

Submission Requirements

- A video file (.MP4 or .MOV). Please limit duration of the recordings for:
 - Oral Presentations to **15 minutes**
 - Technology Café demonstrations to **10 minutes**
 - Poster Session lightening talks to **5 minutes**
- A closed captions file (.VTT) for videos
- A pdf file of a poster
- Any supplemental files you would like added to your Technology Café exhibit booth (e.g., technology fact sheets)
- Label your files with the following naming format: “Last name_first name_AbrvPresTitle_Decon 2021”.

Uploading Files

All presenters will receive an email from Cvent with instructions to login to the Cvent Speaker Resource Center (approximately 1 week after notification of acceptance of their presentation). In the Speaker Resource Center, you will be assigned tasks related to your specific session type such as uploading your pre-recorded presentation and confirming your speaker profile information.

Upload your materials no later than **Monday, October 18, 2021**. If you have questions, please email EPA_Decon@icfi.com.

Presentation Recording & Closed Captioning Files

File Format

Whether you choose to record your presentation in [Microsoft PowerPoint](#), [Microsoft Teams](#), or [Zoom](#) please save your video files in .MP4 or .MOV format and at the highest-quality level available for uploading. Please also be sure to enable captioning when recording using the guidance below. For the video settings, we recommend 1920x1080p resolution, 30fps frame rate, and H.264 codec.

If you are unable to prepare your recording as an .MP4 or .MOV video, please contact EPA-Decon@icf.com for assistance. Cvent does not support .WEBM video files.

Closed Captions

In addition to the recorded presentation file, we ask that you provide a .VTT (Video Text Track) file, which provides closed captioning for pre-recorded videos. Closed captions may help attendees with understanding the content of your presentation as well as assist those hard of hearing, in a noisy environment, or lacking good audio setups for watching your session. There are multiple options available for creating this file for your submission and the approach you take will depend on the software available to you, as well as your personal preference.

Microsoft PowerPoint, Microsoft Teams, and Zoom all have options for creating this type of file. We provide step-by-step instructions below to assist you in creating and exporting the .VTT file for your submission. Additional software, including 3rd party vendors, google slides, and YouTube are additional options for creating this kind of file, but are not described in

detail in this document. Microsoft Teams and Zoom (recently added feature) both include auto transcript features that generate the .VTT file while you are recording your video. You can then review and edit the captioning for accuracy (Note: this step is highly recommended because some words may be improperly recognized during auto transcription). If you have Microsoft Stream available to you, Microsoft PowerPoint can also be used to auto transcribe your presentation. If you do not have Microsoft Stream, then you will need to manually create the .VTT file.

We greatly appreciate your commitment to accessibility by providing a high quality .VTT file with your video submissions!

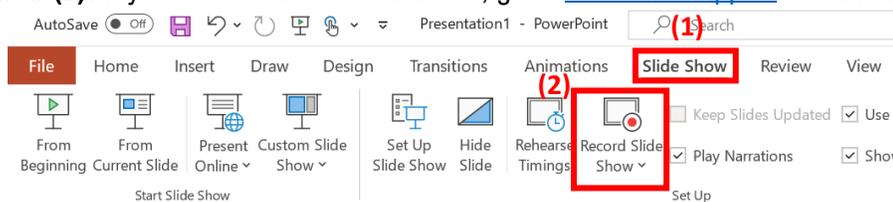
Microphone Setup

1. Make sure your microphone is set up correctly.
2. For [Windows](#) – To test a microphone that has already been installed:
 - a. Make sure your microphone is connected to your PC.
 - b. Select **Start**  > **Settings**  > **System** > **Sound**.
 - c. In Sound settings, go to **Input** > **Test your microphone** and look for the blue bar that rises and falls as you speak into your microphone. If the bar is moving, your microphone is working properly.
 - d. If you don't see the bar move, select **Troubleshoot** to fix your microphone
 - e. To install a new microphone, follow these instructions from [Microsoft Support](#).
3. For Mac – To test a microphone that has already been installed:
 - a. Make sure your microphone is connected to your PC.
 - b. Select **Apple menu**  > **Systems Preferences** > **Sound Preference**.
 - c. In Sound preference, go to **Input** tab > select the **Input Device**. Adjust the volume and speak into the microphone. If the bar is moving, your microphone is working properly. If the bars do not light up, the microphone is not being detected.
 - d. For further troubleshooting, follow these instructions from [Apple Support](#).

MS PowerPoint: Instructions for Recording Your Presentation

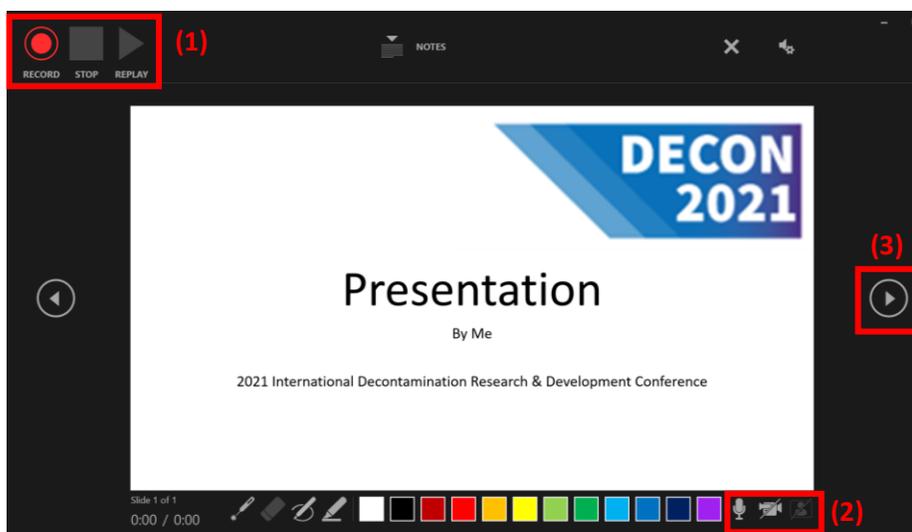
For more detailed instruction, see [Microsoft Support for PowerPoint instructions](#).

