

## Information for poster presenters

Thank you for presenting your poster at the virtual 2020 Undergraduate Research Symposium! Below are guidelines for creating and uploading your poster video, how to share your poster as an accessible PDF, and how to send your link to us.

**Note: For those of you who are co-presenting posters, you should upload only one poster and video for the group.** This means you will need to record yourselves presenting together. The easiest way to do this would be to set up a Zoom call together, and record your presentation using the Zoom record instructions below.

## Video Presentation Content and Format

- Your video should be **no longer than three minutes**.
- Include the following:
  - An image of your poster on one slide or you may use a few slides to zoom in on particular parts of your poster during your presentation.
  - A narrative that includes:
    - Your name and the names of your team members (if applicable)
    - Your academic year and major(s)
    - The title of your poster talk
    - A short description guiding viewers through your poster. Your description should include the following components:
      - 1) Introduction:
        - What is your research topic? State the research question/hypothesis
        - Research Design/Methods (briefly describe)
        - Data/Results
      - 2) Describe the results/anticipated results
        - Explain the key implications or suggestions for further work
      - 3) Conclusion:
        - Why is the research important?
        - What did you learn?

## Recording your video

There are multiple ways to record your presentation video. Below we have included guides on how to record using PowerPoint and Zoom. However, you're welcome to use the video recording software of your choice.

## **Record your video using PowerPoint**

For technical support using PowerPoint, please view the video:

[Recording, Uploading, Closed Captioning, and Submitting Your Presentation](#)

### **Instructions**

1. Open PowerPoint slide show.
2. After you have designed your slides and practiced your talk/presentation, go to the Slide Show tab
3. Click on *Record Slide Show* and select *Start Record from Beginning*.
4. To stop recording: press the *Esc* key on your keyboard or press the *Stop* button (on the upper left-hand corner of the screen) while you are recording.
5. Save your file with the following naming format:  
If doing a poster talk,  
poster\_lastname\_firstname
6. Then, save your presentation with the following file type: *MPEG-4 Video*

## **Record your video using Zoom**

This guide is intended to help you create a video poster presentation using Zoom. All UD instructors, staff, and students have access to a free UD zoom account at <https://udel.zoom.us/>

### **Instructions**

1. **Open your poster file.** [Tip: Have a .jpg or .png of your poster open on the desktop for easy access.]
2. **Sign in to your free** UD zoom account at <https://udel.zoom.us/>
3. **Select Host a Meeting at the top.** Make sure your audio is on. Choose the Video On or Video Off option depending on your preference.
4. **Select Share Screen** at the bottom, then select your poster file and click Share.
5. **Select More...** from the menu at the top of your screen.
6. **Select Record on this Computer.** Begin your recording with your name, title, major, and poster name. Then provide your description, guiding viewers through your poster.

7. **Select Stop Recording and then End Meeting for All** when you are finished. Your recording will convert to an mp4 file after the meeting concludes.
8. Zoom will ask you where you would like to save the recording. Select a location and click Save.
9. Please rename your mp4 file to include your presentation type and your name as indicated below.

**File format:** poster\_lastname\_firstname

## Upload your video to YouTube

Below is a general guide to uploading videos and creating captions in YouTube.

### Sign in to your YouTube account.

1. **Log in to a personal YouTube account.** If you do not already have one, create a new YouTube account using an email other than your UD one. UD restricts access to Youtube. You will need to use this account to create your video.
2. **Upload your video.** Click the **Create** button in the top right corner (it looks like a camera with a “+” sign in it) and select **Upload video**.
  1. A dialog box will ask you to provide details about your video. Please include your presentation type and name as indicated below the title. *Presentation Format:*  
*PresentationType\_firstname\_lastname*  
(oral\_lastname\_firstname)
  2. In the Description Box, put the title of your presentation. Click Next.
  3. Select, “No, it’s not made for kids”, under the Audience section. Click Next.
  4. Leave the Video elements options blank
  5. Select “Save and Publish”, then click **Unlisted** and optionally, you can turn off the comments for your video
  6. Your Presentation has now been published! Copy the video link and save in a Word document. You will be using the link to submit to the Undergraduate Research Symposium.

### Review your video’s captioning:

1. From YouTube Studio, select **Videos** from navigation menu.
2. Click on your video. This will take you to a **Video details** screen.

3. Select the **More Options** tab at the top.
4. Select **Original video language, subtitles, and CC**, choose **English (United States)**, then **Save**. This will initiate automatic captioning by YouTube. [Note: *Automatic captioning can take up to 24 hours to generate.*]
5. Play your video with the captions on to review the results.
6. **If necessary, edit your captions:**
  - a. From the **Video details** screen, click the **English by YouTube (automatic)** button
  - b. Download an .sbv file to your computer
  - c. Open the file using a text editing application like Notepad (Windows) or TextEdit (Mac).
  - d. Edit your captions and save the file.
  - e. Return to YouTube Studio, click the **UPLOAD SUBTITLES/CC** link and **Save** your changes.

OR

1. In YouTube Studio, on the left-hand side of the screen, scroll down the menu options and select *Subtitles*.
2. In the Video Subtitles window, click on the word *Published*.
  1. **Submit the link for your video** to our form using this link <https://symposium.foragerone.com/udsymposium2021/submissions>

## Resources

Visit [TeamYouTube \[Help\]](#) for how-to's and answers to questions.

See [How to Add Subtitles to YouTube Videos \[New Method\]](#) for a quick overview on editing captions.

## Create an accessible PDF of your poster and submit link to URP

Sharing a PDF of your poster will give readers an additional way to view your work. Please follow the steps below to create a PDF to assure the content is accessible to everyone.

When creating your poster be sure to:

- Use headings
- Use lists

- Use meaningful hyperlinks
- Add alternate text to images
- Identify document language
- Use tables wisely
- Understand how to export from one format to PD

To understand why these elements are important, visit Accessible Technology's [Overview of accessible documents](#).

## Create your accessible PDF

Accessible Technology provides step-by-step guides for:

- [Creating accessible PDFs from Microsoft Word](#)
- [Creating accessible presentations in Microsoft PowerPoint](#)

1. Use the guides above to create an accessible PDF.
2. Upload your PDF to your Google drive.
3. Set the file sharing permissions to: *Anyone with the link can view*.

## Additional Resources

### **Recording, Uploading, and Closed Captioning Your Presentation**

#### **Recording Your Presentation Resources**

[Record presentation using PowerPoint](#) (Microsoft Office video)

[Record presentation using Zoom](#) (Miami Dade College video)

[Record presentation using Panopto](#) (UW IT Connect website)

#### **Uploading Your Presentation Resource**

[Uploading your presentation](#) (YouTube Team video)

#### **Adding Closed Captions to Your Presentation Resource**

[Adding Closed Captions](#) (YouTube Help Team website)