LIVE STREAMED, PRE-RECORDED, WITH LIVE Q&A GUIDELINES

Thank you for your participation in the 2021 ACS Quality and Safety Conference.

If you were invited to be a moderator, speaker, or panelist for a live streamed, pre-recorded session with a live Q&A, please review these instructions below.

What Does It Mean to Be Part of a Live Streamed, Pre-Recorded, with Live Q&A Session?

Any presentation included in a live-streamed, pre-recorded session with a live Q&A component will be pre-recorded and made available on the virtual conference website at a scheduled time.

Following the live-streamed session, the speaker is required on camera at a specified time for a Live Q&A with the audience.

Please note: The recorded presentation, including the Q&A, will be made available on-demand after it airs live.

What is the timeline?

- **May 5^th^ - June 18^th^** – Speaker prepares PowerPoint presentation
- **May 18^th^ - June 18^th^** – Speaker signs up for timeslot to record with Audio Visual (AV) vendor
- **June 18^th^ - 28^th^** – Moderators or ACS Staff reach out to panelists to determine topics/questions that should be discussed during the Live Q&A session.
- **June 21^st^ - July 2^nd^** – Speakers record presentations with AV company.
- **Mid-late June** – “Day of Training” by audio visual company
- **Day of Session** – Arrive early to your session to do sound check with the audio-visual company and get acquainted with functions of the platform

How Do I Prepare my Presentation, Record and Upload to the Speaker Management System?

1. Go to the ACS Quality and Safety Conference website (https://www.facs.org/quality-programs/quality-safety-conference) and sign up for your timeslot to record your presentation with our AV vendor.
2. Develop your PowerPoint presentation using the ACS Quality and Safety Conference PowerPoint template. The ppt template can be found on our website HERE. It is recommended that you use the ACS QSC template.
3. Review the ACS Video Presentation Recording Checklist and Video Presentation and Recording Tips documents prior to recording. Both documents can be found on our website HERE.
4. Show up to your recording timeslot prepared and ready to record. The AV technician will walk you through a sound check and the steps on how they will record you.
5. The AV Company will take your presentation from there and prepare it to be live-streamed on the day of the conference.

**How Do I Prepare for my Live Q&A Panel Discussion?**

If you are part of a Q&A Panel Discussion, an ACS Staff person or Moderator for your session will reach out to you and the other panelists to determine a set of questions or topics that should be discussed during the panel.

In addition, there will be questions coming from attendees in the live chat box. An ACS staff person will be able to remove any questions that are inappropriate or should not be addressed. Additional training on the chat feature is forthcoming.

Training for the live Q&A, provided by our vendors and ACS staff, will be made available in mid to late June. Please continue to check the website for the exact date and time of the training. If you are unable to attend the training, it will be recorded and shared on the QSC website.

Please reference the “ACS Quality and Safety Conference Pre-Record with Live Q&A Overview” document on our website, HERE.

**Need Additional Help?**

If you have additional questions, please feel free to contact the staff person you have been working with or the Quality and Safety Conference Team at acsqconference@facs.org.