

## Presentation Guidelines

1. Presentation length should be 5-7 minutes in length
2. Use the laser pointer tool as you are talking about specific sections of your poster
3. Zoom into the portion of the slide you are focusing on
  - a. Minimize the sidebar and collapse menu bar so your main slide is bigger
4. You will find useful tips to consider when crafting your recorded presentation here:  
<https://www.scientifica.uk.com/neuowire/tips-for-presenting-your-scientific-poster-at-a-conference>

## Presentation Recording with Kaltura

1. Go to <https://ucom.mediaspace.kaltura.com/>
2. Login via the “Guest” tab (use your UC issued 6plus2 and password)
3. Once you are successfully logged in, select “+Add New”, located in the right corner.
4. Under the “+Add New” drop down you will select “Kaltura Capture”
5. Download the “Kaltura Capture” software to your computer.
  - a. Kaltura Capture allows you to record your PowerPoint Presentation and records your audio.
6. Once Kaltura Capture is downloaded, please review this link: <https://kb.uc.edu/KBArticles/Kaltura-CVPPRec.aspx> for instructions on how to record your PowerPoint presentation and audio!
7. Once your presentation is recorded, upload and save it to Kaltura.
8. Go back to <https://ucom.mediaspace.kaltura.com/> and click on your name and go to My Media.
9. Find the recording and click on the video.
10. Under the Actions menu, click Edit.

The screenshot shows the 'Details' tab of a Kaltura media entry. At the top, there are navigation tabs: Details, Publish, Options, Collaboration, Thumbnails, Downloads, Captions, Attachments, and Timeline. Below these is a 'Replace Media' section with a 'Name: (Required)' field containing 'testing, meagher, hello'. A 'Description:' field is visible with a rich text editor toolbar including options for Black, Bold, Italic, Underline, and other formatting tools. The description text reads: 'The University of Cincinnati will celebrate commencement for 2020 spring and summer graduates with a virtual ceremony on Aug. 7 and 8. UC was among universities across the country that postponed commencement ceremonies in the wake of the COVID-19 pandemic. The university will acknowledge the work and dedication of more than 8,400 summer and spring graduates in the class of 2020. All are welcome to join UC's commencement on Friday and Saturday at [ucgrad20.org/virtualevent.com](http://ucgrad20.org/virtualevent.com).' Below the description is a 'Tags:' field with 'basic science research' entered. At the bottom, there are three buttons: 'Save', 'Go To Media', and 'Delete Entry'.

11. Title your video using the following format: Last name, first initial, title of project
12. In the “description box” under the poster slide/recording, copy and paste your abstract.
13. In the “tags” box type in the category type for your presentation. They are listed below.

Category options include:

- Clinical Medicine
- Clinical Surgical
- Basic Science
- Translational Research
- Service

14. Click Save.

15. The video will need to be published to the “2020 Research and Service Symposium Channel”

- After editing the description and tags, click on the "Publish" tab and make sure to choose "Published" since the default selection is "Unlisted". After choosing "Published", the various channels should pop up – post to the 2020 Research and Service Symposium Channel.

For a more detailed tutorial of how to use and access Kaltura please visit:

<https://kb.uc.edu/kbarticles/kaltura-landing.aspx>. You will find all instructions and informational videos on how to record your lectures.