-folienanzeigedauern-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?omkt=de-de&ui=de-de&rs=de-de&ad=de

3. Upload your presentation

- No matter how or with which tool you record your presentation, please upload your recorded presentation in **mp4 format by 16.02.2022** at the latest.
- You can **export your pptx format to mp4 file** in PowerPoint. Click "**File**" → "**Export**" → "**Create Video**". Please create your video in 720p.
  Detailed instructions are available here: https://bit.ly/3ACN2iy
- Please upload your video here: https://tematechnologiemarketingag.wetransfer.com/
  - o Click
  - o Drag in the video
  - o Enter your own e-mail address on the left
  - o Enter confirmation code, which will be sent by e-mail
- **The file name of your presentation must correspond to the following formatting:**
  - o Lecture date_Lecture time_Title_Speaker (only beginning of title)
    - ▪ e.G. *220104_1354_OP01_02_ Interferon Unresponsive_Ruotsalainen.mp4*

If you have any further questions, please do not hesitate to contact us. Here are the relevant contact details:

- For all organisational questions, please contact Elke Schmeckenbecher of ADF e.V. at info@adf-online.de.
- If you have any questions regarding the technical implementation, please contact Carsten Scheele at TEMA AG at jacobs@tema.de.

We would like to thank you once again for your support. We are sure that together we will organise a successful event and we are very much looking forward to welcoming you soon online to the 48th Annual Meeting of the Working Group of Dermatological Research.

Kind regards,

Marius Jacobs
TEMA Technologie Marketing AG
Event Organizer

Aachener-und-Münchener-Allee 9
52074 Aachen

Tel.: +49 241 88970-308
Fax: +49 241 88970-999
E: jacobs@tema.de
www.adf-meeting.com