

HOW TO RECORD YOUR VIDEO POSTER

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). We do not recommend MAC OS Catalina due to recurring software issues. Please follow the instructions below to download the software, record your presentation and upload your final talk.

- a. To download and install MDR (please skip this step if you already have the application)

Log in to my MediaSite:

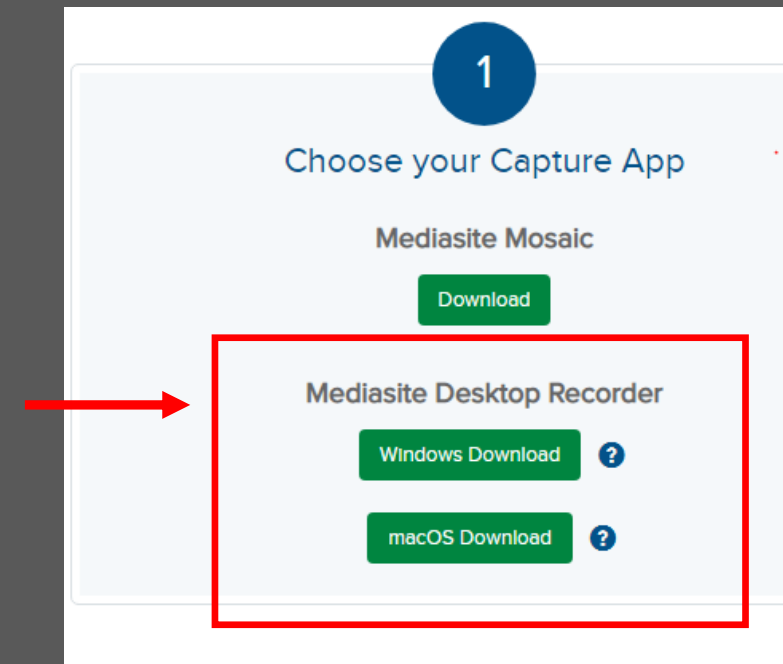
<https://webcast.gigtv.com.au/Mediasite/mymediasite/desktop-recorder/download>

Username: csanzposter

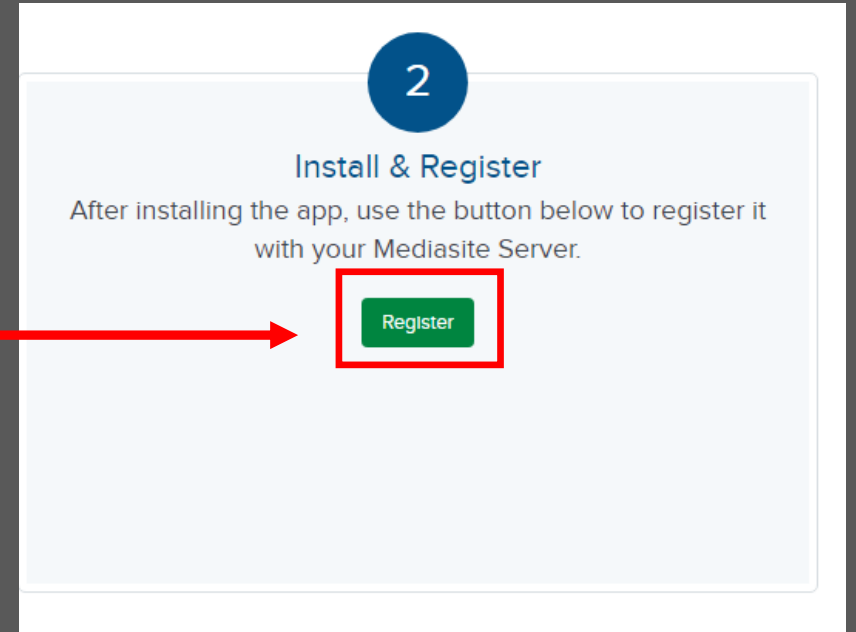
Password: csanzposter

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.

