



SPRING21 +17TH GCPS

A Joint AIChE and CCPS Meeting

April 18-23, 2021

Securing the Future through Chemical
Engineering & Process Safety Innovations

This guide will provide you with best practices for making the most of your talk at the 2021 AIChE® Virtual Spring Meeting & 17th Global Congress on Process Safety. Please note: This guide is intended for presenters of pre-recorded presentations.

OVERVIEW

- Recorded Talk Length: A 20 minute time slot has a hard stop at 20 minutes. We recommend that your presentation ends 1-2 minutes early. This time will give attendees a chance to move between presentations.
Please record 2 minutes of dead time at the very start of your presentation. You can use this time to introduce yourself and let the audience know that the presentation will begin shortly. This 2-minute buffer does not count toward your 20-minute presentation time. Uploaded video files for a 20-minute timeslot should be about 20 minutes long including a 2 minute buffer in the beginning.

Example schedule for a 20 minute presentation scheduled to start at 1PM:

Dead air time (12:58pm-1:00pm)

Presentation (1:00pm-1:18pm)

Attendees leave the room and join the next presentation (1:18pm-1:20pm)

- AIChE believes that all who wish to be a part of the chemical engineering community should have equal opportunity to pursue and attain success. We ask that you include closed captioning in your presentation. Closed captioning instructions are included with the recording instructions.
- An optional powerpoint template is available [here](#)
- Optional zoom backgrounds are available [here](#) and [here](#)
- Final recordings will need to be submitted as MP4 files.
- The deadline to submit your recorded talk is Monday, March 22nd.** Please see page 7 for submission instructions.

*Recorded Talk Length:
15 minutes, unless
otherwise specified.
Please plan to build in
2 minutes of dead air
time at the beginning
of your recording to
allow attendees to move
between papers and join
your presentation.*



If you have any questions, please email us at meetings@aiche.org.



WHAT MAKES A GOOD PRESENTATION?

You'll want to put your best foot forward for this presentation; so use this opportunity to practice, polish, and perfect your recorded talk. Here are some tips on making your presentation the best it can be.

- Use a 16:9 widescreen format for your presentation. If you'd like, take advantage of the available conference powerpoint template and zoom background.
- Use easy-to-read fonts such as Arial and Calibri.

EXAMPLE OF FONTS

Arial

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Calibri Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Arial Bold

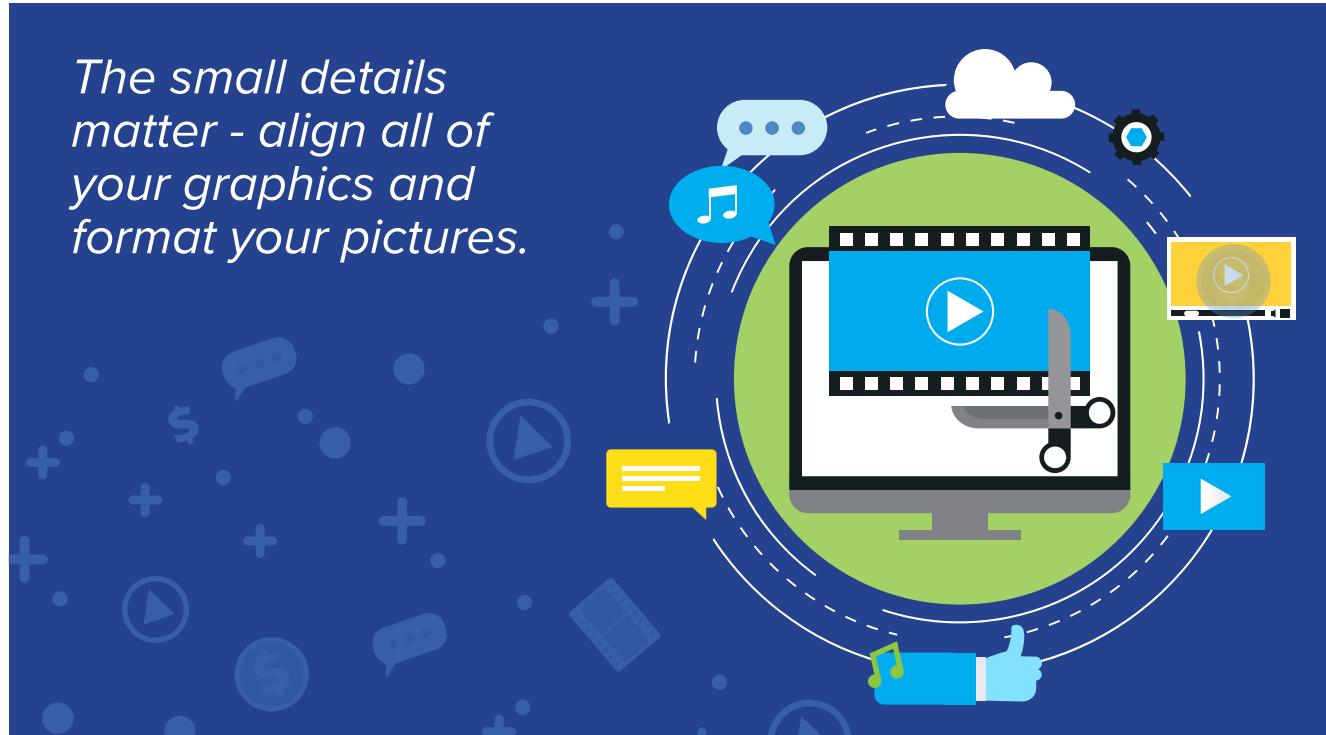
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Calibri Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

