



Presentation Format 格式

1) **Slide layout:** You may wish to use the entire presentation template in the **Speaker Resource Folder** but it's not compulsory. **PPT 布局:** 您可能使用**演讲者资源**文件夹中的整个演示模板, 但这不是强制性的。

2) **Slide format:** 16:9, in Microsoft PowerPoint **PPT格式:** 16:9, Microsoft PowerPoint

Please note our guidelines 请注意我们的指导方针:

- The presentation title, author(s), and affiliation(s) should appear on the first slide, a requirement by the CME accrediting organisation.
演讲标题、作者和单位应出现在第一张幻灯片上, 这是 CME 认证机构的要求。
- The second slide must contain a disclosure statement for the presenting author. The disclosure slide is mandatory. (Please put "No disclosure" on this slide if you have nothing to disclose).
第二张幻灯片必须包含演讲作者的披露声明。披露幻灯片是强制性的。(如果您没有什么要披露的, 请在这张幻灯片上写上“不披露”)。
- Logos of any for-profit organisations should not appear in the presentation slides.
任何营利性组织的标志都不应出现在演示幻灯片中。
- Please have your final presentation in PowerPoint format ready for the recording.
请使用您的最终版本的 ppt 进行录制

3) **Duration of your presentation:** Please be reminded to record within the allocated time. The Secretariat might need to ask you to re-record should the recording exceed the allocation. **演讲时长:** 请在规定时间内完成录制。如果录制超出分配的时间, 秘书处可要求您重新录制。

Presentation Prerequisites / Set-up 设置

To record your presentation, you do not require access to professional broadcast equipment or a specific training. Here are some tips to help you started. 要录制您的演示文稿, 您不需要使用专业的广播设备或特定的培训。这里有一些提示可以帮助您开始。

Install Zoom 安装 Zoom. Install Zoom software or application on your computer from <https://zoom.us/download>. If you already have the Zoom app in your computer, please ensure you update the app to the latest version. 从 <https://zoom.us/download> 在您的计算机上安装 Zoom 软件或应用程序。如果您的计算机中已经安装了 Zoom 应用程序, 请确保将应用程序更新到最新版本。

PowerPoint 幻灯片: Prepare your presentation contents using Microsoft PowerPoint, 16:9 format. 使用 Microsoft PowerPoint 16:9 格式准备您的演示内容。

Computer 电脑: Use a laptop or a PC to record your presentation. 使用笔记本电脑或 PC 录制您的演示文稿。



自录指南和说明 (使用 ZOOM)

Webcam and Camera positioning: Kindly make sure a webcam is attached to your computer (Built-in / External). Set up your camera elevated to your height at eye level to capture a full view of the entire face and shoulders in the frame. You are centered in the frame with a gap from the top of the frame to your head.

网络摄像头和摄像头定位：请确保网络摄像头已连接到您的电脑（内置/外置）。将相机放置在您的视线水平，以捕捉画面中整个脸部和肩膀的完整视图。将自己定位在框架的中心，并留有合理的头部空间。



Microphone: A microphone is recommended. An externally connected headset will offer better sound quality.
麦克风：为提供更好的音质，建议您使用麦克风。

Recording Environment: Choose a bright room to record. Lighting should come from in front of you and not behind you. Avoid backgrounds with harsh light such as windows. Choose a quiet space in which you will not be disturbed for the duration of your recording.

录制环境：选择一个明亮的房间进行录制。灯光应该来自您的前方，而不是您的后方。避免光线刺眼的背景，例如窗户。以确保您不会被打扰，选择一个安静的房间。

Visually appealing background: Make sure you have an appropriate background or a plain wall for your recording. Please refrain from placing any advertisement in your background.

虚拟背景：使用合适的虚拟背景或普通单色墙。请不要在您的背景中放置任何广告。

We encourage the use of the ICCN 2022 virtual background if possible. You may download it [here](#).

我们鼓励您使用 ICCN 2022 虚拟背景。你可以在[这里](#)下载。

Time yourself: Have a stopwatch ready to time your presentation, to ensure you stay within the allotted time.