1. Before you begin recording, create a copy of your PowerPoint presentation. This copy will be your slide-only original in case you need the original slides without audio.
2. When you are ready to record your presentation, go to the **Slide Show (1)** tab on the ribbon and select **Record Slide Show (2)**. If you do not have these buttons, go to [Microsoft Support](#) to learn how to add them to the ribbon.

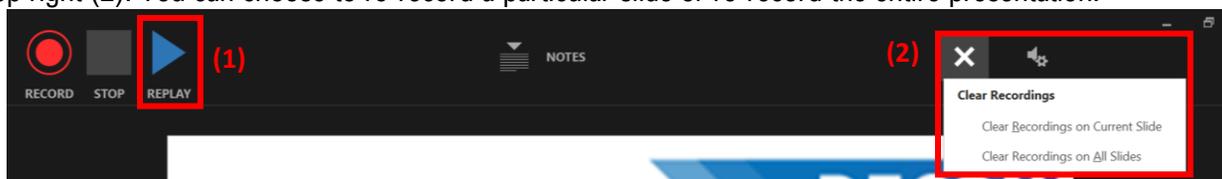


3. A new screen will open with your presentation in the middle. **Recording functions (1)** can be found in the top left corner. To start recording, click the red button.

Make sure the **microphone**  is on in the bottom right corner (2). We recommend turning on your **video**  so that the audience can see who's speaking. When recording yourself on video, leave some space for your video recording to appear in the lower-right hand corner of your slide. After you have completed your recording, you may adjust the size and placement of your video recording on a slide-by-slide basis. Consistency is important – you should only resize/move your video, if necessary, to accommodate information on the slide. To move to the next slide, click the **navigation arrow (3)**. As you navigate from one slide to the next, please be sure to wait a second to prevent the audio from getting cut off.

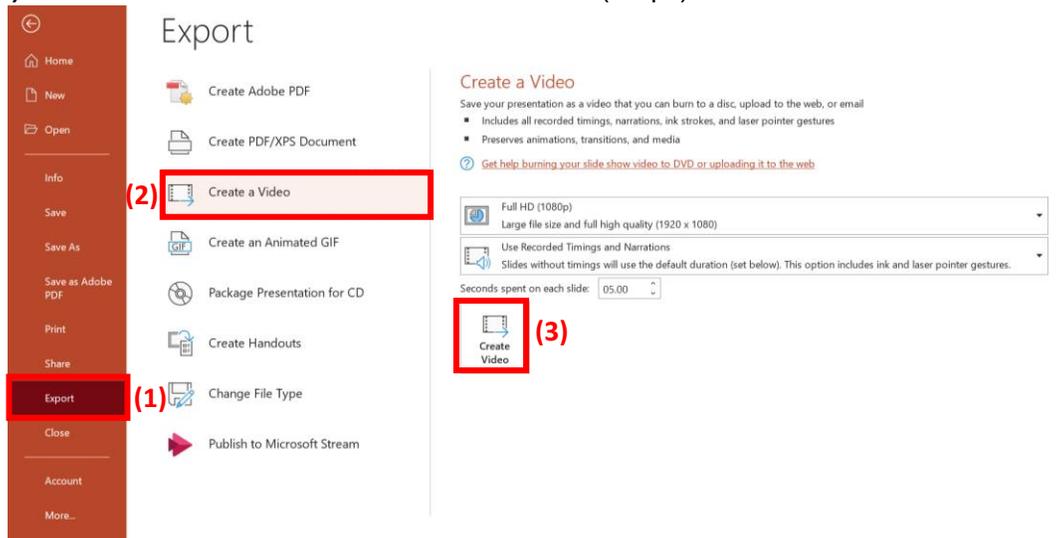


4. You can replay your recording by clicking **Replay (1)**. Didn't like your recording? You can re-record by clicking  in the top right (2). You can choose to re-record a particular slide or re-record the entire presentation.



5. Each recording is tied to a specific slide. If, for example, you think slide #10 goes better as slide #15, simply reorder your slides as you would in a traditional PowerPoint. (The recording will automatically reorder appropriately.)
6. You can complete the recording of your presentation by clicking the **stop** button in the top right corner or navigate to the end of the slide show.

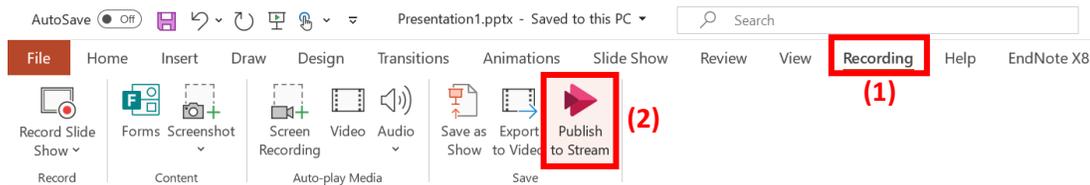
7. **Save** your presentation. To make this presentation into a video, click **File** and scroll down to the **Export** tab (1). Click **Create a Video** (2) in the Export menu. Make sure **Full HD (1080p)** is selected for video quality. Click **Create Video** (3). This should save the video as an MPEG-4 video (*.mp4).



