

Research Day 2023 Presentation Tips and Requirements

OVERVIEW OF A PRERECORDED BLITZ PRESENTATION

Your research has been accepted as a Virtual Blitz Presentation at the **U-M School of Nursing's Research Day 2023 Conference**. For these presentations, you will need to create and submit a 5-minute video presentation that will be played at a pre-determined time within one of our Virtual Blitz presentation sessions.

The Research Day Planning Committee will provide you with the details of what day and time your work will be presented, and you are required to attend your presentation so that you can answer questions after your pre-recorded video presentation.

You can use many different types of programs to record your presentation, such as Zoom, Loom, Microsoft Teams, or Google Meet. We highly encourage video recording in such a way that your head appears in the corner of your slides, showing you presenting your content. This presentation video will be due by **March 3, 2023**.

TIMING FOR VIDEO AND Q&A

We have many excellent presentations to share with our research community, and limited time with which to do so. As such, we must enforce a **5-minute maximum presentation length**. After each video, we are also allocating **3 minutes for audience members to ask questions, and the presenter must be present to respond**. If, due to clinical responsibilities you are unable to attend a blitz presentation session but wish to submit your work, please contact Glen Marian, Research Day Coordinator at glenbrau@umich.edu. We will consider creating a separate venue for viewing these scholarly works if there is enough demand.

VIDEO FILE FORMAT

While there are many ways that presenters may choose to create their pre-recorded videos, we require uploaded files to be in **MP4 file format**. Most software is capable of exporting to this format, but if you require the use of software that cannot export to MP4, please contact **Glen Marian**, Research Day Coordinator, at glenbrau@umich.edu to inquire about converting other formats to MP4. The Research Day Planning Committee can only accept MP4 files, so please plan accordingly. File upload size limitations require that your video recording be no larger than **100 MB**, so please be sure to select appropriate resolution settings.

HOW DOES A FIVE-MINUTE VIDEO COMPARE TO A TRADITIONAL IN-PERSON POSTER SESSION?

We invite and accept any video presentation of your work and encourage you to be innovative! If you are accustomed to creating or attending traditional in-person poster sessions at conferences, you probably already guessed that those poster formats may be a challenge to present virtually in 5 minutes. We agree! That is why we are asking that all presenters develop up to 5 content slides to be presented. We will not accept virtual posters where all information is on one slide, in part because these one-slide presentations are very difficult to read for a virtual audience.

With only 5 minutes, you will have to be very efficient with the information that you choose to share, perhaps focusing on only a few key points that you determine to be the main "takeaway" you want audience members to retain.

The visuals that you create do NOT need to look like a traditional paper poster, loaded with text, tables, figures and references. That much content will be very difficult to see on screen, and a static image may not engage the audience as much either. Instead, we are asking that presenters develop up to 5 content slides through which they can cycle while talking, with each slide presenting one or two aspects of the research. It will be important to acknowledge your collaborators, co-investigators, and/or team on one slide probably at the end, because you will not have time to go through every name and role.

It is recommended that you have:

- One slide for the context/background/introduction
- One side for the research question/PICO question/aim/objective or hypothesis (depending on your abstract content)
- One slide for your methods/description of what you did and how you did it
- One slide for results/findings/lessons/evaluation results
- A final slide for “Implications,” for which we are asking that you answer this question: “Please tell us how this work addresses or might address the conference theme, or more generally, how it can inform advancing diversity, equity and inclusion aspects of health for all.”

ARE U-M STUDENTS, FACULTY AND STAFF REQUIRED TO USE A TEMPLATE FOR OUR PRESENTATIONS?

While it is not a requirement that current U-M School of Nursing students, faculty and staff use a standardized template for slide materials, the Research Day Planning Committee is providing a **standardized template** that we hope you will consider using.

Current students can [email us here](#) and we will send you a template.

