

**GETTING STARTED:**

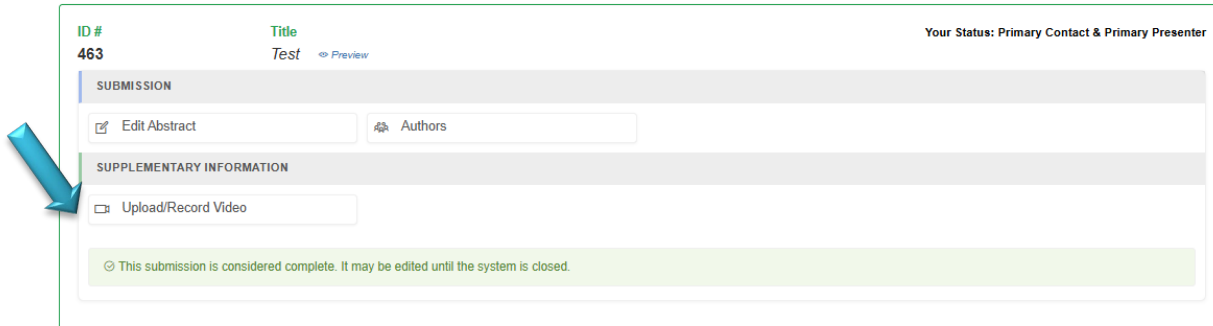
Log in to your conference speaker portal:

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=16vomyy>

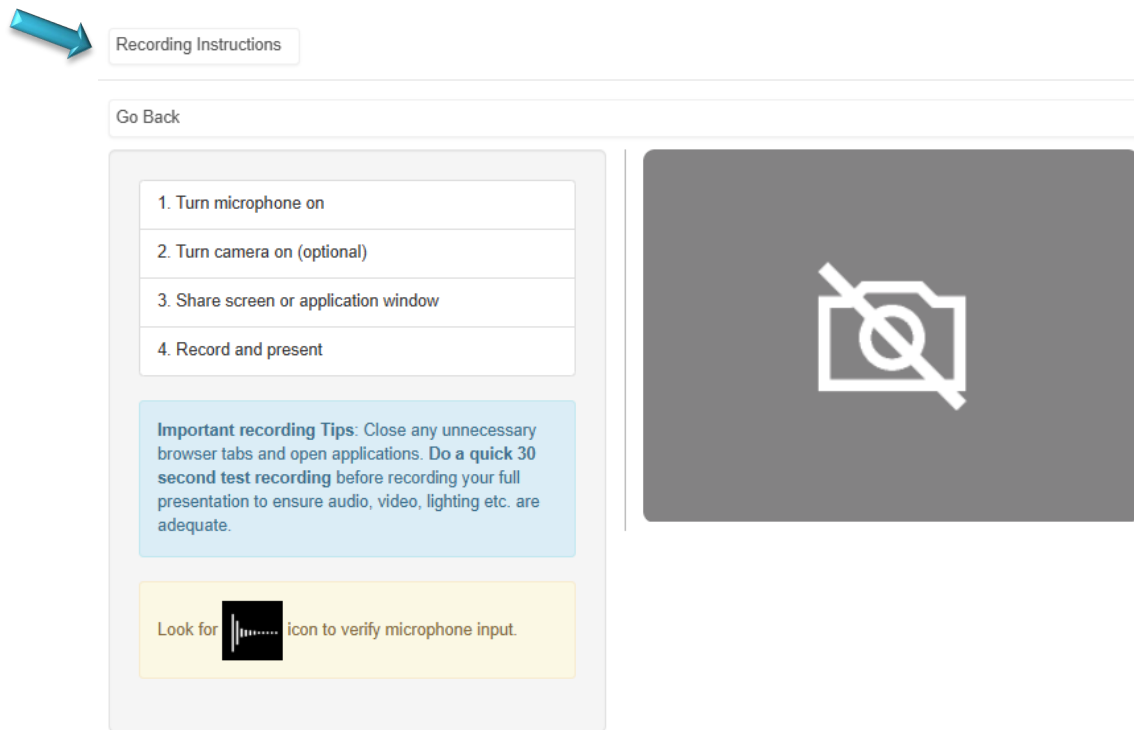
Put your username and password.

Find your abstract/presentation and click the Record Presentation button

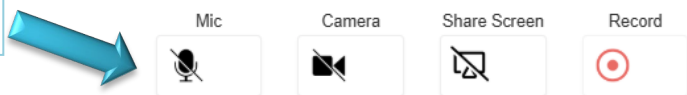
Current Abstracts



A new window will appear and have a small guide for you to follow



Turn on these options:



Recording will begin 15 seconds after clicking record.

Audio input source:

Video source:

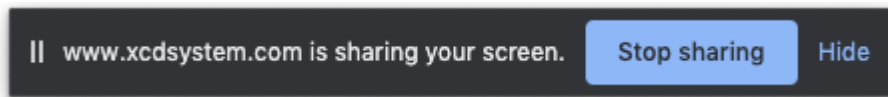
Close

### **PREPARE YOUR PRESENTATION:**

- Turn your microphone on
- Speak out loud, and ensure that the microphone icon switches to a moving audio GIF to confirm microphone is on and detect
- Turn camera on
- Make sure your face is well lit, and you are in a quiet environment
- Make sure you are centered in your video screen and that you are in a comfortable position
- Avoid bright lights and windows behind you
- Share screen or application window
- When you are ready, click “Record”
- There will be a 15 second delay, and audio cues to prompt you before the recording begins
- It is a good idea to run a quick 30-60 second test recording to familiarize yourself with the recording platform. You can easily delete and re-record after recording the test

### **RECORDING:**

You will not see your video during your presentation, but it will be recording behind the scenes. When you are finished presenting, return to the recording platform tab and click the red STOP button. If you are using Google Chrome, you can also stop the recording by clicking the floating “Stop Sharing” button next to *www.xcdsystem.com is sharing your screen*.



### **PUBLISHING:**

Your video will appear for you to preview.

If you are happy with the video, click the green checkmark “Save & Upload”

If you are NOT happy with it, you can click the red X to “Discard and re-record” and repeat steps above.