717-697-2622
Steve@trustffp.com

This information may be updated and would be good to review closer to the date of your recording or presentation.
The final delivery platform has not been chosen and this will only affect how we moderate LIVE Q&A.

Hello! I'm Steve Kownacki and I have the privilege of being the production company to support PA Trauma Systems Foundation and this year's Virtual Conference. Perhaps we met last year and you had a peek at our production setup in the back of the room. It's much easier to jump up on stage and start speaking - all the microphones, lights, slides and cameras are ready to go. In this virtual time, that tech gets put on your plate. I'm here to make this process as easy as possible to make you look and sound your best! So I'm asking for patience in order for me to help us accomplish this.

Please don't be overwhelmed by the amount of content and directions on this page.

We will be working with equipment you have available. My goal is to make you comfortable and make you look and sound as professional as possible. We want you to look great! Whatever I help you with, it will be valuable for every time you are on-camera in the future. You will look and sound better than everyone else in that zoom gallery!

Our initial setup will be done by me sending a zoom invite to confirm your gear is working. For most recordings, we'll move over to vMix Call for HD video and sound.

There are 6 sections below, all very similar, but specific to the type of presentation you are doing.

1. Pre-recorded session with no Q&A
2. Pre-recorded sesions with LIVE Q&A
3. Live session with LIVE Q&A **ECHO Panel** and **PTSF RESIDENT-SPECIFIC, MONDAY OCTOBER 19** *(should I put the Pryor Memorial Lecture here too, Wednesday OCTOBER 21?)*
4. Live session with LIVE Q&A **RESEARCH PAPER COMPETITION, TUESDAY OCTOBER 20**
5. LIVE meeting
6. Self-recording your **Quick- Shot** presentation

Let's start with uploading your presentation slides.

Submitting your presentation to dropbox

To submit files online, use the appropriate Dropbox link below.

Naming convention. Please help me keep things organized by naming you file in the following manner:

- Last name_First name_Time_Title_Date Created
- Smith_Mary_800am_Welcome_20200819
- Jones_Bill_940am_PTOS_20200819
- Patel_Stephen_1200pm_PaCOT_20200819

If you update your file, please change the date
Patel_Stephen_1200pm_PaCOT_ *20200821* so I know you have a revised presentation.

The link works on mobile (smartphone & tablet) or desktop. Click the link and then "choose files", then "files" folder. On mobile, typically this will show what's in your photo library. Click the file you want, then add your info, click "upload". Best to do this on WiFi.

You have until October 5 to provide your submission.

UPLOAD YOUR PTSF SLIDES   UPLOAD YOUR OCT 19
UPLOAD YOUR OCT 20 RESEARCH   RESIDENT-SPECIFIC SLIDES
PAPER SLIDES   UPLOAD YOUR QUICK-SHOT VIDEO
                                 RECORDING & SLIDES

General guidlines for being on-webcam

- Avoid white or black, and deep, solid colors like red, green and blue.
- Fine pinstripes, patterns or checks are not pleasing to the camera.
- Staying with neutral or muted colors and designs works best.
- Don't sit on a chair that swivels, rocks, or otherwise moves. Nervous movement reduces your professionalism.
- Noisy jewelry is very distracting. Bangles, charm bracelets or a watch banging on the desk is an issue for men and women.
- Be aware of ambient noise in the room. I've heard it all: dishes, kids, pets, construction. Do your best to schedule around that.
- Reflections in eyeglasses from lights.
- The lens is your audience, maintain eye contact.
- Raise your camera or laptop so the camera is at eye level. We see that horrendous up-the-nose shot every day.
- Reference your slides, but don't stare at them, then get back to looking at the lens.
- Keep the microphone as close to you as possible. It's probably located in your webcam.
- Don't put a window behind you, this will cause difficult silhouetting. A window behind the camera is good.
- You can be next to a window for natural lighting. But avoid a direct sidelight.
- You can light yourself with a lamp placed 3' to the side and 3' in front of you. This will take some experimenting.
- Center yourself in the frame from left to right

- Keep roughly a fist-sized space above your head. Your eyes should not be in the middle of the screen.
- The bottom of the frame should be between your armpits and elbows.