8. There are several ways to add closed captioning to your video:
- Automatically generate closed-caption file through Microsoft Stream.
 - Search online for available caption-creation tools.
 - Create closed-caption file yourself.

Automatically Generate Closed-caption File through Microsoft Stream

- a. Open your presentation and go to the **Recording** tab (1). Select **Publish to Stream** (2). If you do not have this tab, go to [Microsoft Support](https://support.microsoft.com/en-us/topic/add-the-record-to-video-tab-to-the-ribbon-in-powerpoint-2016-2013) to learn how to add them to the ribbon.



- b. Type a title and a description for the video (1). Then click **Publish** (2).

Microsoft Stream

Share your presentation as a video in Microsoft Stream. All animations, transitions, and narrations from the original will be retained.

Title DeconPresentation_2021 (1)

Description This is my presentation for Decon 2021

- Allow everyone in your organization to see this video
- Upload your original PowerPoint file along with this video



To set permissions, add closed captions, and modify additional preferences, go to your video in Microsoft Stream and edit it.

[Learn more about Microsoft Stream](#)

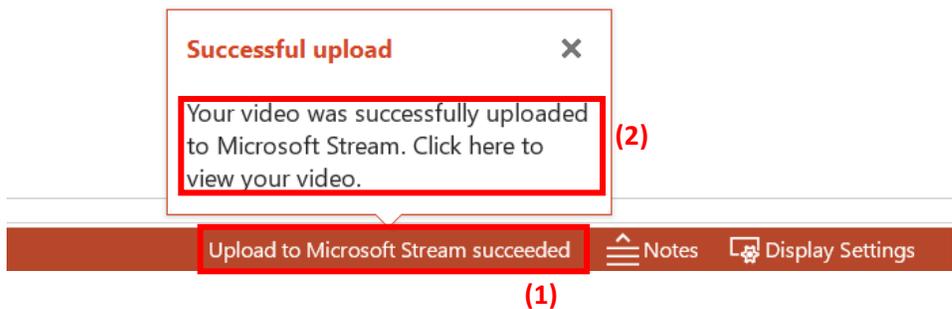
- c. The upload process may take several minutes or longer, depending on the size of the presentation. The status bar at the bottom of PowerPoint will show progress.



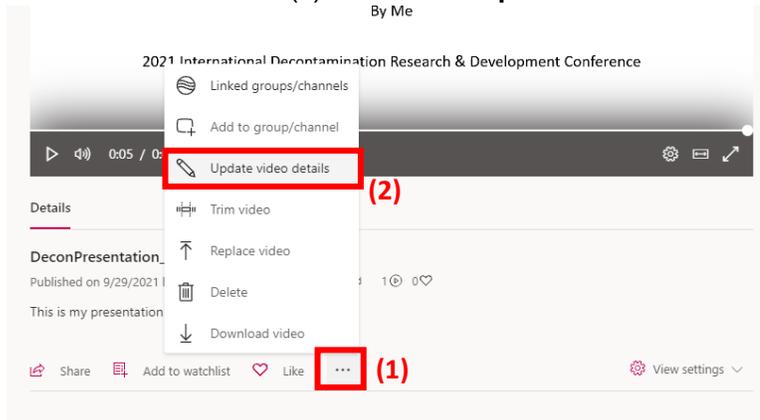
A message will appear in the same location stating that the upload has completed.



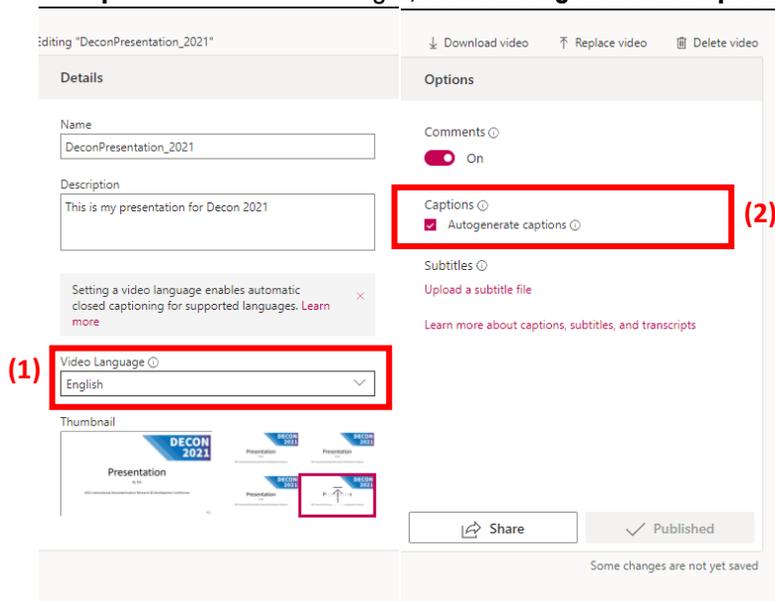
- Click this message (1). A pop-up message will show with a link to your video in Microsoft Stream. Click the link to open Microsoft Stream in your browser (2).



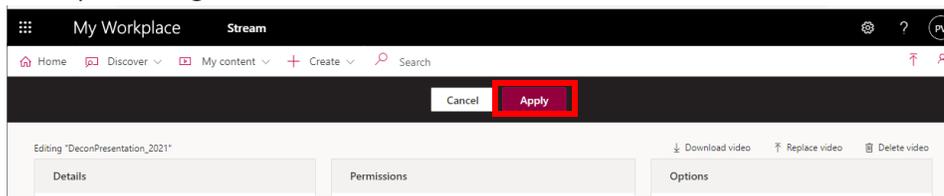
- d. Once your presentation opens in Microsoft Stream, select the ellipsis (“More”) button in the **Details** section below the video (1). Then select **Update Video Details** in the menu (2).



