

BREAKOUT SESSION RECORDING INSTRUCTIONS

HYBRID CONFERENCE

The hybrid [2024 National Ryan White Conference on HIV Care & Treatment](https://www.targethiv.org/2024-national-ryan-white-conference-on-hiv-care-and-treatment) will be August 20-23, 2024, at the Marriott Marquis in Washington, DC, with opportunities for virtual participation for attendees as well. All sessions will be presented live at the Marriott Marquis in Washington, DC. **All presenters are expected to present their session in-person at the hotel. In addition to this live presentation your session has been selected to be pre-recorded for the benefit of virtual attendees.** Virtual attendees will be able to view your session recording on demand during the conference. There will be no live Q&A for virtual attendees.

All presentations and session recordings will be posted to TargetHIV.org in the weeks after the conference.

Please use this packet as a guide for recording your session. An experienced producer will assist you through the recording process.

SCHEDULE YOUR RECORDING

To schedule a time to record your session, please have **one** representative from your group use the link included in the “Instructions” email and select the amount of time allocated for your session: 60 or 90 minutes.

Please note that the recording timeslot will be slightly longer than your actual presentation to ensure that you are not rushed.

Once you have selected a recording timeslot, please fill out the required information to secure the appointment (First Name, Last Name, Email, Session/Abstract ID). The system will send a confirmation of the recording appointment to the email that you listed. This confirmation will include a link to the recording platform. **Please forward this email to the other presenters for your session.** You will all join a single recording session.

RECORDING PROCESS

Sessions are recorded through the Zoom meeting platform. Giving your presentation is like joining other video conference calls. Audio is required but joining via webcam is optional.

- Presenters should download and use the conference zoom background:
 - [Download navy blue background.](#)
 - [Download white background.](#)

- Presenters should rehearse their presentation multiple times prior to the recording session. The more familiar you are with their material beforehand, the smoother the recording session will be.
- The producer will make sure the presenter has good lighting and audio.
- The producer will review the presentation deck to ensure everything is working including embedded videos, slide transitions and animations, sound effects, etc.
- Once the producer and presenter agree they are ready to record, the presenter will be given a ten second countdown by the producer.
- At two seconds, the presenter will give a silent countdown, then verbally say “Okay”. The presenter should pause for one second, then begin their presentation. This will activate the Zoom camera function, ensuring the presenter camera is on and the session is recording.
- Once started, the presenter will drive their own slides.
- The presenter(s) will be present as if it were live. The presentation will be captured in “one take” without stopping/restarting.

RECORDING TIPS

We want you to have the best possible recording of your session. The producer assigned to your recording will perform a check of your sound and video connection, but here are some tips for selecting the best recording environment:

- If possible, plug your computer into a hardline internet connection. This gives you the strongest possible connection.
 - To test the efficacy of your internet connection, type www.nperf.com into your preferred browser. The ideal internet speed you're looking for is at least 5 mbps.
- Record from a room that is well lit. You'll want the light source (natural lighting is best) to be in front of you to avoid any backlighting issues.
- Record from a room that has little background noise. If available, please use a headset, or headphones that include a microphone for the best sound output.
- Set up your laptop or computer so that the webcam meets you at eye level.
 - If extra height is needed, you can use books, boxes, or a shelf to prop up your equipment.
- Ensure clearance of at least 2-3 feet between you and the wall behind you to create depth in your frame on camera.
- Wardrobe choices should contrast with your background. Avoid wearing patterns such as tight stripes or herringbone as they distort on camera. Also avoid wearing reflective jewelry when possible.

INCLUDING VIDEOS

To ensure a smooth recording, we encourage you to limit the use of videos in your presentation as much as possible. However, we understand that videos can be a valuable

tool for conveying information to your audience. If you wish to include a video in your presentation, please follow these important tips:

- Use the “Insert Videos” function that is available on all presentation programs. By inserting the video into your slides, rather than just having the link, this prevents you from having to navigate away from the presentation when you are recording.
- Presentations that include videos may require follow up communication from conference organizers after the conference has ended.

QUESTIONS

If you have any questions after reading this packet, please email agenda@ryanwhiteconference.org.