

## Technical Guidelines - Podium Presentations (POD)

We would like you to present live via *Zoom Webinars* during the CUA Night School. In case of any connection issues on the day of, we would also like you to pre-record your talk.

### SCHEDULING YOUR RECORDING or RECORD YOURSELF - Deadline May 28

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OPTION 1: If you have recorded yourself before for another conference and were satisfied with the quality, please let us know if you prefer this option and send us your backup recording by May 28.

- Create your PowerPoint slides in [widescreen \(16:9\)](#) format.
- Please record your 7 min presentation using Zoom or the software you're most comfortable with. These [instructions](#) might help you.
- Save the recording as .mp4 or .mov file.
- As file name please use your *session type and name* ("Podium\_LeonaHanemann").
- Then please upload it by May 28  
here: <https://www.dropbox.com/request/DrV1y1VIm54xnC3PKUOw>
- We can only accept the recording if your presentation is no longer than 7 min.

OPTION 2: Our technician Cassian will assist you with the recording.

Please send us 2-3 days and times you would be available for the recording:

- from April 1 - May 28
- on a Monday to Friday
- between 7 am and 9 pm Eastern time.

To do before recording with technician

- Please create your slides in PowerPoint in [widescreen \(16:9\)](#) format and send them before the recording to our technician [cassian@urbanblockmedia.com](mailto:cassian@urbanblockmedia.com). If the presentation is big, you can send the file via Wetransfer.com or Dropbox to the before mentioned email.
- Be sure your presentation does **NOT go over time**, by doing a practice run. See "Talk Length" below.

**Talk Length:** 7 min

**Q&A time:** 2 min

We need you to go online at least **20 min before your session starts**. We will send you the link for your session in early June.

In April you will receive an email to confirm your complimentary **registration** to CUA Night School 2021. If the presenter changes, please let us know right away.

If you have any further questions, don't hesitate to reach out to [leona.hanemann@cua.org](mailto:leona.hanemann@cua.org).