

ean
congress

June 19 – 22

virtual
2021

Towards Precision Neurology

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Professional Remote Pre-Recording Instructions Industry Symposia

Status: March 2021 (modifications possible)

m|EVENTS

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Professional Remote Pre-Recording Instructions

What does the professional remote pre-recording entail?

M Events provide a 2-hour slot to pre-record a dedicated session with

- a Tech-Host who will assist you at all time during the recording
- remote log-in of session faculty/speaker/chair(s) incl. talking head camera video und audio
- including background branding possibility provided by company (if not used the default congress design will be used)
- picture in picture design
- mp4-export (full session and individual presentations) for review

What needs to be considered in the preparation on the company side:

An admission appointment must be coordinated (4 weeks in advance)

Schedule of the pre-recording slot to be clarified:

- How many speakers/chair?
- Order of presentations
- Is chair guiding through the session and introduce all speakers?
- All speakers attending the recording at the same time or only for their presentation (if discussions with all speakers should also be pre-recorded, attendance is required in parallel)?
- Background to be provided by company (see next page with setup for background)
- Presentations to be provided and uploaded via congress presentation upload by company 3 days prior to recording

Company communicates with speakers/chair all relevant information about recording schedule and provides all presentations

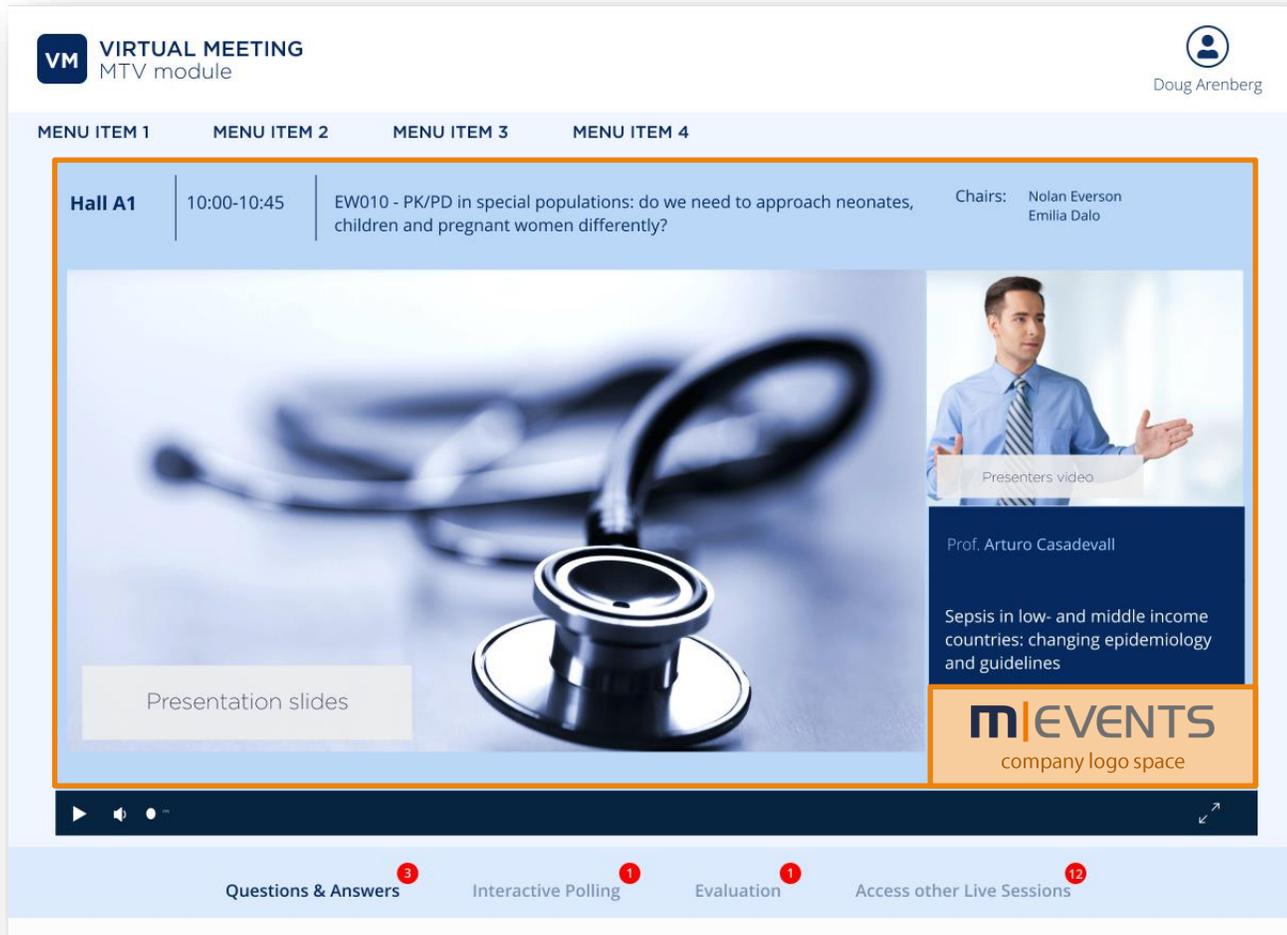
Company receives recording session log-in link from M Events

