
Recording Suggestions:

- **Practice your presentation and recording beforehand.**
- **Be mindful of lighting.** Try practicing with different lighting to find the best effects.
- When you are ready to record, open your slides in full screen mode.
FOR EXAMPLE: If using Microsoft PowerPoint, give your presentation in “Slide Show” mode.
- **Begin your presentation on your content slides.** A brief pause in between slide transitions may be needed with some recording applications below.
- **Final file format must be an MP4 file.**

Speaker Resources

- Best Practices: [Tips for Presenting at Home](#)
- Best Practices: [Virtual Presenter](#)
- PowerPoint 2013: [Instructions](#)
- PowerPoint 2019/Keynote (Windows, Mac): [Instructions](#) | [Record with Webcam](#)
- PowerPoint 2019 Mac: [Instructions](#)
- Zoom - (Windows, Mac): [Instructions](#) | [How-to-Video](#)

Audio Tips:

- **Use a microphone and test audio before recording.** Wired headsets will generally produce the best quality audio and pickup less ambient noise.
- **Record presentation from a quiet location.**

Save and Review:

- Make sure your presentation video is saved as a MP4 file.
- Playback MP4 file prior to submitting.
- Save your file with the title of your presentation or presentation ID and your name.
- **If applicable, *handout(s) must be PDF files.***
 - ***Handouts need to be named with the presentation ID, your name and denoted as a handout.***
 - ***Example: 1906_JohnDoe_Handout***

Technical Specs:

- File size: **2GB is the maximum file size limit** for the Orchestrate Advanced Submission System. If the file size is larger than that- please email Orchestrate@freemanco.com for alternative upload instructions.
- Resolution: 1920 x 1080
- Frame Rate: 30fps
- CODEC: h.264 in .mp4 wrapper + AAC for audio
- 6mbps bitrate:
 - To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate.
- MP4 file format is the preferred and recommended file type.

[Orchestrate Website: Uploading Your Video Presentation:](#)

Submit to HFSA 2021 Presentation Management website here:

<https://hfsa2021.sessionupload.com/>

If you do not know your login name, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble please contact us [HERE](#).

IMPORTANT!

- *When naming your file, please keep the length under 30 characters and do not include special symbols \$ & +, / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.*
- **Maximum file size for any file(s) is 2GB per file**
- If the file size is larger than that- please email Orchestrate@freemanco.com for alternative upload instructions.

Upload Process

- Step 1: Locate the desired presentation you wish to upload to.
- Step 2: Click the "Upload Files" button.
- Step 3: Browse out to your upload file, select the file(s) to upload, and click on "Open".
- Step 4: If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

Biography and Headshots:

- To add a biography, click on your name in the right-hand corner of the site, click on "My Profile" then click on the "Biography" tab to place your information into the text box.
- To provide a headshot, click on the camera icon next to your name and upload a high resolution image. The acceptable file types for profile pictures are jpg, jpeg and png, and the resolution is 600x600 pixels. Please name the image file with your first and last name in the file. For example: JohnDoe.png.
- See "How -To" [here](#).