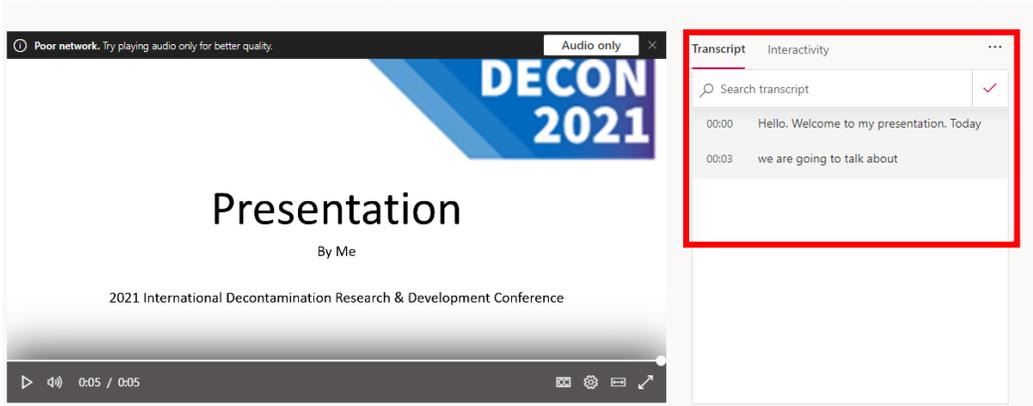
In order to create captioning, you will need to enable **video language**. Set the language to **English (1)**. In the **Options** section on the right, select **Autogenerate a caption file (2)**.



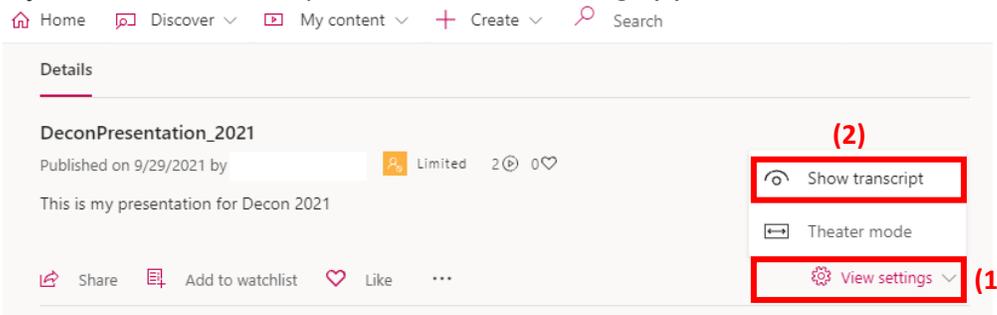
Select the **Apply** button, above the three editing panels. Captions will take 1-2 times the video duration to finish processing.



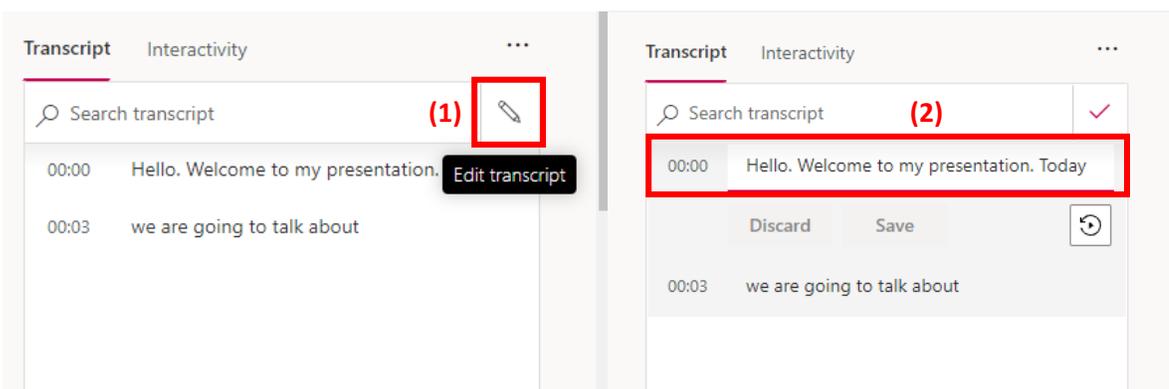
e. Captions have finished processing once you are able to see the **Transcript** on the right-hand side.



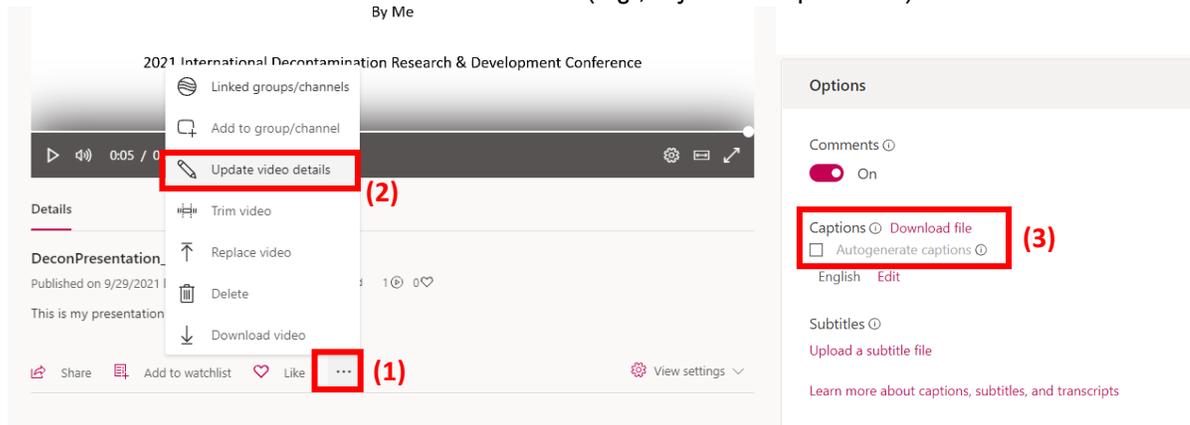
If you don't see a Transcript tab, click on **view settings (1)**. Then select **Show Transcript (2)**.