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Professional Remote Pre-Recording Layout

Setup for background

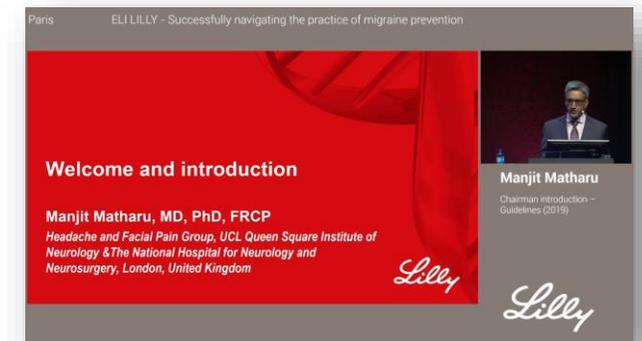
Format: Full HD 1920x1080px, PNG or JPEG) in 96 dpi



The content (session title, session room name, chair names, speaker name and presentation title etc.) as well as PPT and speaker photo/video will be inserted automatically from the program submitted to the congress and always be placed overlaying your background design (light blue area with orange frame in the example beside). These items cannot be modified or removed. Background design will be visible during the entire session (during presentations, discussions, speaker change etc.).

Example:

Individual session branding (brown area) during presentation in PIP view. Session details, presentation slides and camera picture will be overlaid automatically from the presentation management system.



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Professional Remote Pre-Recording Instructions

Necessary Information for Speaker/Chair

Technical requirements

Please ensure your computer has a good microphone (headset recommended) and camera, ideally source a web-cam to attach to your computer, and ensure you have Google Chrome Web Browser installed on your computer. If you do not already have it installed, you can download it from [here](#).

Prepare your presentation

Format

MS-PowerPoint presentations (.ppt and .pptx) are permitted. Please make sure that you do not use PowerPoint Show *.ppsx. Videos can be linked or embedded. Please setup your presentation in **16:9 format**.

Presentation time

It is required that your pre-recorded presentation strictly adheres to the given presentation talk time, as stated in the program.

Privacy

It must be guaranteed that all content used in your presentation can be shown online for the live session as well as for the on-demand version after the live session. If your slides include sensitive data, please remove these data before you upload your presentation to the M Events system.

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Professional Remote Pre-Recording Instructions

How does the recording process look like?

Participating a pre-recording

For Speaker/Chair

Please make sure you are sitting in front of a clean background and there is good and enough lighting. Avoid sitting in front of a window. Additionally consider a suitable dresscode for the occasion of a medical conference.

For all participants

Join the pre-recording via the link you received. There will be a short introduction about the recording process by the technician. According to the schedule the recording starts – only the active speaker has to use their camera and microphone. Everyone who is not talking has to switch off their camera and mute their microphone.

At the end of the 2 hour recording slot the technician will finish the recording.

How does the post-production look like?

M Events cutter will prepare the session-video for export within agreed time and will provide company the export for one review process – every other review process will be charged extra.

After the video is accepted by company the final version will be uploaded by M Events to the production system.

Additionally M Events provides the pre-recording-session video via download-link (mp4 video file) as one file per session or each presentation individually.