



Invited Speaker Presentation Preparation Guidelines

Presentation Upload Deadline: Friday, March 26, 11:59 pm U.S. ET

Need technical help? Contact arvoinvited2021@projection.com.

PRESENTATION CONTENT

- The length of your recording is determined by the session organizers. Refer to your presentation upload email to see the length of your presentation. If you go over the time limit, you may need to redo your recording.
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and free of commercial bias.
- Assure that scientific studies utilized or referenced in your presentation are evidence-based sources acceptable to the scientific and medical community.

FORMATTING SLIDES

- Make sure the program you are using allows you to record and export an **MP4 video**. See the “Recording Technical Information” for instructions in PowerPoint, Keynote, and Zoom.
- To take full advantage of the widescreen display, you should create your presentation in 16:9 aspect ratios.
- Remember to leave space if you plan to insert a video recording..
- Do not use industry logos, registered trademarks, trade names, or product-group messages of any defined commercial interest(s). A *commercial interest* is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.
- The use of the ARVO logo on your presentation slides is prohibited.
- **Include a slide at the beginning to fully disclose to ARVO and the session participants all financial relationships with commercial interests relevant to the subject matter for the prior 12 months for yourself and your spouse/partner. Relevant financial relationships must also be disclosed VERBALLY before the start of the presentation.**
 - View the full ARVO Commercial Relationships Policy [here](#).
- You will have an opportunity to upload supplemental PDF or DOC files if you wish.

RECORDING TECHNICAL INFORMATION

Recordings MUST be submitted as MP4 files. If possible, we ask that you produce a video-narrated recording to maximize engagement, as compared with an audio-only recording. To accomplish this using three common programs:

- PowerPoint (use the latest version to include video):
 - Record your narration (<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us>)
 - Save the PowerPoint file and export as an MP4 by going to: File > Export> Create a Video> Create Video in Full HD 1080p
- Keynote (does not include your video):
 - Record your narration (<https://support.apple.com/guide/keynote/record-audio-tan8a5df9cc5/mac>)
 - Export the recording to a movie file by clicking: File>Export to>Movie. Select the options Playback>Slide Recording and Resolution>1080p and export it.
- Zoom:
 - Download the program and sign up for a free account
 - Record your narration (<https://www.youtube.com/watch?v=CR199W7HdC0>)
 - After stopping the recording, end the meeting and Zoom will automatically create an MP4 video file

- Other presentation and editing softwares may be used as long as your recording can be exported as an MP4 file.
- If you need additional help to produce your recording, contact arvoinvited2021@projection.com.

RECORDING TIPS

- **Accessibility:** For your colleagues' sake, [turn on captioning](#) during your recording and avoid using red/green colors to designate important information.
- **Attire:** Dress in business casual, comfortable clothing that is a solid color and contrasts with your background.
- **Audio:** Record in a small, quiet room, free of background noise and with the door closed.
- **Background:** Use a simple background with a neutral wall color and minimal clutter. Take a few minutes to tidy up any bookshelves or surfaces that will be visible.
- **Camera position:** Place your device on a flat, stable surface with the camera at eye level, using books to raise your computer if necessary. If you are using a mobile device, use a tripod and film in landscape mode using the back camera.
- **Distractions:** Turn off your phone and computer notifications before beginning to record.
- **Framing:** Sit about arm's length from the camera lens and remember to look into the lens when speaking.
- **Lighting:** Use a ring light or a desk lamp positioned right above the lens of your camera for the most even lighting. Alternative, place two small lamps on either side of the camera. Avoid turning on lights positioned overhead or behind you. If you wear glasses, move your lighting a bit further away to minimize glare.
- **References:** Place a script or other reference materials directly above the computer screen or level with the camera so your eye remain at camera height during the recording.
- **Resolution:** Record using full HD (1080p) for the best quality video.
- **Timing:** Press the record button and wait three seconds before you start speaking to avoid being cut off. At the end, wait three seconds before ending the recording.

And remember to make a short test recording, review it, and make any necessary adjustments before recording your full talk.

PRESENTATION UPLOAD

You must upload your files online in advance of the meeting by Friday, March 26, 11:59 pm U.S. ET at <https://uploads.projectionnet.com/arvo2021/login.aspx>. This includes your MP4 recording and supplemental PDF or DOC files you wish to include. Failure to upload may result in removing your presentation from the session.

HOSTING CONSENT

During your presentation upload process, you will be required to:

- Grant permission to ARVO to host your presentation materials in the Pathable meeting platform until June 30, 2021.
- Confirm that all materials you are uploading are cleared for copyright.
- State whether or not you agree to host your presentation materials in the ARVOLearn archive until June 30, 2026.
- Questions regarding presentation hosting consent should be directed to education@arvo.org.

NEED HELP?

For general questions about the ARVO Annual Meeting program, your presentation, etc., contact ARVO by email: arvoabstracts@arvo.org.

For technical questions about preparing and uploading your presentation, contact Presentation Support at: arvoinvited2021@projection.com.