ASBH 2020: Paper and Flash Presentation Recording

Notifications to access the recording site will be sent out from alerts@ativsoftware.com on **Saturday, September 12**. Please submit all recordings by **Monday, October 5** for inclusion in the 2020 Conference Schedule.

To upload content as a speaker, please follow the steps below.

1. You will receive an email with the subject line "Invitation to add content to ASBH20." Open this email.
   > NOTE: the email will be sent to the email address linked to your speaker record. If you are listed as a speaker on 2 sessions under 2 different email addresses, you will receive 2 invitations. If you are listed as a speaker on 2 sessions under 1 email address, you will receive 1 email and both your sessions will display once you click the link.

2. In the email message, click on the large blue Portal Login button.
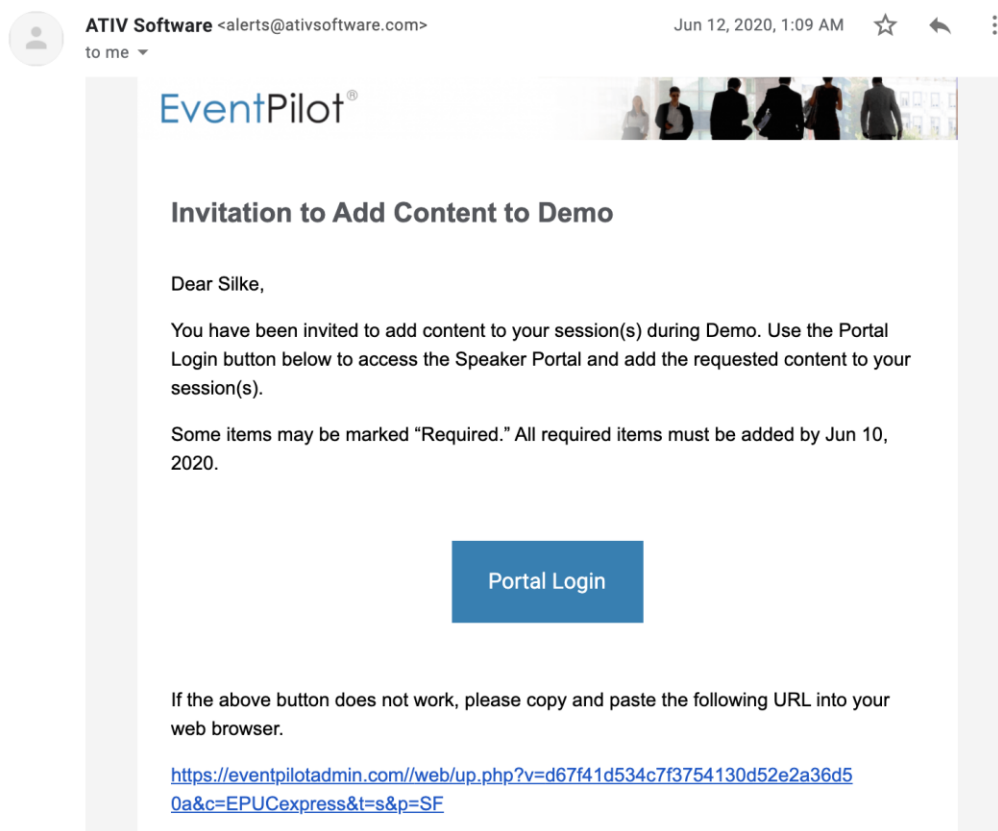
3. Log in using the credentials that you used to register for the ASBH conference.

4. You will see a list of all sessions to which your speaker profile is associated, along with materials that need to be uploaded to each one. Take note that some materials are

required, while others are optional. Paper and flash presenters are required to upload their presentations and record the audio.

Certain required materials include a Power Point presentation that you will upload from your computer and record right in the Portal itself. Please follow these steps to ensure it gets into the system:

1. Click the blue + button next to the material.
2. Select the PDF of your presentation from your computer. **Your PowerPoint must be converted into a PDF to upload to the system.** [Click here](#) for more information on how to convert your PowerPoint into a PDF.
3. Your PDF will upload.
4. If necessary, allow your browser to access your computer's microphone (a notification should pop up).
5. You will see a red microphone button at the bottom of the screen, along with a duration line.
6. Click the red microphone button.
7. After a 3….2….1…. Countdown, you will be able to record.
8. Record yourself giving the presentation. As you record, you may scroll through the pages of your PDF as well as zoom in and out.
9. Once you have finished recording, press the red Stop button.
10. Click the button labeled "Done" on the right side of the duration bar.
11. Once everything has converted, your presentation is uploaded and ready to go. This is the final step, you will not receive a confirmation. If your presentation displays, it is uploaded.

NOTE: If you wish to redo your recording, simply click the trash can icon next to your presentation, then follow the above steps to re-record.

NOTE: If you wish to merely play back your recording, click the play icon next to your presentation.