Stand: 10.09.2020

Recording and Upload your video presentation
Technical instructions for invited speakers and abstract presenters

We kindly ask you to **create a video with camera photo and sound** for your online presentation. The preferred speaking language is German, text content could be in German or English.

Your video should be a .mp4 file and can be uploaded **up to September 28, 2020, 12.00 p.m.**

Please be aware of including your "disclosure of conflicts of interest" as your first slide in the video. It is obligatory information. You can find a draft on our website https://www.haematologie-onkologie-2020.com/referenten/abstract-referenten

Your video will be published in the online program and can be accessed by participants from October 9, until October 31, 2020.

Presentation time

DO NOT use the full time for your presentation, then there is no time for a discussion.

Examples:
Presentation time of 15 minutes: you only create your .mp4 file for 12 minutes.
Presentation time of 20 minutes: you only create your .mp4 file for 16 minutes.
Presentation time of 5 minutes: you only create your .mp4 file for 4 minutes.

Abstract presenters: 5 minutes (max. 5 slides)

Please verify your presenting activities and your presentation number Pres. ID on :
https://www.professionalabstracts.com/dgho2020/Iplanner/#/grid
Search for your name. The Pres. ID is the number in front of the titel.

Please name your file (.mp4 format) with **the Pres. Code and your last name (example: 123_Public.mp4).**
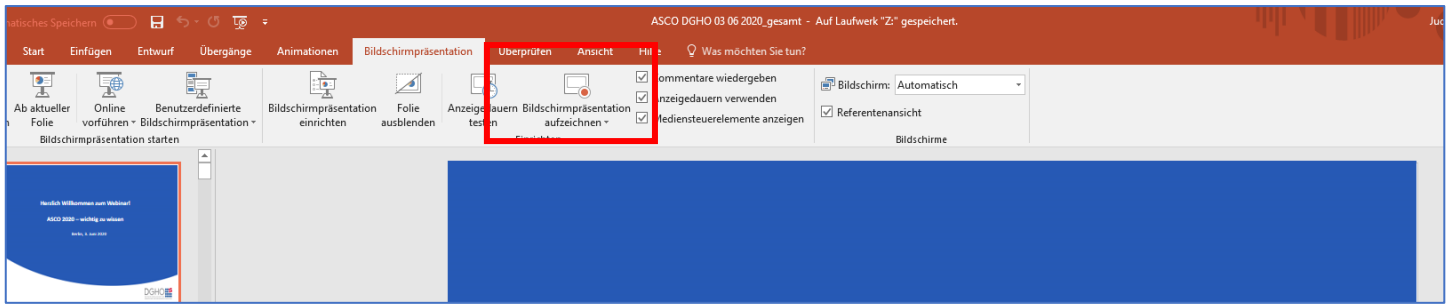
Presentation format

Please create a video in .mp4 format with Windows. You can use PowerPoint.

- o .mp4 format with 720p or 1080p
- o font size 18 pt. at least
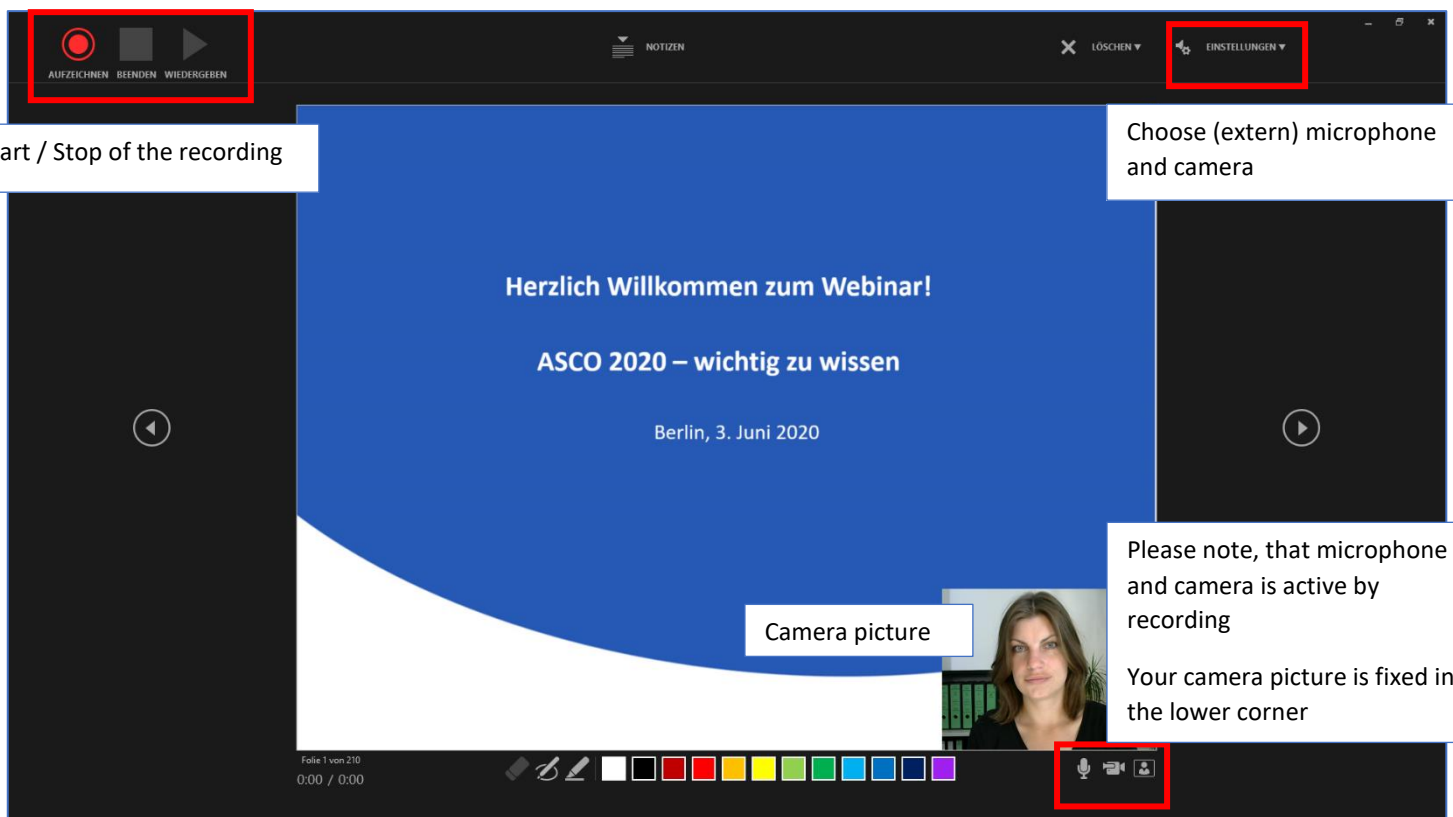- o Don´t use animations