- Keep your presentation crisp. Use a font size of 20 or bigger. Use graphics and images to help make your point. Don't overcrowd your slides with text.
- If using transitions, sound effects or embedded videos, make sure to test them beforehand.
- Don't hide who you are! Put your contact information on your last slide to encourage further discussion after your presentation is finished.
- The small details matter - align all of your graphics and format your pictures.
- As usual for AIChE meetings, keep it about the learnings and guidance. No overt commercialization is allowed.
- Practice, practice, practice! Not only to make sure you get all your points across, but to keep the presentation to its specified length, allowing attendees time to move between talks as needed.

The small details matter - align all of your graphics and format your pictures.



If you have any questions, please email us at meetings@aiche.org.



BEST PRACTICES FOR RECORDING YOUR PRESENTATION

- Try to look directly at the camera as if you were making eye contact with someone in the audience.
- Ensure you have adequate lighting – poor lighting can result in odd shadow patterns!
- Dress the way you would if you were giving your presentation in person. Wear professional attire. It is best to opt for solid colors, as patterns may not display well through the camera.
- Be aware of your surroundings and what will be captured in the video. Try to put away items that may be distracting and take focus away from your work! Virtual backgrounds may be an option, but we recommend only using them if you have a green screen.
- Let your family know when you'll be recording, so you can try to limit noise interference (don't worry, we've all heard the occasional dog bark during virtual meetings).
- Prepare your voice.



Test your microphone—do a recording test with both video and audio and see if you are satisfied with the quality. If the microphone on your computer is not picking up your voice, consider obtaining an external microphone to help with speech clarity during your talk.



Use a headset if you have one, the sound quality will be better for everyone.



Remember to enunciate clearly. Following a script or notes can help to avoid long silences or repeated pauses. Be aware of your cadence. And remember, you can always re-record. No stress!



