# CSANZ VIRTUAL 2020

68TH ANNUAL SCIENTIFIC MEETING OF THE CARDIAC SOCIETY OF AUSTRALIA AND NEW ZEALAND

HOSTED AT GOLD COAST CONVENTION AND EXHIBITION CENTRE

11 – 13 DECEMBER 2020

WWW.CSANZASM.COM

# ANZET20 VIRTUAL

14th Annual Australia & New Zealand Endovascular Therapies Meeting

Hosted at Gold Coast Convention and Exhibition Centre

11 – 12 December 2020

www.anzet.com.au

# SPEAKER GUIDE FOR PRE-RECORDED PRESENTATIONS

# 1 TECHNICAL PREPARATION

Whether this is your first time presenting virtually or you've done this many times, we appreciate that presenting virtually can be anxiety provoking.

Please take a few minutes and watch the first half of this video (up to 2min 40s) to assist you in setting up your virtual presentation location.

**Technical Specifications**
You will need a modern computer (2018+) with a web camera and a wired internet connection. We recommend the use of a headset or headphones for audio.

**Presentation Advice**
- Don't feel you have to dress up – business casual is fine, although wear clothing that is neutral in colour (no plaids or stripes which can distort on camera)
- Be mindful of your background – keep it as plain as possible otherwise can be distracting
- Choose a place which is quiet, avoid places with background noise. Ideally you have your own room / space for the session (your microphone will pick up background noise)
- Speak clearly and slowly – embrace the pause
- Look straight into the camera – not into the screen
- If you prefer – stand if this can help you stay focused and be a little more animated.

# 2A SELF MANAGED RECORD

You will need to record your presentation using Mediasite Desktop Recorder (MDR). We strongly recommend recording your presentation using a modern windows computer (Windows 8 or 10, or Mac OS Mojave or Sierra). Please follow the instructions below to download the software, record your presentation and upload your final talk.

We do not recommend MAC OS Catalina due to software issues. If using a MAC, you may self-record in Prezi, powerpoint or zoom and email the final mp4 file to csanzet@theconferencecompany.com