USING POWERPOINT TO CREATE MY VIDEO PRESENTATION

PowerPoint has the capability to record any presentation and export it into an MP4 file. To prepare PowerPoint for this, the user simply creates their slides as they normally would and writes up a script that they would like the audience to hear while the slides are on display. When ready to record the presentation, the user starts their slides and speaks the script into the computer microphone (a [headset with microphone](#) would be very helpful here), while PowerPoint records the slides as visuals and the voice for the audio.

At this point, the presenter can preview the recording and, if acceptable, save it to MP4. If not, the user can start the presentation over again until the presentation is acceptable. This is often referred to as Voice-Over-PowerPoint (VOPPT), and [this document](#) illustrates how to create a VOPPT in PowerPoint.

USING ZOOM OR OTHER VIRTUAL MEETING PLATFORM TO CREATE MY VIDEO PRESENTATION

If PowerPoint will not suffice, or if you have video content you want to share that is not easily imported into PowerPoint, you may consider using Zoom or another video conferencing platform to create your video.

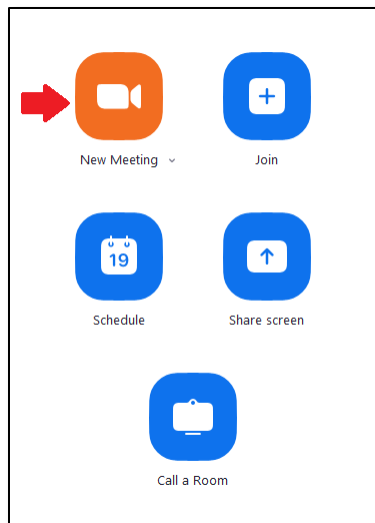
Zoom (and others) has the capability to record virtual meetings, so you can take advantage of this by setting up a meeting with only yourself or with one or more of your research team members. At this point, you can record the meeting and share your desktop during the meeting while talking through your pre-written script. When done, Zoom sends the MP4 recording of the meeting to a destination on your computer or network based on your personal Zoom settings.

There is usually a time lag between when your meeting is closed and when you receive the MP4 file; so if you plan on using Zoom, please note that this process might take longer. Also, if you are not satisfied with the recording the first time, you may need to start over again unless you have video editing expertise and software. For this reason, we recommend the VOPPT option described above.

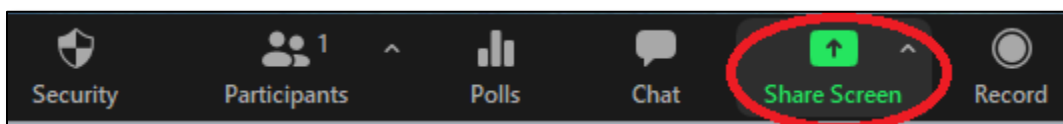
RECORDING YOUR BLITZ PRESENTATION USING ZOOM: STEP BY STEP

The following steps will guide you through Zoom video recording. As mentioned above, other platforms can be used as you wish. Please reach out to your local IT support for help with your recording.

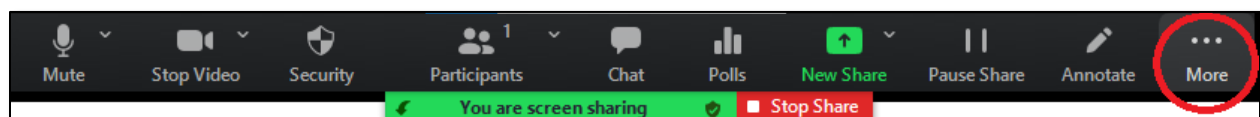
- Open your slide presentation file and have it open on your desktop.
- Open Zoom and enter a “meeting” with yourself.



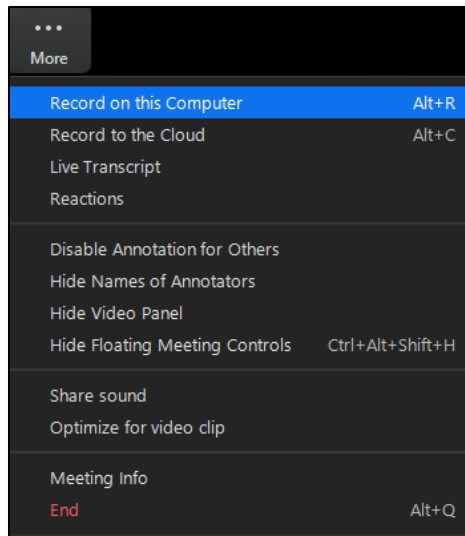
- Click on **Share Screen**.



