

# BMA 2020 Meeting Instructions for Presenters

## Recording and Sharing Your Presentation

1. Please use Microsoft PowerPoint to record a narrated slide presentation. An example of this can be found here: <https://www.youtube.com/watch?v=rTX6QZHvap8>
2. Detailed instructions for how to do this, including screen captures demonstrating the location of menus and options, can be found on the Microsoft website; the links are provided here for your reference:
  - **Office 365 (Windows):**  
[https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office\\_365](https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office_365)
  - **Office 2019 and earlier (Windows):**  
<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Windows>  
*Note: Choose your version of PowerPoint from the drop-down menu*
  - **Office for macOS:**  
<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=macOS>
3. Make sure you have a functioning microphone (usually built in to laptops, or can be added as a plug-in accessory to desktop computers); a webcam is optional and only necessary if you want to include a real-time speaker video to include as an inset to your presentation (Office 365)
4. The time allotted for each presentation is as follows:
  - Invited speakers: 20 minutes
  - Plenary oral presentations: 10 minutes
  - Virtual poster presentations: 5 minutes

Ensure that your recording fits within the allotted time! Presentations that do not meet these guidelines will be returned to the speaker for editing
5. As you record your presentation, we recommend using animated text and/or images to help your audience follow along with your narration. In addition, we recommend using the built in “Laser Pointer” tool to draw your audience’s attention to particular areas of the screen during your presentation:
  - To access the Laser Pointer tool: while recording, at the bottom of the screen, click the round, light gray circle with the drawing of the pen, and select the Laser Pointer tool – a red dot will pop up letting you gesture to whatever you want, and it will become part of the recording. There is also a “Pen tool” and a “Highlighter” available from the same menu that you can use, although the Laser Pointer will be sufficient for most purposes. Note that your mouse cursor will NOT be recorded; you must use the Laser Pointer tool to record these gestures.
6. Please ensure that you record your presentation in a quiet room; if YOU can hear background noise, chances are that your AUDIENCE will be able to hear it too!
7. When you are done, export the file to video. We recommend using .mp4 video format at a resolution of 1080p.

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8. Share the video file with us at [bma2020@sciencesconf.org](mailto:bma2020@sciencesconf.org)
  - a. Note: For files larger than ~10 MB, you may need to send via download link (make sure sharing is set to 'anyone with the link can download'). There are many ways to do this. For example, Google drive provides free storage and sending for those with gmail addresses. If you're not sure what to do here, see step #7.
9. **Need help?** Ask questions or schedule a zoom conference with one of the meeting organizers by emailing [bma2020@sciencesconf.org](mailto:bma2020@sciencesconf.org)

## Customizing your Whova Webpage for Plenary Oral Presenters

1. As a plenary oral presenter, you have the option to customize your speaker webpage and bio. You will receive a link to do this through the Whova website.
2. Speaker Information. To optimize your views and exposure, we recommend that you upload a profile photo. You may also choose to add your LinkedIn information and Twitter Handle

### Speaker Information

Upload and edit your profile and session information as you would like it to appear on the event materials.

#### Profile Info

Full name (Speaker's display preference) \*

Erica Scheller, DDS, PhD

Email \*

scheller@wustl.edu

Affiliation (Company, association, university, etc.) \*

Washington University in Saint Louis

Job Title \*

Assistant Professor

Profile picture



Choose File 2020 Head sh...d small.jpg

LinkedIn profile (URL)

<https://www.linkedin.com/in/erica-scheller-60685762/>

Twitter handle (URL)

<https://twitter.com/schellerlab>

3. Any topics you want your audience to discuss before or after your talk? Please leave this section BLANK.
4. Your publications, news or any recommended articles. Feel free to link up to 3 of your publications here (optional).
5. Social media. You may link to any of your social media accounts (optional)

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6. Save. Click save to submit your information to BMA2020.
7. Share. If you'd like, share the information about your talk on social media using the custom generated templates!
8. Upload your Talk - see **Recording and Sharing Your Presentation** instructions above. A member of the BMA2020 team will upload your presentation after it is shared and vetted to ensure that it meets minimum video/audio quality standards.

## Customizing your Whova Webpage for Virtual Poster Presenters

1. Virtual posters will be available in the 'Exhibitor' portion of the conference site. You have several options for customization, as detailed below. These can be accessed using your personal exhibitor link. This will be emailed to you directly.
2. Promotional Offers. This section is usually used by companies to provide coupons or promotions. If you want, you can use it to display photos by selecting the options as indicated in the image below. If you do this, the photos will be displayed at the bottom of your exhibitor page, under your abstract.

### Promotional Offers

Promotion Type:

Coupon

Number of total coupon:

Unlimited

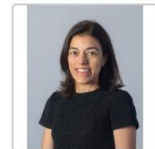
Promotion details:

Figures/Photos



### Images

You can upload up to 5 images



Upload Image

9. Company Showcase. We ask that you leave this section blank. This is where the BMA2020 organizers will upload your video – see **Recording and Sharing Your Presentation** instructions above. A member of the BMA2020 team will upload your presentation after it is shared and vetted to ensure that it meets minimum video/audio quality standards.

# BMA 2020 Meeting Instructions for Presenters

## Company Showcase

### Live Showcase Link:

Services recommended: Zoom Meeting, Google Hangouts Meet, Vimeo Livestream, WebEx, Microsoft Teams, Skype for Business, GoToMeeting, UberConference, Blue Jeans, GlobalMeet, CenturyLink, EasyWebinar, On24, Hopin, ClickMeeting, LiveStorm, Wowza, Adobe Connect, Twitch, Youtube Live, Facebook Live, Periscope, Younow, Bambuser, Ustream, Dacast, Crowdcast, and Brightcove

### Stream Time:

### Timezone:

### Company Video:

Services recommended: Youtube, Vimeo, Zoom, DailyMotion, Wistia, Sprout Video, Brightcove, iPlayerHD, VeritasTV, Crowdcast, and Wix Video

3. **Company Information.** We recommend that you add a logo to help attract people to your poster (see the example red blood cells in the image below). This logo will display as a thumbnail next to your poster title. It will be relatively small; things like University logos or simple images are best. You can also choose to add your personal or lab website and an additional line of contact information, if desired. In the example image, we've listed the Scheller Lab twitter account and lab webpage. Below this, you will see the 'Company Description' box. This contains your abstract. Please check for accuracy, but do not make major changes to the text. The abstract booklet will contain the information you originally submitted to the BMA2020 website and will **not** be updated if you make changes.

## Company Information



[Change Logo](#)

### Phone Number:

### Website:

### Address:

### Company Description:

This is an example poster. Normally the abstract will go here. I'm going to paste some text to fill the space to simulate this. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea

## BMA 2020 Meeting Instructions for Presenters

- Submit. At the bottom of the page you should see your email address as the primary contact. Please check the box to confirm your agreement and click the 'Submit' button. Your updates will automatically be applied to your Whova website.

**Primary Contact**

Poster Example (MMCGEELAWRENCE@augusta.edu)

**Booth Staff**

You can invite any additional staff that will be at the booth collecting leads in the Whova app.

By selecting this box, you agree to Whova's [Terms of Use](#) and [Privacy Policy](#). Whova is not responsible for any disputes between you and individuals who sign up for the offers. Whova is also not responsible for any misconduct from individuals who sign up for your offers. While this service is designed to help exhibitors get more booth traffic, Whova is not responsible for the final result. You agree and acknowledge that Whova is entitled to modify, improve or discontinue any of its services at its sole discretion and without notice to you even if it may result in you being prevented from accessing any information contained in it.

**Submit** Take down the promotion