The transcript will likely need corrections to either punctuation or spelling. You can edit the transcript by clicking the Pencil "Edit Transcript" (1) in the **Transcript** pane. Then select the time segment where you would like to make edits (2). Click **Save**. Continue selecting segments to edit until the transcript meets your satisfaction.



- f. Download the closed-caption file (*.VTT) by selecting the ellipsis (“More”) button in the **Details** section below the video (1). Then select **Update Video Details** in the menu (2). In the **Options** panel on the right, select **Download File**. The file will be saved to the Downloads folder on your computer. You will need to add the extension **.vtt** to the end of the file name (e.g., MyClosedCaptions.vtt).

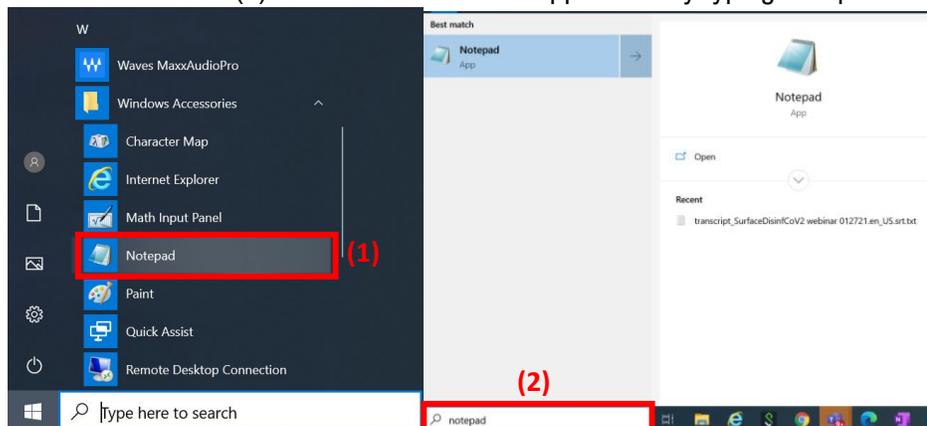


Create Closed-caption File Yourself

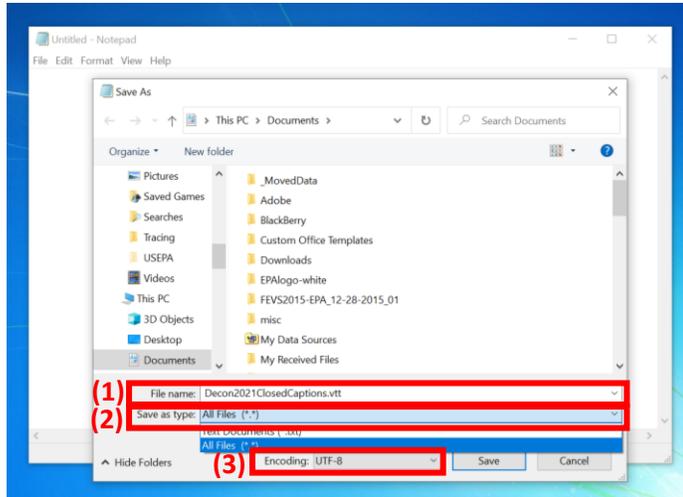
First check to see whether this feature is available in your version of Microsoft Office. Go to [Microsoft Support](#) for more information.

Closed captions for your presentation can be created using the Notepad application in Windows. For Mac, captions can be created using the TextEdit application and following steps d-f.

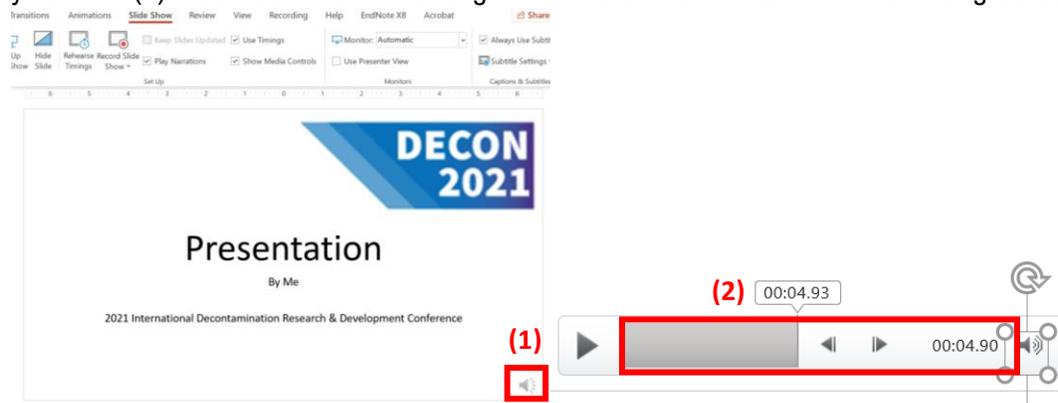
- a. The Notepad can be found by selecting **Start** and looking for the application under the **Windows Accessories** folder (1). You can also find the application by typing Notepad in the Cortana search bar (2).



