

Scientific Session
Pre-Recording Instructions
for Oral Abstract Presentations

Pre-Recorded Presentations
Due Wednesday, October 14

If you are presenting during a Scientific Session and you are NOT attending the ASTMH 2026 Annual Meeting in person at the Gaylord National Hotel and Convention Center, follow these instructions to prepare your pre-recorded presentation.

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Session Structure

- Each oral abstract is allocated a 10-minute presentation (pre-recorded) timeframe. This time limit will be strictly enforced. The Session Chairs and audio-visual staff will end each presentation after 10 minutes, even if the presentation has not concluded.

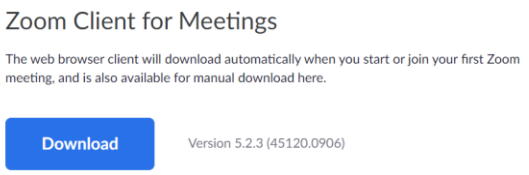
Pre-Recording a Presentation Using Zoom

- Pre-recorded presentations must be submitted as an .mp4 file (video file) to the Presentation Submission Portal by **Wednesday, October 14.**

- Important: If you do not submit a pre-recorded presentation by Wednesday, October 14, we assume you will make an in-person presentation at the Gaylord National Hotel and Convention Center.

- Click here to view an instructional video for recording your presentation with Zoom software.

  - Sign up for a free Zoom account at www.zoom.us
  - Click RESOURCES in the upper right corner and select Download Zoom Client
  - Click Download to Download Zoom Client for Meetings



  - Start a Zoom meeting (no need to invite anyone)
  - Share your screen and select your presentation.
    - ➢ This will allow for the presentation to appear full screen with a picture of you or your camera shot in the upper right corner.
  - Click Record
  - Give presentation
  - End Zoom meeting once presentation is complete
  - The .mp4 file will be available on your computer shortly after you finish the Zoom meeting.

- Should I record one slide at a time?

  When recording with Zoom, if you stop the recording in the middle of the presentation, you will have to re-record your presentation from the beginning. You should approach recording your presentation the same way you approach a presentation during a live meeting and record the entire presentation at once.

- The first slide of your presentation must include the following information:
  - Your first name and last name
  - Your abstract title. This title should match exactly to the abstract title that was entered into the abstract submission portal.
  - Your session title. The session title can be found in the letter with your session schedule assignment.

- OPTIONAL: For the last slide of your presentation, we ask that you indicate your first name and last name and email address so that attendees can contact you directly with any questions. This is not required and is strictly optional.

- Refer to page 4 for best practices to use when recording your presentation.

- If you need technical support when recording your presentation on Zoom:

  Step One: Use this link to view the resources on the Zoom Help Center
  https://support.zoom.us/hc/en-us

Step Two: If your questions are more technical and require a specialist, send an email to the audio-visual staff at presentations@imageav.com. When communicating with the audio-visual staff, indicate that you are a Scientific Session abstract presenter for the ASTMH Annual Meeting and provide as many details as possible in your message.

Presentation Submission Portal and Presenter Registration

- During the week of October 5, you will receive an email with instructions and link to upload your pre-recorded presentation to the Presentation Submission Portal.
  - The instructions and link will be sent to the email address provided for the presenting author during the abstract submission process. Incorrect email addresses provided during the abstract submission process could result in delayed or undeliverable notifications.

- You must register for the Annual Meeting in order to upload a pre-recorded presentation to the Presentation Submission Portal. Your registration will be verified by the Registration Portal before access is granted to the Presentation Submission Portal.

- If you are submitting a pre-recorded presentation, register for the Livestream Registration option here beginning in early October: https://astmh.org/annual-meeting/registration

Structure for the Question and Answer Period

- If you do not attend the meeting in person, you cannot participate in the Question and Answer Period.

- During the Question and Answer period, the in-person audience will have the opportunity to discuss the presentation, recognizing that the presenter of the pre-recorded presentation will not participate in this Question and Answer Period.

Your Pre-Recorded Presentation and On-Demand Access

- By submitting a pre-recorded presentation for the Annual Meeting, you as the presenter give permission for the American Society of Tropical Medicine and Hygiene, its agents and representatives to either:
  - Audio-record and video-record and produce on-demand Webcasts of your pre-recorded abstract presentation (for Livestream Sessions)
  - Make the .mp4 file of your pre-recorded abstract presentation available upon request to attendees after the Annual Meeting (for In-Person-Only Sessions)
  - The format of media distribution will be determined by the session format (Livestream or In-Person-Only)

- You grant ASTMH a nonexclusive, royalty-free license to distribute those electronic media, and to use the material they contain, including any materials you choose to provide, for any lawful purpose, including publication in a conference proceedings, event app, sales to members and the general public, and/or distribution via the Internet.

- Important Note:

  - This Livestream Registration option will provide access to approximately 20 livestreamed sessions.
  - Attendees who register for the Livestream Registration option will not be able to view In-Person-Only Sessions.
  - Scientific Sessions featuring oral abstract presentations are In-Person-Only sessions. Livestream Registration does not include In-Person-Only sessions, so you will not be able to view your Scientific Session via the Livestream Portal.

Best Practices for Video-Recording Your Presentation

- Use a computer with a built-in camera and microphone. Mobile phones and tablets are not recommended.
- The computer must have audio speakers and the presenter must know how to adjust the volume.
- A well-lit quiet space is best. Avoid dark rooms or noisy backgrounds, i.e. barking dogs, television, etc.
- Use a solid internet connection capable of streaming video. A hard-wired Internet connection is strongly preferred for reliability.
- When using a web cam, arrange for a close-up web camera shot of the presenter. We want to avoid a camera shot of an empty room with one person.
- When possible, frame the video to capture the top of your chest to the top of your head, with very little space above the head. Try to center yourself in the screen when facing the computer camera.
- The speaker should face the primary light source available in the room. If there is light coming through a window in the room, try to face the window.
- If possible, avoid a background with a blank wall. The use of a textured background or visual props results in a more dynamic presentation, as long as it is not more brightly lit than the speaker.
- Avoid the use of “good morning” or “good afternoon” when recording your presentation.