KACHEMAK BAY SCIENCE CONFERENCE &
KENAI PENINSULA FISH HABITAT PARTNERSHIP SCIENCE SYMPOSIUM
"Conversations in Conservation"
Stories from our ecosystems

PRESENTER INSTRUCTIONS

This document provides instructions on how to upload your **Pre-recorded Talk** and **Summary Slide.**
Submission deadline: March, 8 2021 5:00 pm AK

- The summary slide for your presentation will be used in the conference booklet and accompany your submitted abstract. A template is provided for uniformity, with additional format and style guidance.
- Presentation videos should be a maximum of 15 minutes long, preferably between 3-12 minutes. Uploads above 15 minutes or 2.5GB cannot be accepted.
- Please save videos in .mp4 or .mov format.
- Videos should start with a title screen (3-5 seconds) listing the presentation title and the presenter's name.
- For information on how to create your presentation video, please consult the guidelines on the following page.

Those who wish to share handouts or provide other supplementary materials with attendees may upload those materials when uploading the presentation video and summary slide. **All presenters are encouraged to submit transcripts or summaries of their presentations to support conference accessibility.** Transcripts can be auto generated when recording your talk, and reviewed for accuracy. The availability of presentation videos and other materials after the conference will be subject to author approval. Presenters can choose to keep their videos and materials available only during the conference or archived on the conference website after the event.

UPLOAD GUIDE FOR PRESENTERS

Use this **File Upload Google Form** to submit your video file and a short description of your presentation.
If you are presenting at more than one session, please make separate submissions for each presentation.
The password to submit the form is: WeLoveFish
If you need technical assistance, please contact Galen Hecht, Galen@kenaiwatershed.org, 907-398-4304

IMPORTANT NOTES BEFORE UPLOADING THE FORM
- **Browser:** If you use the web browser Google Chrome and cannot open the form, try clearing your browser cache, then open the form again. You can also try opening the form using Safari or Firefox. Draft the language for your video description outside of the form so that if the form fails for any reason, you don't have to write it again.
- **File Name:** Name your files using the convention:
  "LastName-FirstInitial_Abbreviated-Presentation-Title." (e.g. "Roberts-H_Kachemak-Bay-Urchins.")
- **Size:** Video files are large and take time to upload, possibly many hours depending on your internet speed and the file size. Consider saving your file in .mp4 format at 720P resolution to reduce the file size before uploading. Cloud Convert is a free online tool for converting video file types. Ensure that you are able to leave your computer running for the duration of the upload before beginning the process.

GUIDANCE AND RESOURCES for PRE-RECORDED PRESENTATIONS

For most presenters, participating in the 2021 KBSC/KPFHPS Virtual Event will require pre-recording and uploading a presentation. If you have to prepare a video for upload and are NOT a multimedia enthusiast, we recommend that you keep it simple and just add voice or video narration to your existing PowerPoint presentation. It is easy to do and uses software that is likely already available to you.

LIGHTING
Use natural light when possible. Avoid filming with a bright light source behind you, as this 'backlighting' will make you difficult to see. Watch this video guide (4min) for more detail on effective lighting.

WINDOWS
Option 1: Use PowerPoint If everything is on your slides, record your voice as a narration in PowerPoint and export as a video. You can choose between audio and video narration (video requires a webcam). Watch a video tutorial (6min) or read a guide.

Option 2: Use Zoom If everything is on your slides, record your narration in Zoom and export as a video. You can choose between audio and video narration (video requires a webcam) and several layout options. Watch a video tutorial (up to the 5min mark) or read a guide.

Option 3: Use a screen capture software If you don't use PowerPoint or Zoom, or if you want to switch between different programs during your presentation (e.g. slides, browser, music), you can use a screen capture software like OBS Studio (free). Watch a video tutorial (10min) or read a guide.

MAC
Option 1: Use PowerPoint or Keynote (audio only) If everything is on your slides, record your voice as a narration and export as a video. Note, on a Mac, this will capture your voice, not your webcam video.
1.   PowerPoint for Mac: Watch a video tutorial (6min) or read a guide.
2.   Keynote: Watch a video tutorial (6min) or read a guide.

Option 2: Use Zoom If everything is on your slides, record your narration in Zoom and export as a video. You can choose between audio and video narration (video requires a webcam) and several layout options. Watch a video tutorial (up to the 5min mark) or read a guide.

Option 3: Use a screen capture software To simultaneously record your webcam video and your slides on a Mac, you will need a screen capture software like OBS Studio (free). This also allows you to switch between different programs during your presentation (e.g. slides, browser, music). Read a guide here. Note that, on a Mac, you will need an extra app to capture your desktop audio (e.g. audio examples on your slides). If you prefer video tutorials, watch this video (10min) to learn the basics, and then this video (up to the 10min mark) to set up your desktop audio capture.

OTHER OPTIONS
Video Editing Software If you want to have more editorial control over your videos, splice together two or more videos, or apply visual effects to your video, you will need to use video editing software. Below is a list of both free and paid video editing programs that are easy-to-use, well-supported, and which include detailed user tutorials. Free Software: OpenShot, VSDC, Movie Maker 10 Paid Software: Adobe Premiere Pro, Microsoft Video Editor, iMovie