



LIVE NETWORKING
AUGUST 3-13

INTERACTIVE EDUCATION
AUGUST 11-13

ON-DEMAND CONTENT
AUGUST 4-31

Pre-Recorded Live Session with Live Q&A Speaker Training

1. Overview of session types:

- 100% Live Vs. Mock-Live with Live Q&A

2. Recording Best practices:

- **Use a wired/strong internet connection:** Close all other applications that may be using your webcam, internet or CPU bandwidth
- **Audio:** You can use your built-in microphone, an external microphone, or a headset. Best audio quality is achieved by limiting distractions, so make sure your phone and emails are set to silent or off
 - **Mute:** If you are recording with multiple people, please make sure that those that are not speaking are muted
- **Camera Positioning:** Have the camera placed at eye-level
- **Lighting:** Position yourself so that the light is in front of you. Avoid sitting with a window behind you, and make sure that the lights are all on in the room to light the dark corners
- **Background:** SLA has created an optional [Zoom](#) background for you to use. If you choose to not use a branded zoom background, be mindful of your surroundings. We recommend sitting in front of a nice-looking background free of clutter and distractions
- **Screenshare:** If you are sharing slides, please make sure that your screen is shared in presentation mode prior to starting the recording
- **PRACTICE!** We recommend doing test recordings to make sure that you are happy with how everything looks and sounds

3. Recording How-To's

- Schedule your meeting in Zoom by clicking "schedule meeting" in your account at www.zoom.us
 - If you need access to a Zoom account, please contact learning@sla.org
- Fill out all of the necessary fields
 - Enable video for both host and participants
 - We recommend **not** selecting "automatically record meeting"
- Share your link with all the session participants (speakers, moderators, etc.)
- Once logged in for the meeting, please share your screen
 - Select the exact window that you would like to share (i.e. PowerPoint) instead of sharing your whole screen to avoid popups
 - If you are sharing a video during your presentation, don't forget to select "share computer sound" prior to clicking "share"
- Enable closed captions (see below for instructions)



- Once your screen is shared and all presenters are ready, click “record to the cloud”
- When you are finished, click “stop recording in the Zoom control bar at the top of the screen

4. Closed Captioning

- Zoom now has the ability to auto-generate closed captions. Closed captions are required for all SLA conference sessions. To enable this on your zoom account, please follow these instructions. For more information on Zoom’s closed captioning abilities, [click here](#).
 - Prerequisites: Please make sure that you are using these Zoom desktop client versions:
 - Windows: Version 3.5.37712.0111 or higher
 - macOS: Version 3.5.37712.0111 or higher
 - Linux: Version 3.5.37712.0111 or higher
 - Set up:
 - Sign into the Zoom web portal. In the navigation panel, click Account Management, then Account Settings
 - Click the Meetings Tab
 - Verify that Closed Caption is enabled. If it is not, click the toggle to enable it
 - Starting closed captioning
 - Click the “closed caption” button on the navigation panel
 - Under Live Transcript, click “enable auto-transcription”
- **Uploading My Recording**
 - Once your recording is complete, you will need to upload all of your materials to the SLA Learning dropbox account
 - Submit session recordings and audio transcripts [here](#)
 - a. Please note that audio transcripts are **required** for closed captions
 - Submit handouts [here](#)
 - Please use the following format for saving your materials: “Day_Session title_type”
 - Ex. If my presentation is “Work Life Pivots” and I am turning in my handout, I will name it “Wednesday_WorkLifePivots_Handout”
 - Please submit all sides and/or handouts in PDF format
 - **All recordings, with final presentation PowerPoints and handouts are due on July 14th**



5. Other items:

- **Timing:** Please allot an appropriate amount of time for your live Q&A
 - For example, if your session is 60 minutes, we recommend keeping your recording to 40 minutes to allow for 20 minutes of live Q&A
- **PowerPoint Template:** We recommend that you use the SLA 2021 template for the cover of your PowerPoint presentation and then use your own branding for the rest of the slides
 - Set the display to 16:9
 - [Click here](#) to access the PowerPoint template
- Additional resources
 - [Private speaker resources](#) on the Learning Hub (including Debra Jasper's presentation from InfoTrends!)