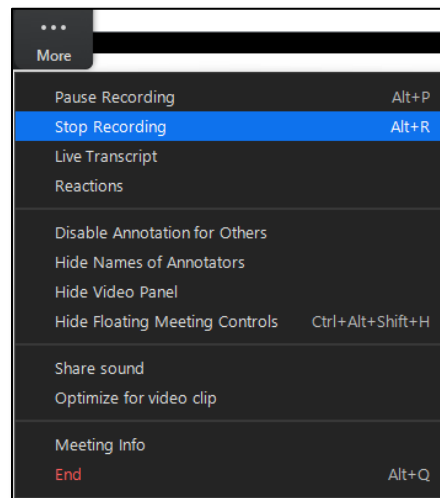
- You should see your desktop, and you should see your slide file open on your desktop.
- Click on the slide file, and you should see it enlarged within your Zoom meeting.
- Put the slides in presentation mode by clicking on the presentation icon (🖥️). Have everything organized so you are ready to start your presentation, since you will need to start right after the next step.
- Next, locate the icon bar and click **More...**



- Click **Record on this Computer**. When you hear the automated voice say, “Recording Started,” start your presentation.

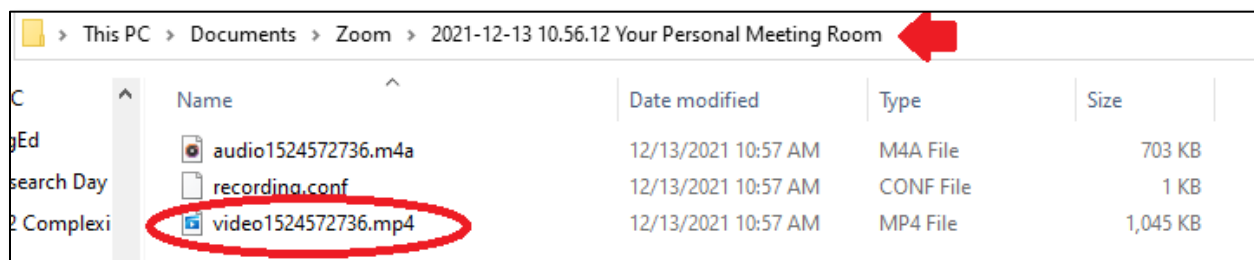


- When finished, click **More** again and select **Stop Recording**.



- You will see a pop up that says “Converting.” Once it is done converting, you will be able to find and open and check your presentation. The presentation will be located under:

- **C: > Documents > Zoom**



- Open the video and watch it to ensure you are happy with it before you upload it to the [Qualtrics survey for submissions](#). Please note that the recorded file should be in an MP4 format for uploading into the submission site.

CAN I USE OTHER SOFTWARE TO CREATE MY MP4 FILE?

Yes! You are free to use any method to record your video file, as long as you are able to save it as MP4 and stay within the five-minute allocation.

WHEN AND HOW DO I UPLOAD MY FINAL PRESENTATION?

The **deadline** for final submissions of the MP4 files is **March 3, 2023**.

Please use this [Qualtrics link](#) to provide the full author list for your presentation, the title (so we can match it with your previously submitted Brief Summary). This form also has a way for you to upload your MP4 file.

WHAT IF I NEED HELP?

If you need assistance with creating or exporting your VOPPT file, please contact your school's IT department; for most Research Day presenters, that would be [here](#).

If you have difficulties with the Qualtrics submission page, please contact the [Research Day Committee](#).

If you need assistance creating your content, please consult with your research mentor(s) and peers. Research is typically a team effort, so if you need help, your co-authors are the first place to go!