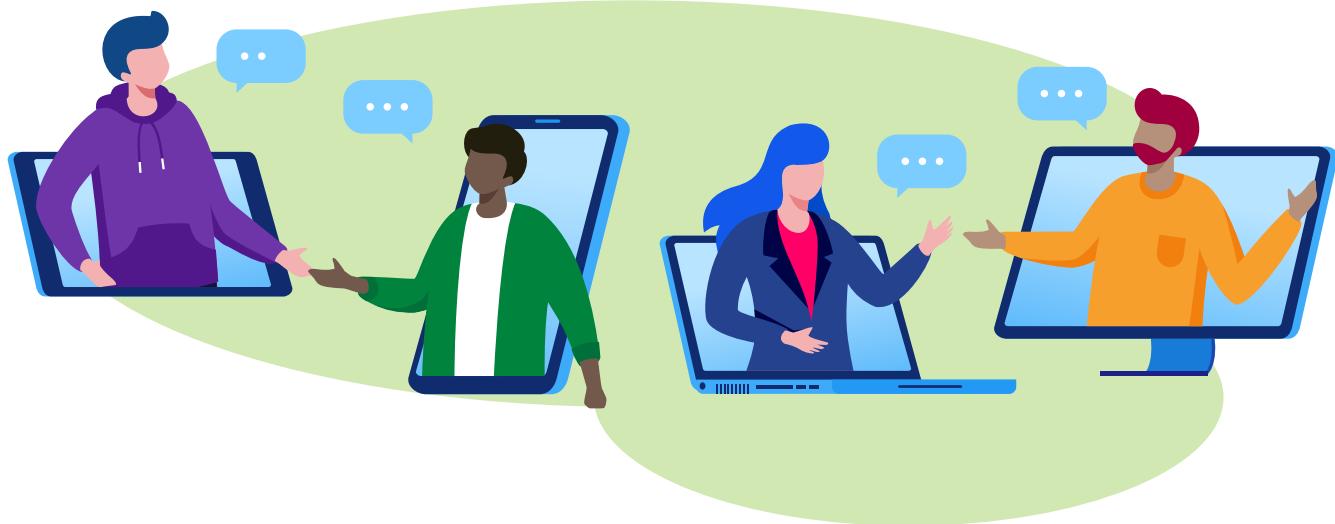
Remember to have closed captions turned on before you start recording. Zoom, WebEx and MS Teams all have closed captioning capabilities. Having closed captions enabled increases the accessibility of your presentation.



DAY OF YOUR PRESENTATION

Leading up to the meeting, we will provide training materials on the platform to help you get comfortable with the virtual experience. So that on the day of your presentation you can be confident and prepared. When your day arrives, we recommend the following:

- Upon the start of your recorded presentation, introduce yourself in the chat.
- Follow along with your presentation and respond to questions as they come – engage the audience. You can also add additional thoughts in the chat to help clarify your points.



If you have any questions, please email us at meetings@aiche.org.



RECORDING YOUR PRESENTATION

There are several ways to record your presentation. We recommend you use the tools you are most comfortable with. Below you will find guidance on how to record using a few common tools available today. If you do not have access to a software to record your presentation, please send an email to meetings@aiche.org with subject line '**Presentation Recording Assistance Needed**'. Please be sure to save your file name with reference to your presentation in the following format: **Paper#-LastName (I.e. 168a-Smith.mP4)**.



USING ZOOM TO RECORD

1. Before recording, please double check your assigned talk duration, which was communicated to you in your confirmation email.
2. Please ensure closed captioning is on for your presentation. Click [here](#) for further instructions on how to enable it: [Zoom](#)
3. Log in to Zoom and click on "New Meeting" (no additional participants necessary).
4. If you would like to update your background, click on the Up Arrow next to the camera in the bottom left corner, select Virtual Background, and then Add/Choose Background.
5. Open your PowerPoint Presentation.
6. Adjust your camera, microphone, lighting, get comfortable with the location of the buttons in the app.
7. Click Share Screen (the Green Arrow Pointing Up at the bottom options bar).
8. Select the PowerPoint application.
9. Start your PowerPoint Slide show to enter Full Screen.
10. Select from top options bar or Alt+C or Alt+R to start/stop recording to the cloud or your computer (depends on your license).
11. Run a test to make sure you like what you see/hear by recording for a few minutes and then watching your video. You will have the option to save to your computer or to the cloud when you begin the recording. Your file will be converted to an MP4 file when you end the meeting.
12. Please note that the Video icon will appear in the top right corner in the recording even if you move it on your screen. For advanced settings to change your recording view see this [guide](#).
13. Please be sure to rename your file in the following format: **Paper#-LastName (I.e. 168a-Smith.mP4)**.

