LIVE STREAMED, PRE-RECORDED, WITHOUT 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 or speaker for a live streamed, pre-recorded session WITHOUT a live Q&A, please review these instructions below.

What Does It Mean to Be Part of a Live Streamed, Pre-Recorded, without Live Q&A Session?

Any presentation included in a live-streamed, pre-recorded session WITHOUT a live Q&A component will be pre-recorded and made available on the virtual conference website at a scheduled time.

There are no speaker responsibilities the day that the presentation launches.

Please note: The pre-recorded presentation will be made available on-demand after streams live.

What is the timeline for submitting my presentation?

- May 5th - June 18th - Speaker prepares PowerPoint presentation
- May 18th - June 18th - Speaker signs up for timeslot to record with AV vendor
- June 21st - July 2nd - Speaker records presentation with the Audio Visual (AV) company

Important Notes: A few of the live streamed, pre-recorded without live Q&A sessions are Q&A Panel’s only with no presentations. If you are part of a Q&A Panel Only session, you will not need to develop an individual presentation. This should have been communicated to you by ACS Staff. Please skip to section “How do I prepare for my Q&A panel discussion?”.

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 Q&A Panel Discussion?

Important: THIS SECTION IS ONLY APPLICABLE TO THOSE PARTICIPATING IN A PANEL ONLY SESSION.

1. If you are part of a Q&A Panel Only Session, an ACS Staff person or Moderator for that session will reach out all panelists to determine a set of questions or topics that should be discussed during the panel. You do not need to develop a PowerPoint presentation.

2. ACS staff will then gather your availability to find a time where all moderators and speakers are able to record the panel discussion. ACS staff will schedule this recording time with the AV vendor and send you a calendar invitation.

3. Show up to your recording timeslot prepared and ready to record. The AV technician will walk the entire group through a sound check and the steps on how they will record your session.

What Are My Responsibilities the Day the Session Is Streamed Live?

You do not have any responsibilities the day the session is streamed live. You are encouraged to view and enjoy the session.

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 acsqscconference@facs.org.