



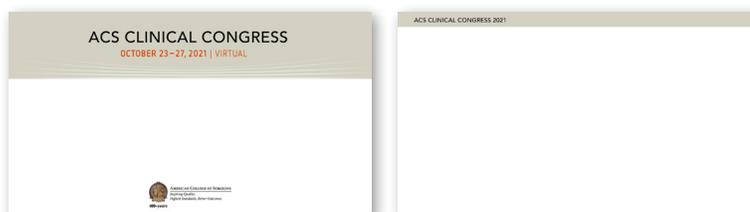
Pre-Record and Upload Your Presentation

Thank you for your participation as faculty for the American College of Surgeons (ACS) Clinical Congress 2021. Please review the instructions below for preparing, recording, and uploading your presentation.

When to upload your pre-recorded presentation: July 21–September 20, 2021

Follow these steps:

1. Develop your PowerPoint presentation. The ACS Clinical Congress 2021 PowerPoint template can be found on the Speaker Resource page. Note: Use of the ACS Clinical Congress PowerPoint template is optional.



2. Review the ACS Video Presentation Recording Checklist and the Video Presentation and Recording Tips documents prior to making your recording. Both documents can be found on the Speaker Resource page.



3. Record your presentation using Zoom, save your recording as an MP4 file, and upload the file to your Speaker Portal, which can be accessed online.



4. A member of the ACS Clinical Congress team will review your presentation and check for any obvious problems, including material not being compliant with HIPAA or copyright laws. If edits to your presentation are needed, an ACS team member will contact you.



Pre-Record and Upload Your Presentation (*continued*)

Guidance for Recording a Panel Discussion

Each Panel Session may include a group discussion pre-recorded using Zoom. The panel discussion should appear as the final or next-to-last pre-recorded presentation in the session.

Pre-Recording the Panel Discussion

ACS staff members are available to assist moderators with pre-recording and uploading a Panel Discussion. Staff can help coordinate a time when all session faculty are available to meet on Zoom to record the Panel Discussion. Additionally, if needed, staff can assist in making the recording.

Chat Feature

During your session's scheduled time at the Virtual Clinical Congress, a live text chat will be available for use by attendees and faculty. This feature promotes engagement and interactivity. ACS staff will monitor the chat and provide support as needed.

Faculty Responsibilities during the Scheduled Time of the Session

We encourage all moderators and speakers to attend the entire session at its scheduled time during the meeting and to engage with attendees via the live chat function.

Need Additional Help?

If you have questions, please e-mail us at clinicalcongress@facs.org.