- d. Using the **Notepad** application, save a blank file with a name following the format: MyClosedCaptions.vtt (1) and for **Save as Type**, select **All Files (*.*)** (2). Ensure that in the **Encoding** box, **UTF-8** is selected (3).



- e. The file is ready for content to be added. The first line must say **WEBVTT**. Subsequent entries in the file should consist of timing and text that should appear during that segment of time.
 - i. Go to your PowerPoint presentation and locate the **Recording** Icon in the bottom right of your slide (1). Slide across the recording to the end in order to determine recording duration (2).



Use this timing to indicate start and end time for each entry in the notepad file. This time marker (start and end time, should be separate by an “arrow”, -->). Each time marker should use the format: **hh:mm:ss.ttt** (1).

- ii. After the start and end times add the text that should appear during the segment of time indicated (2). Try to keep to a 32-character limit with 2 lines per caption so that they do not cover too much of the screen and can be easily read. Make sure to leave a blank line before the next entry to indicate the end of the sequence.

```
WEBVTT
00:00:01.000 --> 00:00:02.330 (1)
Good afternoon everyone

00:00:02.331 --> 00:00:05.330
and welcome to today's discussion. (2)

00:00:06.000 --> 00:00:08.000
We will be looking at the historical

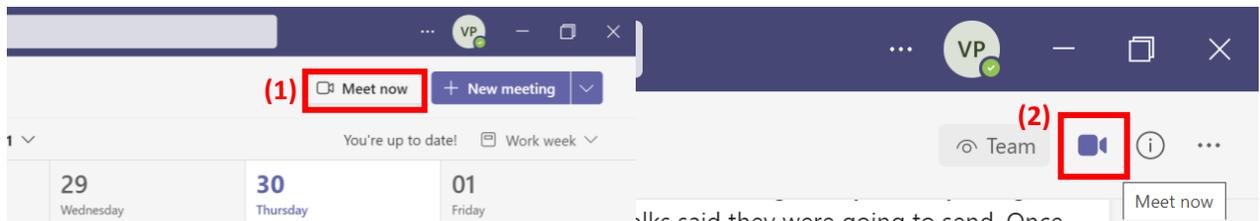
00:00:08.001 --> 00:00:10.000
aspects of homeland security.
```

- f. Save the file.

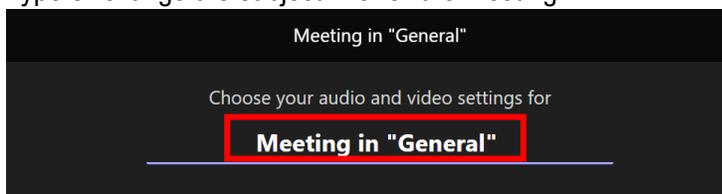
MS Teams: Instructions for Creating and Recording Your Presentation

Read/Follow the [Microsoft Teams instructions](#)

- 1. Videos can be recorded using the **Meet Now** option on your calendar (1) or within a team channel (2).
 - a. Keep in mind that, by default, all members will be able to view your recorded video (permissions can be modified later in Microsoft Stream).

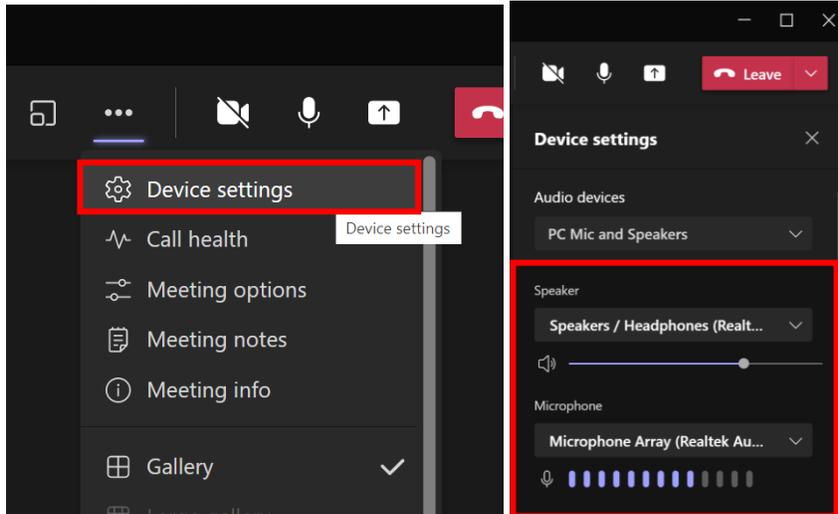


- 2. Type or change the subject line for the meeting.