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1) Pre-recorded session with no Q&A

In preparation for your remote presentation and recording, we'll take 30 minutes to an hour to prepare you and your equipment to provide the best-possible video quality, sound quality and speech delivery. This is done at least a few days in advance of your recording or live session to reduce stress and help you focus on your presentation and delivery. Many presenters have an assistant set this up if time is an issue. This could be an admin assistant or your child. Those 8-17 year olds are pretty savvy at this stuff! Please have that person available during your recording too.

I appreciate your patience during this setup time and acknowledge you have to become a bit of an AV tech and this can be frustrating. Bluntly: Help me help you. Do not kill your brand and credibility by rushing through these steps. I could not possibly do your job, and now I need to mentor you in a short amount of time to do mine. Your actual presentation recording will take slightly longer than the actual delivery time.

The recorded session will be played back at the appropriate time on the schedule.

Could you please provide me with:

- Model name of your webcam
- Model name of any additional microphone
- A screenshot of what your webcam sees
- Are you using a Mac or PC?
- Speed test of wired internet connection - 5Mbps is the absolute minimum for HD video. A wireless connection is unreliable. Test your computer here https://www.speedtest.net/ It's the upload speed I'm concerned about.

What I will be helping you with:

- Camera - position, color balance, framing - a low camera will be looking up your nose
- Sound - microphone position and delivery, quiet space
- Lighting - using existing, artificial lighting, avoid windows, no window behind you
- Background - keep neutral with few distractions

The recording:

- We connect with a utility called vMixCall. You will get a web link and access code that connects our computers directly.
- Chrome browser is preferred, we will help you select camera & mic
- Safari browser is preferred on Mac with Chrome second
- Keep everyone off your internet during your recording. No movies, no youtube, no zoom calls. This may be tough if there are students at home.
- This includes computers AND phones, wired and wireless.

Controlling your presentation slides remotely:

- Follow the guide above to send your slide deck in advance for trial during rehearsal
- Is there any audio or video included in your slides that I should be aware of?
- Are there any web links?
- www.InternetClicker.com is a utility to give you remote control of my laptop from your remote location.
- You will use the code **PTSF** to gain control
- You have control via arrow keys or spacebar on your computer, but it easiest on a smartphone with a browser. Remember to turn off screensavers.

2) Pre-recorded session with LIVE Q&A from

Discussant

In preparation for your remote presentation and recording, we'll take 30 minutes to an hour to prepare you and your equipment to provide the best-possible video quality, sound quality and speech delivery. This is done at least a few days in advance of your recording or live session to reduce stress and help you focus on your presentation and delivery. Many presenters have an assistant set this up if time is an issue. This could be an admin assistant or your child. Those 8-17 year olds are pretty savvy at this stuff! Please have that person available during your recording too.

I appreciate your patience during this setup time and acknowledge you have to become a bit of an AV tech and this can be frustrating. Bluntly: Help me help you. Do not kill your brand and credibility by rushing through these steps. I could not possibly do your job, and now I need to mentor you in a short amount of time to do mine. Your actual presentation recording will take slightly longer than the actual delivery time.

The recorded session will be played back at the appropriate time on the schedule after which you will join the LIVE Q&A session using the same camera setup as we did for the recording connected to the selected online platform such as GoToWebinar. You will be provided all necessary login information prior to your presentation.

Could you please provide me with:

- Model name of your webcam
- Model name of any additional microphone
- A screenshot of what your webcam sees
- Are you using a Mac or PC?

- Speed test of wired internet connection - 5Mbps is the absolute minimum for HD video. A wireless connection is unreliable. Test your computer here https://www.speedtest.net/ It's the upload speed I'm concerned about.