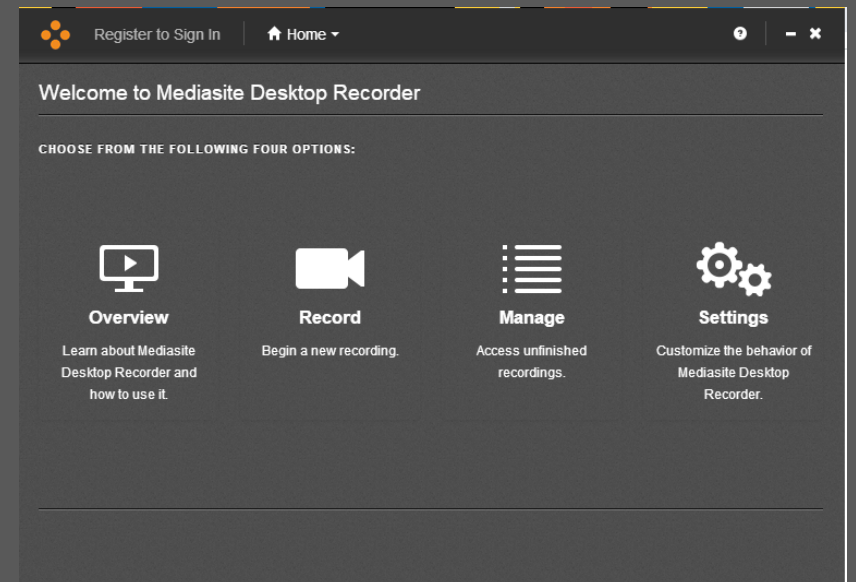
Please enable all popup messages as these will ask to enable your microphone, camera etc.



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



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



b. To record your presentation using MDR

Log in to my MediaSite: <https://webcast.gigtv.com.au/Mediasite/mymediasite>

Username: csanzposter

Password: csanzposter

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

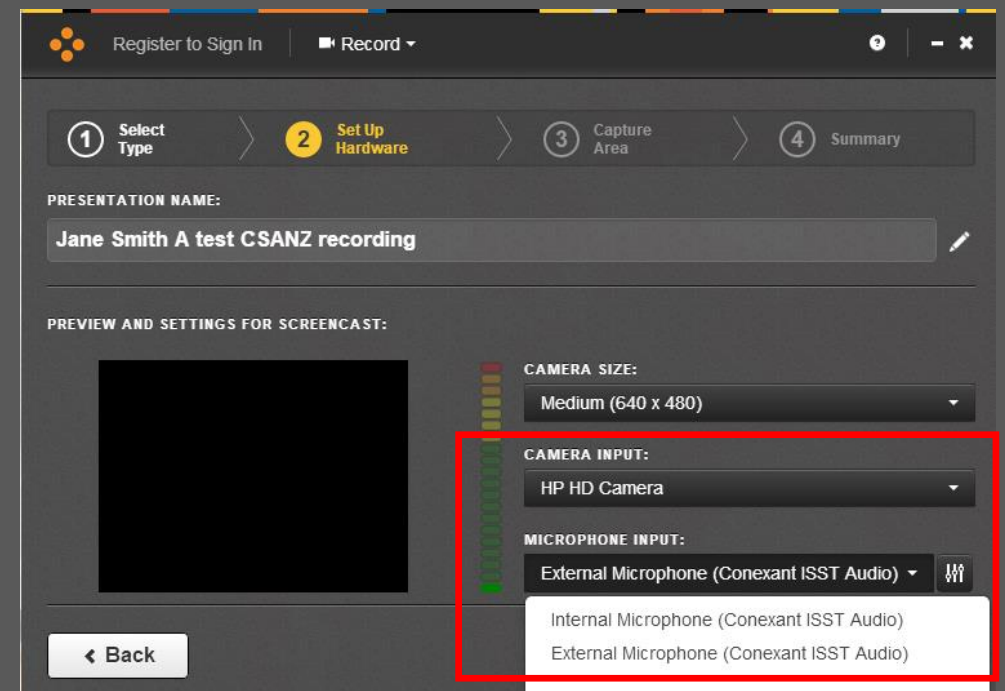
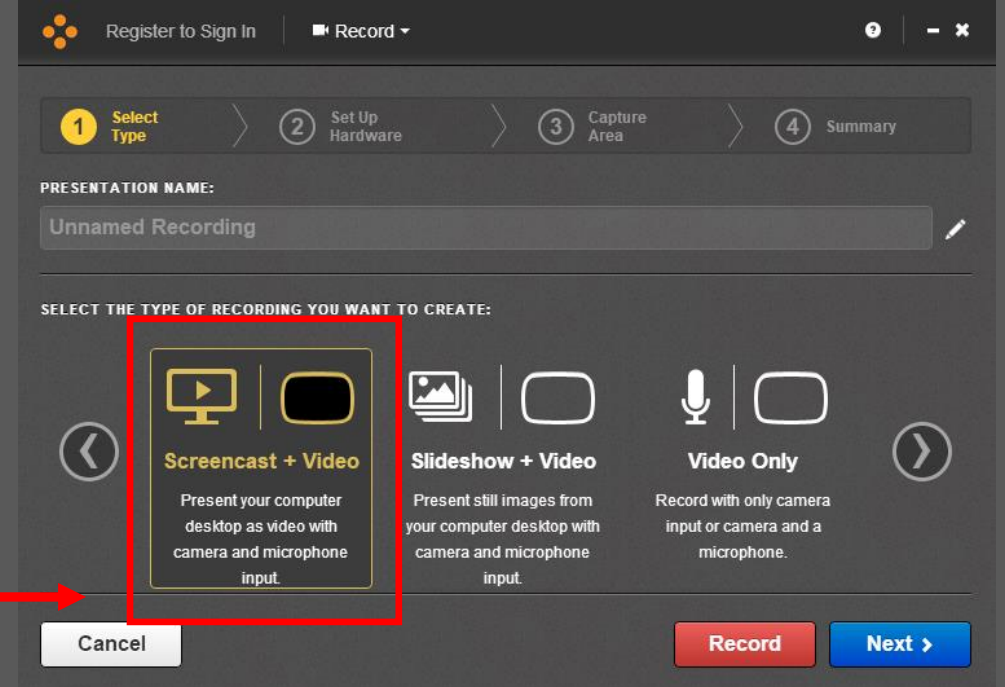