a.  To download and install MDR (please skip this step if you already have the application)
Log in to my MediaSite:
https://webcast.gigtv.com.au/Mediasite/mymediasite/desktop-recorder/download
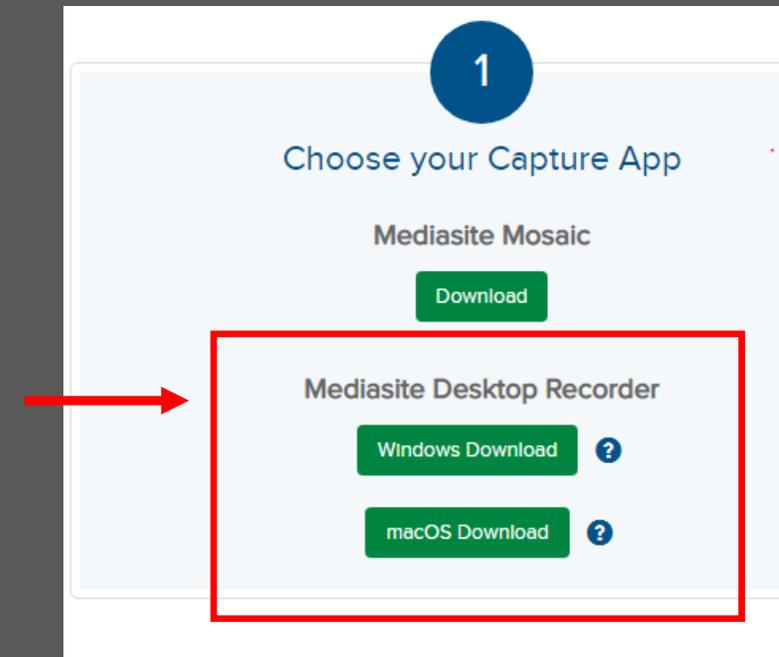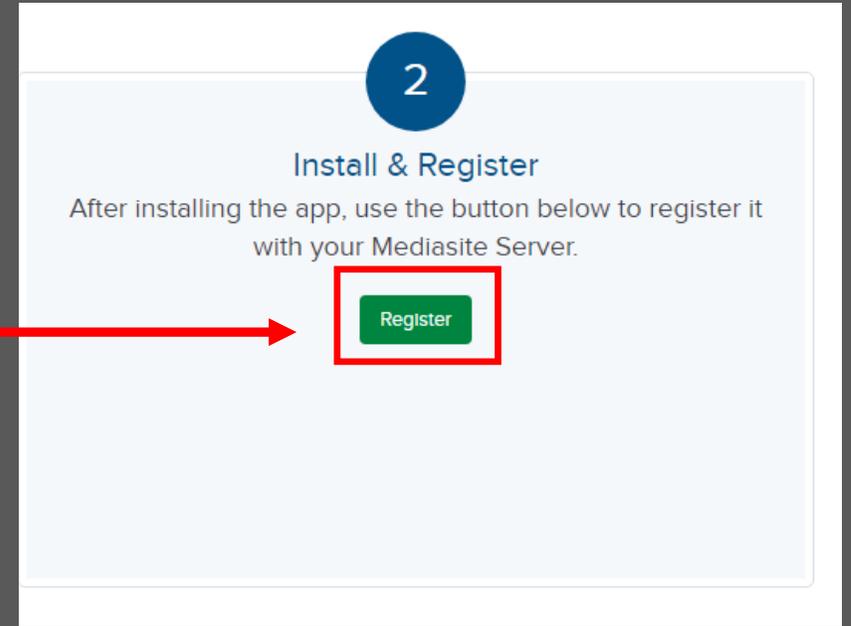      Username: csanzpresenter
      Password: csanzpresenter
Once logged in you will see the download options for MAC or Windows, click the button that corresponds to your software and follow the prompts to install MDR. Click Finish when the installation is complete.
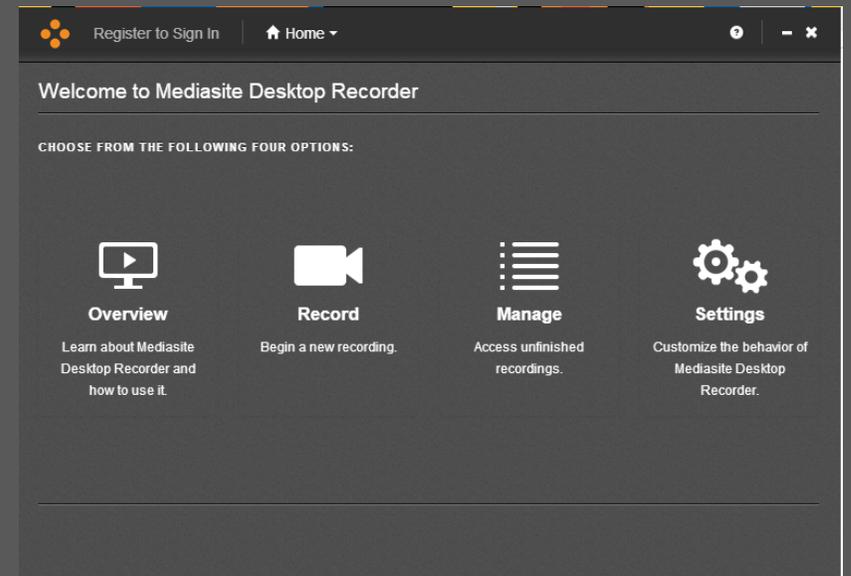
Please enable all popup messages as these will ask to enable your microphone, camera etc.

After your application has installed, please go back My Mediasite (link above) and under "Install and Register" select the "Register" button.

**2**

**Install & Register**

After installing the app, use the button below to register it with your Mediasite Server.

Register

The system will then prompt you to open MDR and will give you a brief tour of the application.

Register to Sign In | Home

**Welcome to Mediasite Desktop Recorder**

CHOOSE FROM THE FOLLOWING FOUR OPTIONS:

**Overview**
Learn about Mediasite Desktop Recorder and how to use it.

**Record**
Begin a new recording.

**Manage**
Access unfinished recordings.

**Settings**
Customize the behavior of Mediasite Desktop Recorder.

b. To record your presentation using MDR
Log in to my MediaSite: https://webcast.gigtv.com.au/Mediasite/mymediasite
Username: csanzpresenter
Password: csanzpresenter

Click on the '+ Add Presentation' located on the right of the navigation bar.