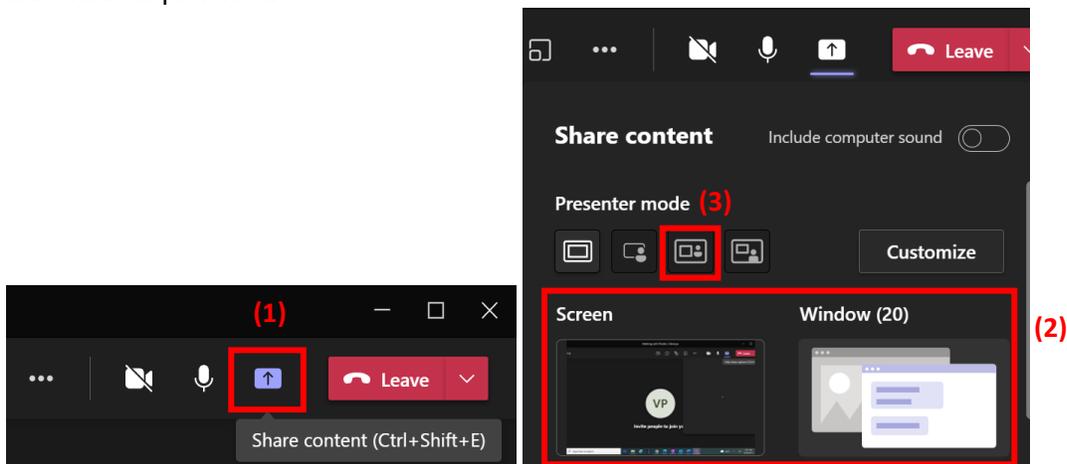


- 3. Ensure your webcam is turned **On** and click **Meet now**.

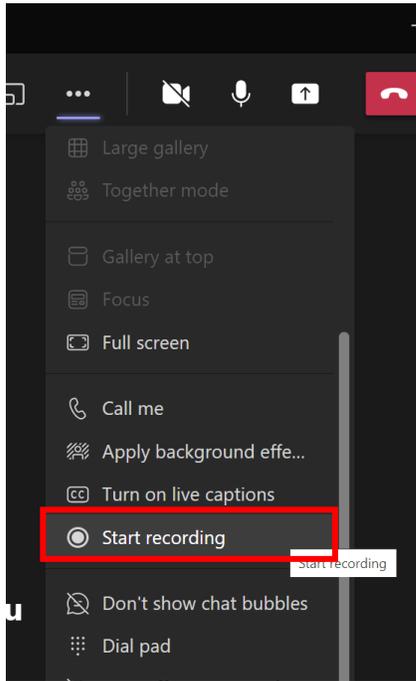
- 4. Select the **ellipsis** (“More Actions”) button and click **Device Settings** to test your speakers and microphone. Look for the blue bar that rises and falls as you speak into your microphone. If the bar is moving, your microphone is working properly.



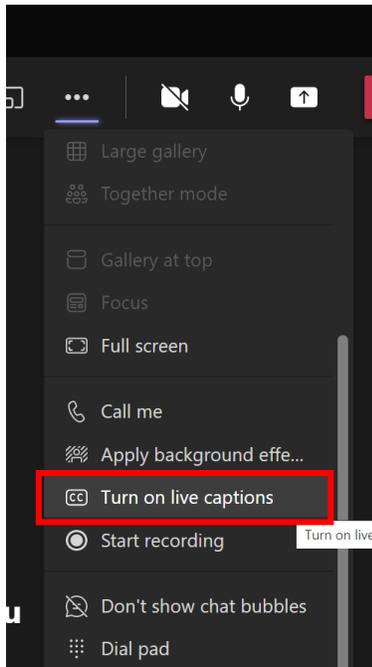
- 5. To share your presentation on the screen, click the **Share Content** icon (1). Then choose to share your screen or you can choose a particular application (2). From this screen, you can also choose **Presenter Mode**. The side-by-side mode is preferred.



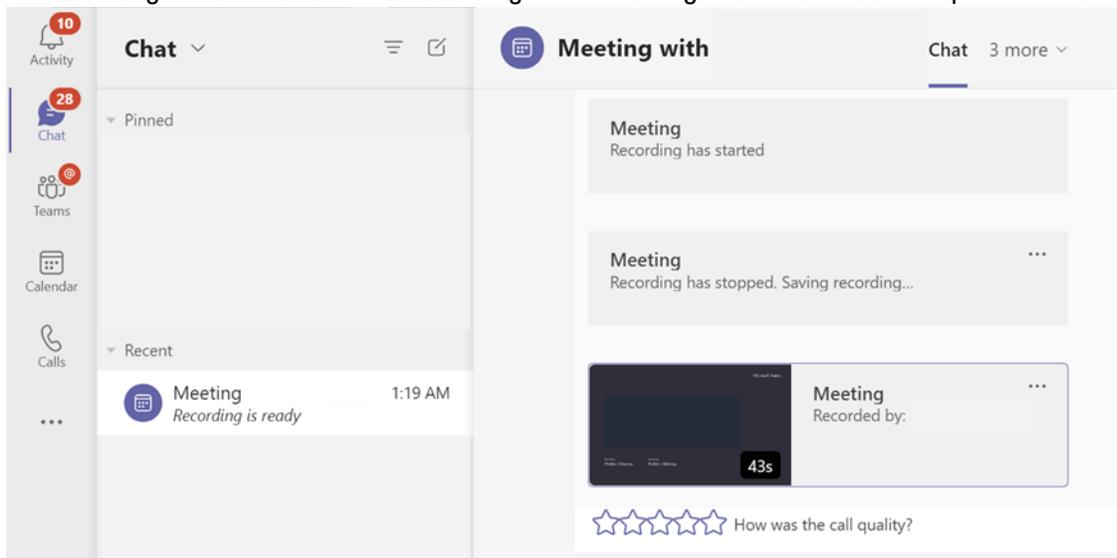
6. Once you are ready, from the **ellipsis** (“More actions”) menu, select **Start recording**. Allow for 3-5 seconds after you hit record to start speaking.
 - a. During the video recording, look directly into the webcam as you are speaking. This will simulate eye contact in the final video.