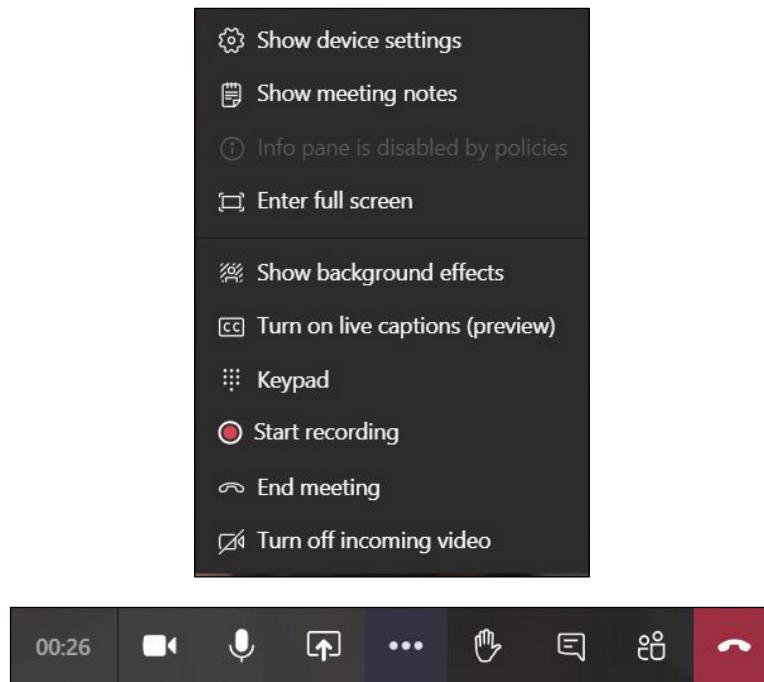
If you have any questions, please email us at meetings@aiche.org.



USING TEAMS TO RECORD

(To record in Teams you need to have a Microsoft 365 account)

1. Before recording, please double check your assigned talk duration, which was communicated to you in your confirmation email.
2. Please ensure closed captioning is on for your presentation. Click [here](#) for further instructions on how to enable it: [MS Teams](#)
3. When in Teams, select the Calendar Icon on the left side of the screen.
4. Select the “Meet Now” button in the upper right of the Teams App.
5. Once in the meeting, you can update your background image or blur your background by clicking the ellipsis “...” menu and selecting ““show background effects”. Choose your preferred option and click “Apply”.
6. When you are ready, click the ellipsis “...” and select “Start Recording”.
7. Next, share your presentation content using the “share screen” button.
8. When you are done with your presentation, you can click the red phone icon to end the recording.
9. Your video will automatically be uploaded to Microsoft Stream and you will receive an email when it is ready.
10. Follow the link in the email and you will be given the option to edit and download your presentation video!
11. Please be sure to rename your file in the following format: **Paper#-LastName (I.e. 168a-Smith.mP4)**.



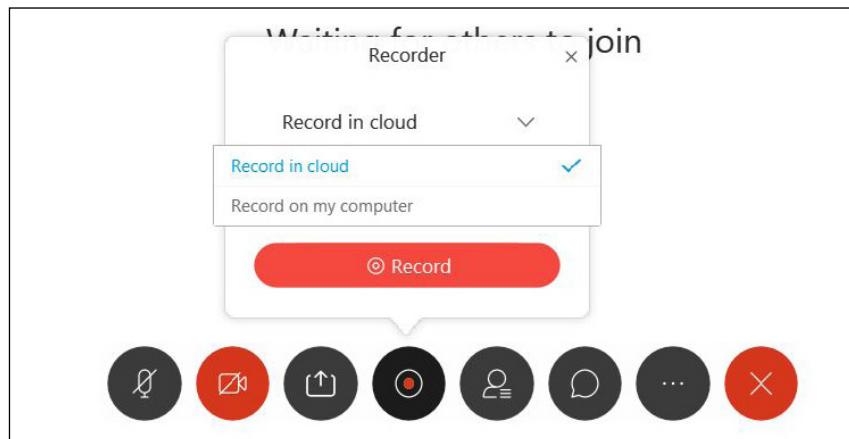
Ready to record? Click on the ellipsis “...” and select “Start recording.”

If you have any questions, please email us at meetings@aiche.org.