Select 'Capture Video'

A screen will ask you to enter a title and description. **The title must be formatted as firstname lastname title of presentation** *e.g. Paul Ridker 100 years from C-reactive protein to anti-cytokine therapy for atherosclerosis.* Please use the title exactly as provided in your confirmation email.

Click 'Open MDR', your presentation will be created and opened in My MediaSite. The Mediasite Desktop Recorded will also open, please allow a few seconds for this to appear. MDR will automatically open at the record screen. When you are ready to record, select 'Screencast + Video' from the recording options then click 'next'.

Your camera and microphone should be automatically recognised. If you can't see the camera or microphone using the dropdown menus, select your preferred camera input and microphone. You should see the sound bar moving as you speak into the microphone.
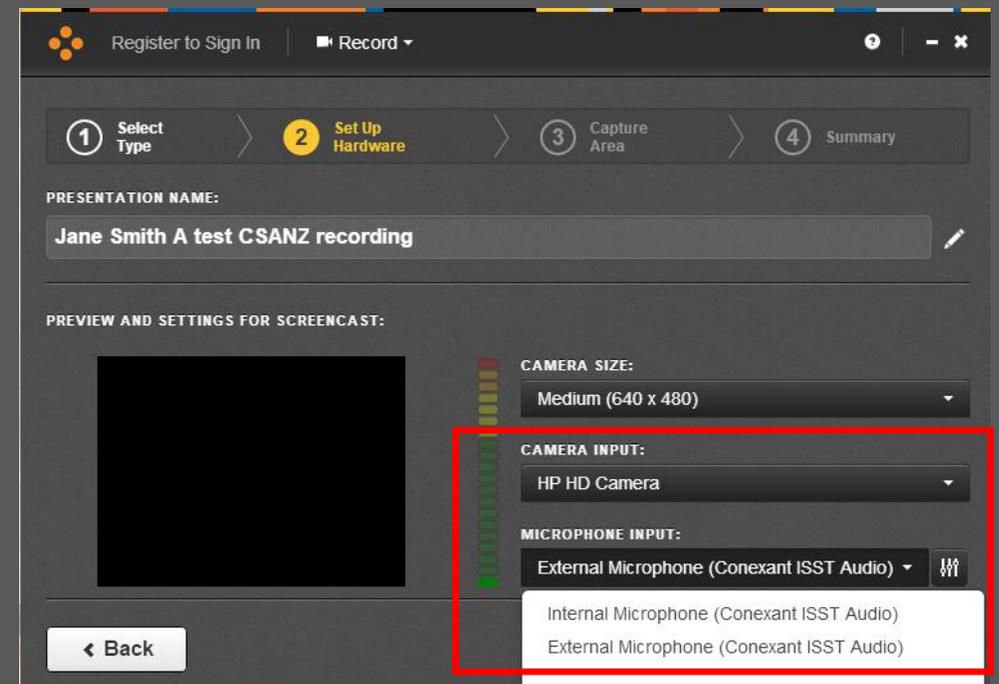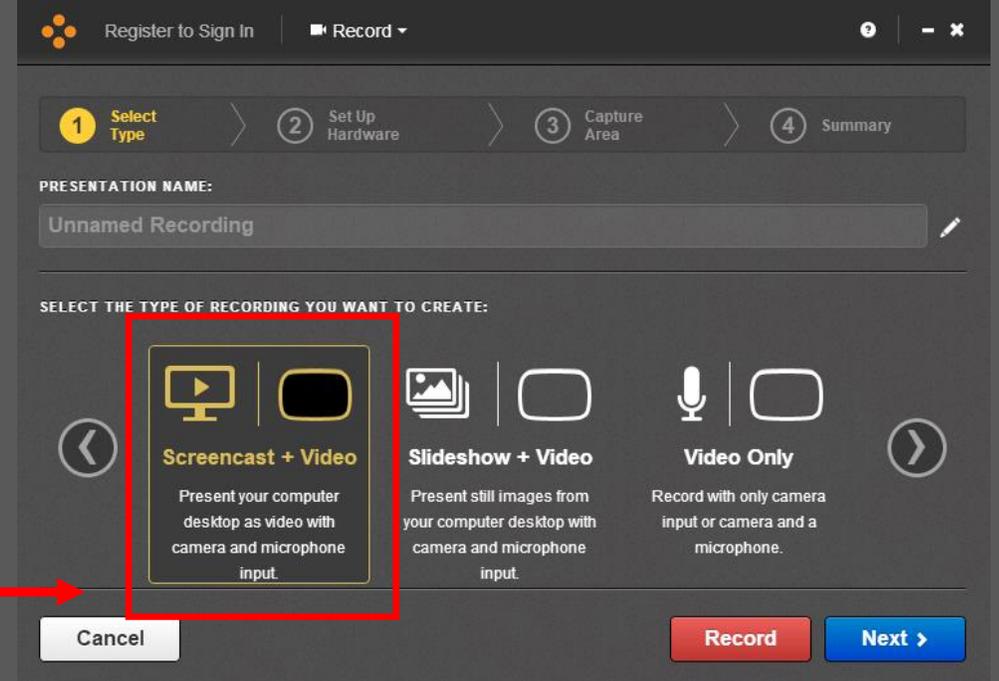
The next step will ask you what part of the screen you would like to record. Get your presentation ready just as if you were presenting in front of an audience, then select desktop on the MDR software. A red box will appear around the area that will be recorded, click the green tick box to continue.