What I will be helping you with:

- Camera - position, color balance, framing - a low camera will be looking up your nose
- Sound - microphone position and delivery, quiet space
- Lighting - using existing, artificial lighting, avoid windows, no window behind you
- Background - keep neutral with few distractions

The recording:

- We connect with a utility called vMixCall. You will get a web link and access code that connects our computers directly.
- Chrome browser is preferred, we will help you select camera & mic
- Safari browser is preferred on Mac with Chrome second
- Keep everyone off your internet during your recording. No movies, no youtube, no zoom calls. This may be tough if there are students at home.
- This includes computers AND phones, wired and wireless.

Controlling your presentation slides remotely:

- Follow the guide above to send your slide deck in advance for trial during rehearsal
- Is there any audio or video included in your slides that I should be aware of?
- Are there any web links?
- www.InternetClicker.com is a utility to give you remote control of my laptop from your remote location.
- You will use the code **PTSF** to gain control
- You have control via arrow keys or spacebar on your computer, but it easiest on a smartphone with a browser. Remember to turn off screensavers.

3) Live session with LIVE Q&A from Discussant

ECHO Panel Discussion and PTSF

RESIDENT-SPECIFIC

MONDAY OCTOBER 19

In preparation for your remote presentation and recording, we'll take 30 minutes to an hour to prepare you and your equipment to provide the best-possible video quality, sound quality and speech delivery. This is done at least a few days in advance of your recording or live session to reduce stress and help you focus on your presentation and delivery. Many presenters have an assistant set this up if time is an issue. This could be an admin assistant or your child. Those 8-17 year olds are pretty savvy at this stuff! Please have that person available during your recording too.

I appreciate your patience during this setup time and acknowledge you have to become a bit of an AV tech and this can be frustrating. Bluntly: Help me help you. Do not kill your brand and credibility by rushing through these steps. I could not possibly do your job, and now I need to mentor you in a short amount of time to do mine. Your actual presentation recording will take slightly longer than the actual delivery time.

This session will be LIVE for the presentation and Q&A on the selected online platform such as GoToWebinar. All presenter cameras will/may be fed to our studio where we control which presenter is displayed on the webinar which may include all participants simultaneously. You will be provided all necessary login information prior to your presentation.

Could you please provide me with:

- Model name of your webcam
- Model name of any additional microphone
- A screenshot of what your webcam sees
- Are you using a Mac or PC?
- Speed test of wired internet connection - 5Mbps is the absolute minimum for HD video. A wireless connection is unreliable. Test your computer here https://www.speedtest.net/ It's the upload speed I'm concerned about.

What I will be helping you with:

- Camera - position, color balance, framing - a low camera will be looking up your nose
- Sound - microphone position and delivery, quiet space
- Lighting - using existing, artificial lighting, avoid windows, no window behind you
- Background - keep neutral with few distractions

The livestream:

- We connect with a utility called vMixCall. You will get a web link and access code that connects our computers directly.
- Chrome browser is preferred, we will help you select camera & mic
- Safari browser is preferred on Mac with Chrome second
- Keep everyone off your internet during your recording. No movies, no youtube, no zoom calls. This may be tough if there are students at home.
- This includes computers AND phones, wired and wireless.

Controlling your presentation slides remotely:

- Follow the guide above to send your slide deck in advance for trial during rehearsal
- Is there any audio or video included in your slides that I should be aware of?
- Are there any web links?
- www.InternetClicker.com is a utility to give you remote control of my laptop from your remote location.

- You will use the code **PTSF** to gain control
- You have control via arrow keys or spacebar on your computer, but it easiest on a smartphone with a browser. Remember to turn off screensavers.

During the presentation **PTSF RESIDENT-SPECIFIC**

- Presentation time allotment: 8 minutes/10 slides max
- You will be given a 1-minute signal nearing the end of your time
- Live Q&A will be moderated by a Discussant who will be discussing the research just presented and ask questions
- Discussant remarks/questions limited to 2 min max
- Presenter answers limited to 3 minutes max

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4) Live session with LIVE Q&A from Discussant

RESEARCH PAPER COMPETITION

TUESDAY OCTOBER 20

In preparation for your remote presentation and recording, we'll take 30 minutes to an hour to prepare you and your equipment to provide the best-possible video quality, sound quality and speech delivery. This is done at least a few days in advance of your recording or live session to reduce stress and help you focus on your presentation and delivery. Many presenters have an assistant set this up if time is an issue. This could be an admin assistant or your child. Those 8-17 year olds are pretty savvy at this stuff! Please have that person available during your recording too.