USING WebEx TO RECORD

1. Before recording, please double check your assigned talk duration, which was communicated to you in your confirmation email.
2. Please ensure closed captioning is on for your presentation. Click [here](#) for further instructions on how to enable it: [Webex](#)
3. Login to WebEx.
4. To set the view you would like to use, select “Preferences” from the left navigation and then select the “Recording” tab, then select your preferred “Recording View”. We recommend choosing one that includes video of you speaking. Then click save.
5. Navigate back to “Home” and select “Start a Meeting”.
6. Choose what content you want to share by clicking on the “share” icon.
 - We recommend sharing the app you have your slides in, typically PowerPoint.
7. When you are ready select the “Recorder” button (this is a circle with a red dot at the bottom center of your screen).
 - Choose where to save the recording.
 - Please save on the cloud to ensure the file is saved in MP4 format (you will be able to download once the file is ready).
8. When you have finished your presentation, click the “recorder” button once more and select “stop recording”.
9. After recording you should receive an email notifying you that your recording is ready (please note, this can take up to 24 hours), navigate to your WebEx homepage and select recordings from the menu.
 - You will see a list of your recordings and can download your presentation video.
10. Please be sure to rename your file in the following format: **Paper#-LastName (I.e. 168a-Smith.mP4)**.



It's go time. Select the “red dot” at the bottom of your screen which is the record button. Make sure to choose record in cloud to ensure it's saved in MP4 format that you can download once the file is ready.

If you have any questions, please email us at meetings@aiche.org.

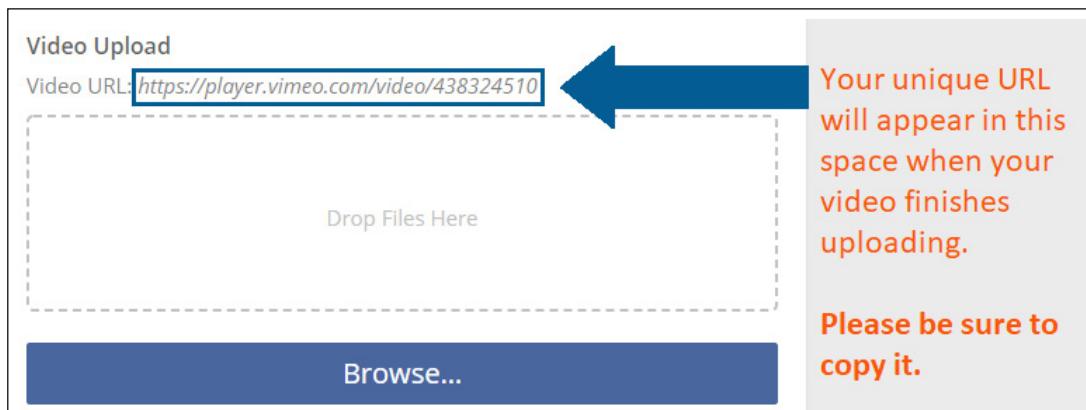


SENDING US YOUR RECORDINGS

This guide is intended for presenters of pre-recorded presentations on the vFairs platform. If you are scheduled to present a talk in a live session, you will receive an email from your live session staff team in the coming weeks.

Uploading and confirming your recording will take two steps.

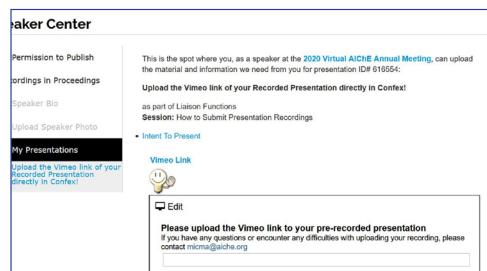
1. The first step is to navigate to <https://aiche-spr21.vfairs.com/upload> where you will be asked to input the following:
 - a. Virtual Event Name or URL
 - This will be prefilled with: AIChE2021Virtual
 - b. Your Webinar Title (please use Paper#-PaperTitle, i.e. 168a-BestPresentation)
 - c. Your Name
 - d. Your Email Address
 - e. Upload your video using the drag and drop box, or the browse to upload feature.
 - Once your video upload is complete (this may take a few minutes), a URL will appear below the “Video Upload” heading. **Please COPY and SAVE this URL**. You will need it for the next step.
 - f. Next hit “send”, which will confirm the upload is complete.



2. Once you have your video URL, please navigate to your personal Speaker Center in Confex and add your video URL by clicking on the “My Presentations” tab. See image to the right to see where to enter your URL. Make sure you click save after adding your video URL link.

Please refer to the email from Confex and click on the link to access your personal Speaker Center link.

- a. If you've lost track of your video URL, please email meetings@aiche.org with the subject line 'Video URL - [Your Paper Number]' with Your Paper Number from Confex inserted and let us know you've submitted a video.



If you have any questions, please email us at meetings@aiche.org.