When you are ready to start, click record. You will get a timer that will give you a 5 second countdown for the recording to begin.

*Note: a control window pops up and maybe recorded as part of your screen, either drag the control window to a 2nd screen if you have one or minimize it.*



SPEAKER GUIDE FOR
PRE-RECORDED PRESENTATIONS

When you have finished recording your presentation, click the pause icon in the system tray (red square with white in the middle) or use the pause on the system controller if you have not minimised.

If you make a mistake you can keep recording as you will be able to edit your recording once finished.

The system will give you the option to resume recording, discard recording or finish recording. If you wish to rerecord, click discard and start recording again.

Once you are happy with your recording click finish and move to the final stage.
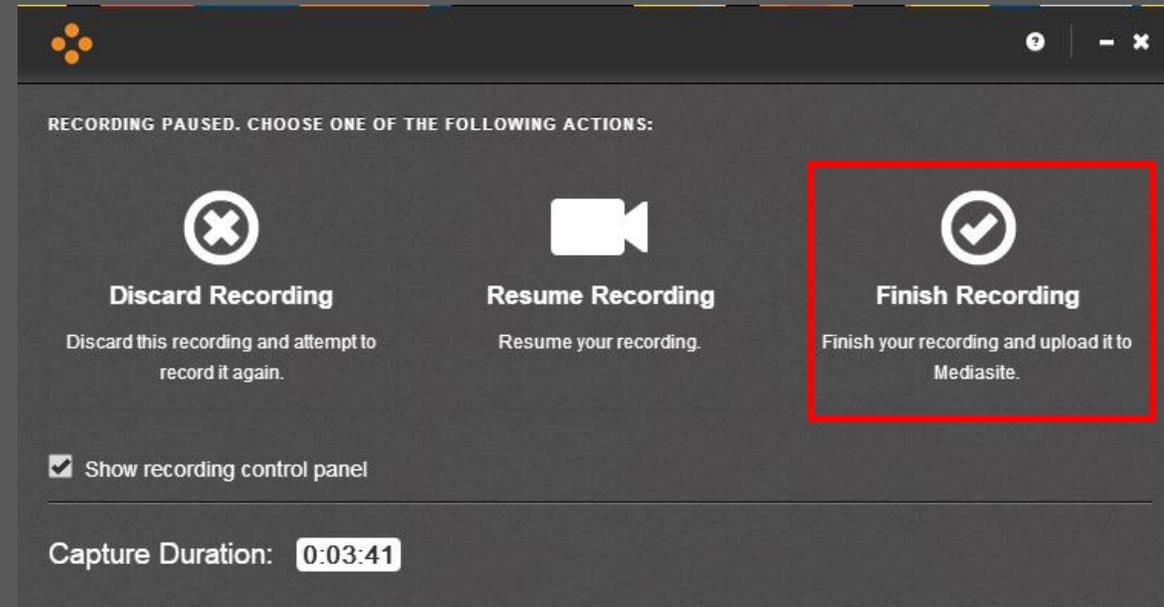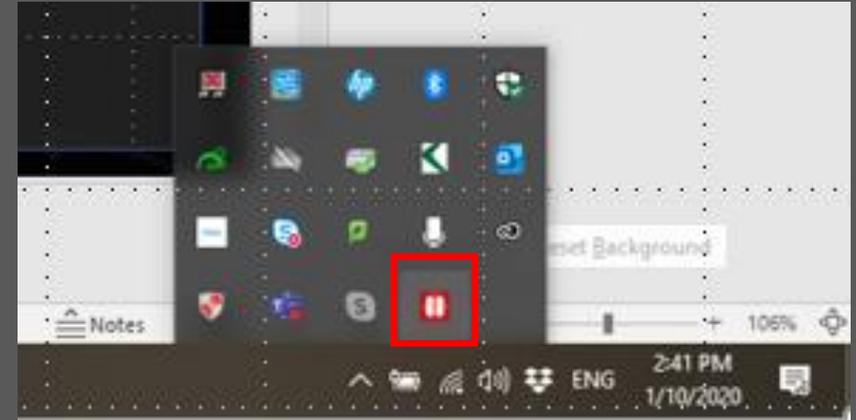
c. To upload your presentation to MediaSite
Once you are happy with your recording, click finish. Your recording should then be automatically uploaded to the server.