I appreciate your patience during this setup time and acknowledge you have to become a bit of an AV tech and this can be frustrating. Bluntly: Help me help you. Do not kill your brand and credibility by rushing through these steps. I could not possibly do your

job, and now I need to mentor you in a short amount of time to do mine. Your actual presentation recording will take slightly longer than the actual delivery time.

This session will be LIVE for the presentation and Q&A on the selected online platform such as GoToWebinar. All presenter cameras will/may be fed to our studio where we control which presenter is displayed on the webinar. You will be provided all necessary login information prior to your presentation.

Could you please provide me with:

- Model name of your webcam
- Model name of any additional microphone
- A screenshot of what your webcam sees
- Are you using a Mac or PC?
- Speed test of wired internet connection - 5Mbps is the absolute minimum for HD video. A wireless connection is unreliable. Test your computer here https://www.speedtest.net/ It's the upload speed I'm concerned about.

What I will be helping you with:

- Camera - position, color balance, framing - a low camera will be looking up your nose
- Sound - microphone position and delivery, quiet space
- Lighting - using existing, artificial lighting, avoid windows, no window behind you
- Background - keep neutral with few distractions

The livestream:

- We connect with a utility called vMixCall. You will get a web link and access code that connects our computers directly.
- Chrome browser is preferred, we will help you select camera & mic
- Safari browser is preferred on Mac with Chrome second
- Keep everyone off your internet during your recording. No movies, no youtube, no zoom calls. This may be tough if there are students at home.

- This includes computers AND phones, wired and wireless.

Controlling your presentation slides remotely:

- Follow the guide above to send your slide deck in advance for trial during rehearsal
- Is there any audio or video included in your slides that I should be aware of?
- Are there any web links?
- www.InternetClicker.com is a utility to give you remote control of my laptop from your remote location.
- You will use the code **PTSF** to gain control
- You have control via arrow keys or spacebar on your computer, but it easiest on a smartphone with a browser. Remember to turn off screensavers.

During the presentation **RESEARCH PAPER-SPECIFIC**

- Presentation time allotment: 7 minutes/10 slides max *HOW MANY SLIDES FOR THE PACOT FOLKS?*
- You will be given a 1-minute signal nearing the end of your time
- Live Q&A will be moderated by a Discussant who will be discussing the research just presented and ask questions
- Discussant remarks/questions limited to 2 min max *DO THESE LAST 2 BULLETS APPLY HERE?*
- Presenter answers limited to 3 minutes max

5) LIVE Meeting

Use the General guidelines above to make you look good in your environment. You will connect to the online platform directly with a provided link.

6) Self-recording your QUICK-SHOT presentation

These will be available on-demand October 21.

Use the General guidelines above to make you look good in your environment. Please set your video camera/phone/tablet to record a minimum of 720p HD. 1080p is better.

- Be sure to record in HORIZONTAL/LANDSCAPE perspective
- Use a tripod and try not to move around too much.
- Level the tripod. Find a vertical line in your shot such as a doorframe, piece of furniture, etc. so the image and edge of the viewfinder are parallel.
- Focus on the eyes. Once the camera is set, touch and hold the screen on your eyes to lock the focus.
- When recording, hit the record button, stabilize the camera, wait 5 seconds, give your message staring right at the lens, wait another 5 seconds, hit stop.
- Recording media is cheap. Missing the shot, painful. Let the camera roll early and a few extra seconds when you are done.
- Presentation time allotment: 5 minutes/5 slides
- Editing will be done by Final Focus Productions

See the upload information at the top of this page to submit your presentation slides and recordings.

Thank you!

If you have any questions please don't hesitate to reach out.

Steve@TrustFFP.com   717-697-2622.