



## 136<sup>th</sup> Annual Academy Meeting Section Research Presenter Guidelines

### What should I submit and when is it due?

There are four submissions all due by Feb. 4:

1. A presentation **Abstract** of no more than 300 words, submitted through the [Member Center](#) at the Indiana Academy of Science website.
2. A recording of your Section Research **Presentation**. Presentation recordings must be no longer than 10 minutes. See below for Vimeo submission instructions.
3. A recording of a brief presentation **Overview**. This could be a recording of your presentation Abstract. Overview recordings should be no longer than 3 minutes. See below for Vimeo submission instructions.
4. A **Bio Slide**. See [Bio Slide Guidelines](#) for instructions.

### How will the Presentation and Overview recordings be used?

Meeting attendees will be able to view your Section Research Presentation recording in the ALWAYS ON tab of the IAS virtual venue prior to the Meeting. During the Meeting either the full Section Research Presentation will be played or the Overview will be shown followed by Q&A. Attendees will be able to submit questions via the IAS virtual venue during the preview period prior to the Meeting and while the Overview is shown.

Presenters will also use [WhatsApp](#) for chat, calls and video conversations with attendees. Please download WhatsApp to your smartphone prior to the Meeting. See the [Bio Slide Guidelines](#) for details.

### What's in a recording?

- Presentation recordings may not exceed **10 minutes**.
- Overview recordings may not exceed **3 minutes**.
- Recordings must be saved as .mp4, .mov or .m4v files.
- Use the conventions [below](#) to name your recording files.
- Use PowerPoint or Keynote to create your Presentation and Overview.
- PowerPoint or Keynote slides may optionally contain embedded video clips, audio clips, graphics, animations and transitions.
- Due to file size and upload issues do *not* include a “picture in picture” webcam video when recording.

## How should I record and upload my Presentation?

Be sure to name your recording using the file naming conventions [below](#).

All videos must be uploaded to the Vimeo 136<sup>th</sup> Annual Academy Meeting account no later than February 4. To improve the recording quality, we recommend you use a headset with an integrated microphone.

### *Option 1. PowerPoint or Keynote “Record Slide Show” (Recommended)*

This is the simplest option. Record your PowerPoint or Keynote presentation with the built in Record Slide Show feature and Save or Export the recorded slide show as a .mov, .mp4 or .m4v file.

- In PowerPoint, select “[Record Slide Show](#)” from the **Slide Show** menu.  
*Video Tutorial:* [Recording in PowerPoint](#)
- In Keynote, select “Record Slideshow” from the **Play** menu or select [Audio >> Record](#) from the Document pane.  
*Video Tutorial:* [Recording in Keynote](#)

After you have created your recording, upload to the IAS Vimeo account.

- For uploading instructions, see “[Uploading to Vimeo](#)”  
*Video Tutorial:* [Uploading Your Recording to Vimeo](#)

### *Option 2. Vimeo Screen Recorder*

The Vimeo Screen Recorder will allow you to record your Presentation and Overview and will automatically upload them to Vimeo. For instructions see, “[Using the Vimeo Screen Recorder](#)”

### *Option 3. Standalone Recording Applications*

Use a commercial screen recording program of your choice such as SnagIt (\$49), Screencastify Chrome Extension (\$24/year), or Camtasia (\$240) and save your recording as a .mp4 file. For uploading instructions, see “[Uploading to Vimeo](#)”

## How do I get help?

We’ve scheduled two optional Recording & Uploading virtual workshops that will provide an opportunity to review and discuss recording, editing and uploading Section Research presentations.

- January 7, 12:00 PM – 12:45 PM. [Click here](#) to register for this workshop.
- January 18, 12:00 PM – 12:45 PM. [Click here](#) to register for this workshop.

You can also contact [gkessler@alignvs.com](mailto:gkessler@alignvs.com)

## What should I name my file?

SECTION ABBREVIATION KEY					
GI	General Interest	EC	Ecology	PA	Physics/Astronomy
AN	Anthropology	EN	Engineering	PB	Plant Systematics & Biodiversity
BO	Botany	EQ	Environmental Quality	SE	Science Education
CB	Cell Biology	ES	Earth Science	ZE	Zoology/Entomology
CH	Chemistry	MB	Micro/Molecular Biology	MA	Mathematics
PS	Psychology				

### Presentation

**PR**-[Section Abbreviation]-[Last Name]-[First Name]

*Example:* PR-AN-Kessler-Glenn

### Overview

**OV**-[Section Abbreviation]-[Last Name]-[First Name]

*Example:* OV-ES-Withrow-Jennifer

## Vimeo Log In Credentials

Username: 136ias@alignvs.com

Password: 136ias21!