Procedure in PowerPoint

1. **Open created presentation**

Tab: Bildschirmpräsentation → Bildschirmpräsentation aufzeichnen

2. **Recording surface in PowerPoint**

Start / Stop of the recording

Choose (extern) microphone and camera

Camera picture

Please note, that microphone and camera is active by recording

Your camera picture is fixed in the lower corner

If you have a Mac/ Apple

If you use Keynote you only could record slides and audio, no camera picture.
Other tools are zoom or Webex (you need 2 PCs).

No possibility for recording?

If you have no possibility for recording your presentation, please write an email to
jahrestagung2020@dgho-service.de
The DGHO Service GmbH team will fix a date with you to record your presentation.

3. Save the recording
Datei → Exportieren → Video erstellen

Exportieren

PDF/XPS-Dokument erstellen	**Video erstellen**
Video erstellen	Speichern Sie Ihre Präsentation als Video, das Sie auf einem Datenträger speichern, ins Web hochladen oder per E-Mail senden können.
Bildschirmpräsentation für CD verpacken	▪ Schließt alle aufgezeichneten Zeitabläufe, Kommentare, Freihandstriche und Laserpointerbewegungen ein.
Handzettel erstellen	▪ Alle Animationen, Übergänge und Medien werden beibehalten.
Dateityp ändern	⑦ Hilfe zum Brennen des Videos der Bildschirmpräsentation auf DVD oder zum Hochladen ins Web anfordern
In Microsoft Stream veröffentlichen	

Startseite
Neu
Öffnen

Informationen
Speichern
Speichern unter
Drucken
Freigeben
Exportieren
Schließen

Full HD (1080p)
Große Datei und Full HD-Qualität (1920 x 1080)

Aufgezeichnete Zeitabläufe und Kommentare verwenden
Folien ohne Anzeigedauer verwenden die Standardanzeigedauer (unten festgelegt). Diese Option gilt auch für Freihand und Laserp...

Anzeigedauer der einzelnen Folien in Sekunden: 05.00

Video erstellen

Please name your file (mp4 format) with the Pres. Code and your last name (example: 123_Public.mp4).

Kontakt:

Congress Organisation:
DGHO Service GmbH
E-Mail: jahrestagung2020@dgho-service.de

Technical Queries:
Congress Center Basel, Switzerland
Ms. Jasna Niederberger
Tel. +41 58 206 30 95, erreichbar 8.30-12.00 Uhr
E-Mail: jasna.niederberger@congress.ch

Upload of the recorded video

1. Open the link: https://upload.congress.ch/index.php/s/7aj5ZtfHrdoewNe
2. Read the instructions on the upload server.

3. Please provide information concerning "disclosure of conflicts of interest". You can find an example and further information on our website https://www.haematologie-onkologie-2020.com/referenten/abstract-referenten
4. Please name your file (mp4 format) with the Pres. Code and your last name (example: 123_Public.mp4).
5. Upload your mp4 file.
6. During the uploading process, the wheel turns and the file is displayed. After the successful upload you will see the symbol and the name of the file.

   Our IT technicians will check your file. If something is wrong or if your file did not arrive on the server by the 28th September, we will contact you.

   If you have to make any changes in your presentation, you have to create a new .mp4 file. This file must be uploaded again with the same presentation code by yourself. The current video will be shown in the session.