- To add Closed Captions for your presentation, from the **ellipsis** (“More actions”) menu, select **Turn on live captions** from the menu.

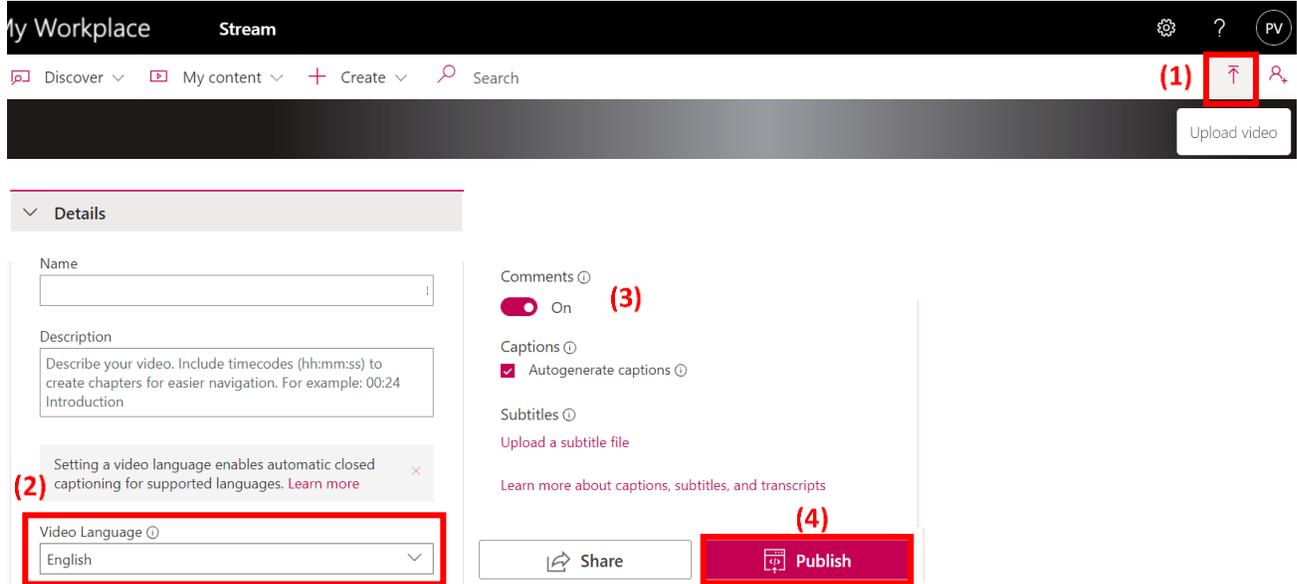


- Once you are finished with your video, click **Hang up**.
- The recording will stop, the video will be processed, and made available for viewing or download in the **Chat** tab or online through OneDrive. Click the recording in the meeting chat. The video will open in a browser.

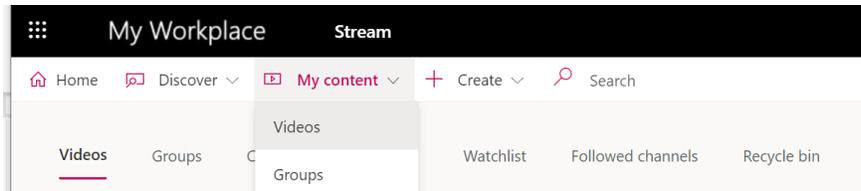


- In order to export the closed-caption file, you will need to upload the recording to the Stream Application. Open the application in OneDrive and click the upload icon in the right-hand corner (1). To allow captioning, you will

need to enable **video language** under the **Details** section. Set the language to **English (2)**. In the **Options** section, select **Autogenerate a caption file (3)**. Then click **Publish (4)**.



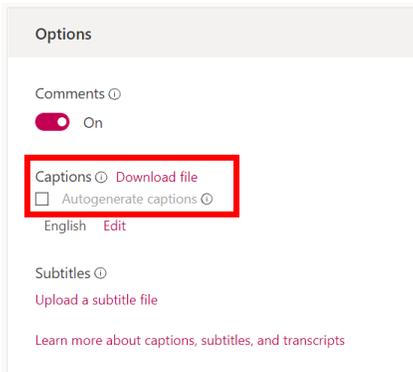
11. To find your video, click **My Content** on the ribbon and select **Videos**.



12. Find your video in the list and click the Pencil icon (“Update Video Details”) on the right-hand side.



13. In the **Options** panel on the right, select **Download File**. The file will be saved to the Downloads folder on your computer. You will need to add the extension **.vtt** to the end of the file name (e.g., MyClosedCaptions.vtt).



Zoom Meeting: Instructions for Creating and Recording Your Presentation

Read/Follow the [Zoom instructions](#)

Extra Tips:

1. Open a meeting and start recording by pressing **Record** on the bottom of your Zoom meeting window. If you have cloud recording enabled, a pop-up will appear asking where you want to record: **Record on this Computer** or **Record to the Cloud**. You'll know recording has begun because a red light will appear in the upper left corner of your Zoom window with the words "Recording."
 - a. If you need to pause the recording, click on the Pause icon.  When you are ready to resume recording, click on the Start icon. 
2. To add Closed Captions for your presentation, Click **Closed Caption**. Select **Enable Auto-Transcription**. This allows the system to start providing live transcription. This option is only available if enabled in web settings.
 - a. Once you are ready to upload your .MP4 or .MOV, and if you included Closed Captions, when you export your recording from Zoom, include the **Audio Transcript (.VTT) file**. The file will be available in **Zoom Recordings**, along with your presentation file.
3. When you are done with your recording, click on the **Stop** icon. 