Select 'Capture Video'

A screen will ask you to enter a title and description. **The title must be formatted as firstname lastname title of poster** 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 acceptance 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.



CSANZ VIRTUAL 2020
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HOSTED AT GOLD COAST CONVENTION AND EXHIBITION CENTRE
11 - 13 DECEMBER 2020
WWW.CSANZASM.COM

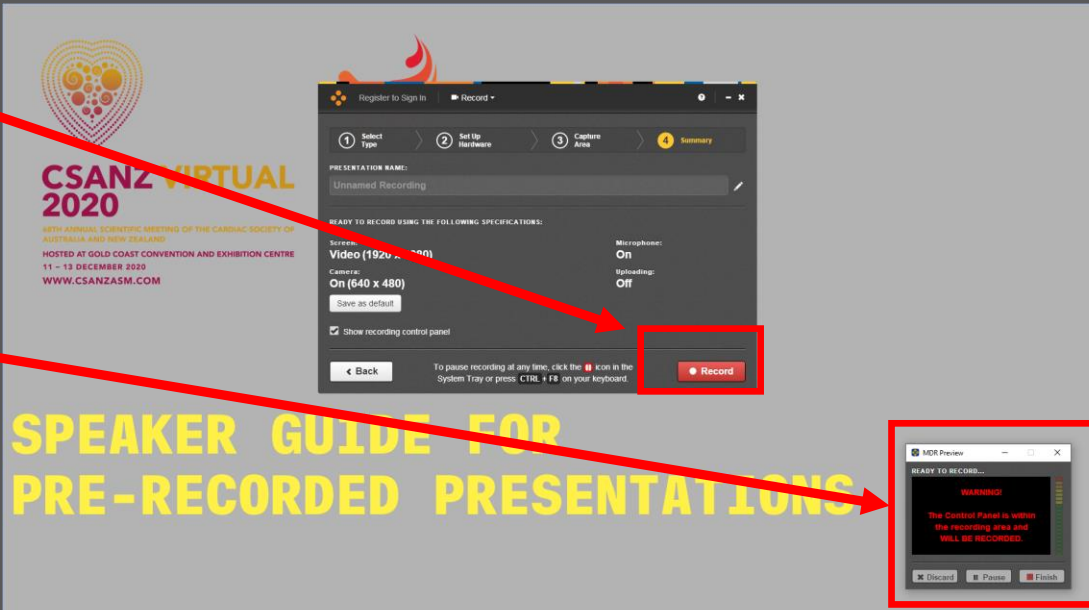
ANZET20 VIRTUAL
14th Annual Australia & New Zealand Endovascular Therapies Meeting
Hosted at Gold Coast Convention and Exhibition Centre
11 - 12 December 2020
WWW.ANZET20.COM

Mediasite Desktop Recorder
SELECT: Desktop Window Region
SELECTED: Desktop 2 (1920x1080)

SPEAKER GUIDE FOR PRE-RECORDED PRESENTATIONS

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.



