

2022 On Demand Session Instructions for Presenters

You are scheduled to present a prerecorded, on-demand session for the NAAEE Annual Conference and Research Symposium. These sessions do not have a specific presentation time; we will upload the recordings to our event platform, Attendee Hub, where they will be available 24/7 for all registered attendees (both virtual and in-person) to review at leisure from October 11, 2022, through April 15, 2023.

DEADLINE:

Upload your recording for the following session by **September 16, 2022.**

Session Number: `[[session_session_id]]`

Session Title: `[[title]]`

Session Format: `[[sess_type_name]]`

FILE FORMAT:

Your recording needs to be saved as an MP4 file. If you record your session in Zoom, it will automatically be saved in this format, but you may use any recording system you choose.

FILE NAME:

Name your file using this formula so that we associate your recording to the correct session. The required information is included above.

Session Number_First Six Words of Your Session Title.MP4

SESSION LENGTH:

Please be sure that your recording does not exceed the time limit for your format.

Research Symposium:

Research Presentation: 10 minutes

Conference:

Bright Spot: 10 minutes

Hands-on Presentation: 60 minutes

Symposium: 60 minutes

Traditional Presentation: 30 minutes

FILE UPLOADS:

Click on one of the links below to upload your MP4 file to the appropriate NAAEE site. Note that the sites for the conference and research symposium differ; be sure to use the correct link.

Conference Uploads: <https://filerequestpro.com/up/naaee2022>

Research Symposium Uploads: <https://filerequestpro.com/up/naaee2022-research-symposium>

COPYRIGHT PROTECTION:

Please make sure you **do not include any copyrighted material**—including music, audio clips, video, and photos—unless you can provide us with licensing information (i.e., the YouTube Content ID Code) in advance. Copyright infringements are closely monitored and could result in automatic and total shut-down of NAAEE's YouTube channel and all recordings. To prevent this, we will remove or mute any material that generates a copyright warning. This applies to all virtual sessions, whether prerecorded or live.

PRESENTER FAQ:

We are currently updating our Presenter FAQ, which will be available on our conference website by the end of the week.

The FAQ will include suggestions for lighting, positioning, and other tips for high-quality recorded presentations; we encourage you to review these tips before recording your sessions. The FAQ also includes descriptions of session formats and delivery options, along with other helpful information.

We recommend leaving room along the bottom of PowerPoint slides to accommodate viewers of on-demand sessions who use YouTube's built-in closed captioning tool.

USING THE EVENT PLATFORM:

We will be sending information about using Attendee Hub, our event platform, to all presenters in late September. When the platform opens in October, you will be able to add your photo and bio, handouts, and other files associated with your session. Each on-demand session will have a chat function for asynchronous discussions about the session content.

QUESTIONS:

If you have questions that aren't answered in the Presenter FAQ, please do not hesitate to reach out to us at conference@naaee.org.

Lori Mann
NAAEE Director of Conferences and Programs