When the presentation has completed uploading, a message will appear in the bottom right hand side of your screen with a link to open the presentation in My MediaSite. (If presentation fails to upload please check your internet connection). While MDR remains open you can manage the recording, including uploading it at a later time, however if you are complete you can close the recorder.

In My MediaSite, your presentation will finish processing. To check it's progress, please refresh your browser. When you can see a screenshot in the video window, your presentation is ready to view and edit.

To view the recording, click 'Watch in new window'.

d.    Further Assistance

For further instructions please visit: https://learn.mediasite.com/course/recording-your-screen-with-mediasite-desktop-recorder/lessons/single-video-slides-video-or-screen-cast-audio/

For editing instructions please visit: https://learn.mediasite.com/course/editing-your-video-presentation/lessons/navigating-the-web-editor/

If you have followed all of these instructions and need support, please visit https://support.jplmedia.com.au to open a support ticket. Please make sure you include an accurate description of the issue along with any screen shots that will help our friendly support crew to assist. Please also include information about your operating system.

# 3 DISCLOSURE SLIDES

***You are required to include a Disclosure Slide in your presentation, please ensure you download the relevant slide deck below and include the relevant slide at the start of your presentation.*** These will be reviewed when your slide deck is submitted, and if you have been unable to include a slide we will automatically add a slide noting that the Faculty Disclosure Statement was not returned.

Please click here to download the 16:9 **CSANZ 2020** PowerPoint template as well as the two 16:9 slides for your disclosures. Please ensure to use these slides for any presentations you may have.

Please click here to download the 16:9 **ANZET 2020** PowerPoint template as well as the two 16:9 slides for your disclosures. Please ensure to use these slides for any presentations you may have.

You only need to include ONE of the slides below:

**Slide One**
• In accordance with the policy of the Cardiac Society of Australia and New Zealand the following presenter has indicated that they have a relationship which in the context of their presentation, could be perceived as a real or apparent conflict of interest but do not consider that it will influence their presentation. The nature of the conflict is listed:
• INSERT NATURE OF CONFLICT HERE – for example: Spokesperson for a particular drug, funding grants from companies

**Slide Two**
• The presenter has advised that the following presentation will NOT include discussion on any commercial products or service and that there are NO financial interests or relationships with any of the Commercial Supporters of this years ASM.

# 4  TWITTER

We are encouraging all speakers, moderators, facilitators and participants to engage with the CSANZ conversation on Twitter, before, during and after the Meeting.

We would be grateful if you could prepare one tweet per presentation you are giving, to highlight your upcoming content or a particular discussion that may be of interest to the audience.

Please tag your tweet @thecsanz and #CSANZ20 to engage with the wider audience.