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Register to Sign In Record

1 Select Type 2 Set Up Hardware 3 Capture Area 4 Summary

PRESENTATION NAME:
Unnamed Recording

READY TO RECORD USING THE FOLLOWING SPECIFICATIONS:

Screen: Video (1920x1080)
Camera: On (640 x 480)
Microphone: On
Upload: Off

Show recording control panel

Record

To pause recording at any time, click the icon in the System Tray or press CTRL + F8 on your keyboard.

MDR Preview
READY TO RECORD...
WARNING
The Control Panel is within the recording area and WILL BE RECORDED.
Discard Pause Finish

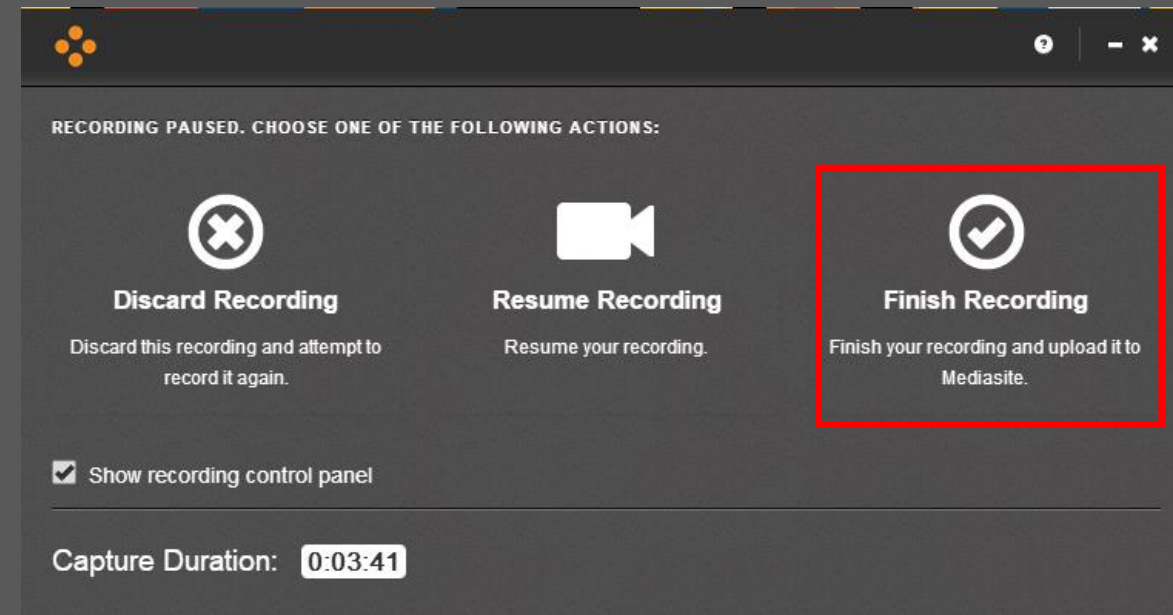
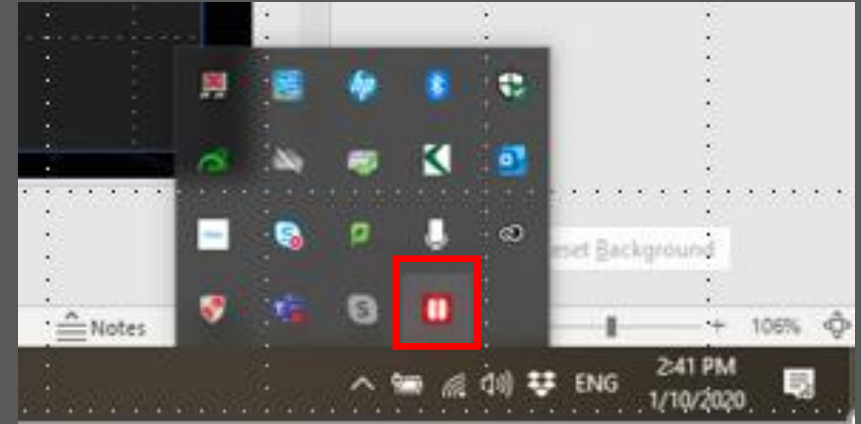
SPEAKER GUIDE FOR PRE-RECORDED PRESENTATIONS

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-screenwith-mediasite-desktop-recorder/lessons/single-video-slides-video-or-screen-cast-audio/>

For editing instructions please visit: <https://learn.mediasite.com/course/editing-your-videopresentation/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.