



OHBM 2022 Educational Courses Speaker Guidelines

OHBM is thrilled you will be participating in OHBM 2022! Please use the information below to better prepare you for recording and uploading your presentation.

BACKGROUND: As you know, the OHBM 2022 Annual Meeting will mark the return to live events and we are so excited to welcome our members in Glasgow! However, we understand that the COVID-19 pandemic is ongoing and has created an uncertain travel landscape. Due to this, **we are requiring that all presenters pre-record their presentation and submit it to our virtual platform no later than May 23rd.**

PRE-RECORDING INSTRUCTIONS: Please choose from the options below regarding the best way to pre-record your content. **All presentations will be due May 23, 2022** to ensure enough time for editing and uploading purposes. Please mark your calendar now and plan accordingly.

When self-recording, please remember to **activate the option for closed captioning if you have the opportunity to do so.** [If recording through zoom, please follow these instructions.](#)

If recording through Powerpoint, use [these instructions.](#)

HELPFUL RECORDING TIPS:

- **OHBM 2022 VIRTUAL BACKGROUND:**
Use this background for video recording and Powerpoint background if desired.
https://www.humanbrainmapping.org/images/2022%20Glasgow/2022_OHBM_Speaker_Background.png
- **INTERNET SPEED:**
 - Shut down all internet applications, browsers, news feeds and other web devices that will steal your bandwidth when presenting.
 - If you are having trouble with the speed, try connecting directly to an internet hardline if available.
- **VIDEO/AUDIO:**
 - Test your video and audio before recording your presentation at <http://zoom.us/test>.
 - Computer audio without headphones works the best.
 - If you're using your laptop camera, raise your screen to eye level so it's not an upward angle.
 - Proper lighting on your face is important. You can achieve this by facing a window or directing a desk lamp towards your face. If you have a window behind you, shut the blinds, otherwise, you will be backlit. Test your microphone to ensure compatibility with your computer and clarity.
 - If you are not speaking (during live discussions) please mute your microphone to reduce background noise.
- **ETIQUETTE:**
 - Find a quiet location to record your video with minimal background noise.

- Look at the camera when presenting.
- Dress to impress.
- Consider your background when recording.