给自己计时：以确保您在规定的时间内完成，准备好一个秒表来为自己计时。

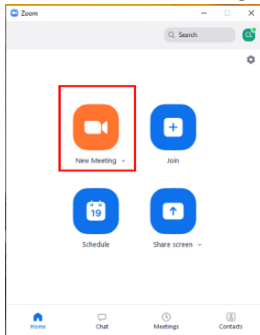


How to Record? 如何录制?

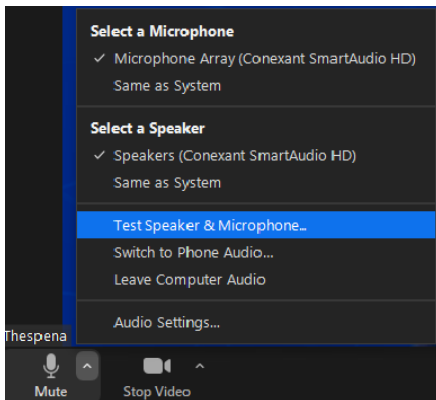
Please follow our step-by-step instructions listed below. Do take note of Point #11.

请按照下面列出的分步说明进行录制。注意下面的第 11 点，

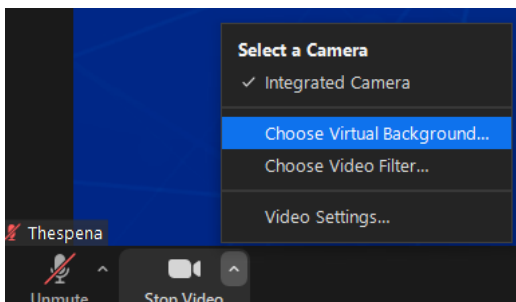
1. Open your Zoom Desktop App 打开您的 Zoom 应用程序
2. Click **"New Meeting"** 点击**"New Meeting"**

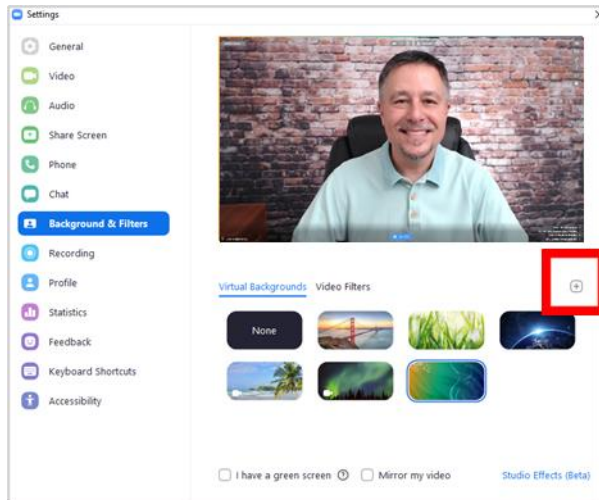


3. Test your speakers and microphone to ensure they are properly set up by clicking the arrow button above Microphone (Mute) and select **"Test Speaker & Microphones"**. 以确保它们设置正确，测试扬声器和麦克风。

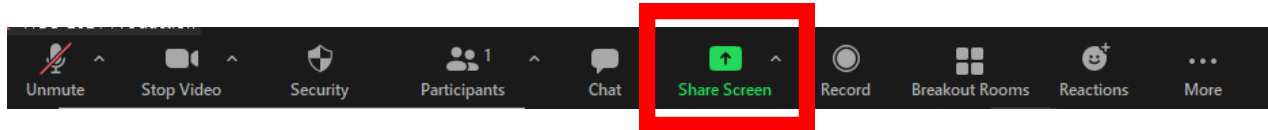


4. Enable the Virtual Background by clicking on the small arrow to the right of "Start/Stop Video" and then clicking **"Choose Virtual Background"**. Only use the Virtual Background if it works properly on your computer - do no use it if you see parts of your body/face disappearing on the screen. 跟换虚拟背景。如果您看到您的身体/脸部的某些部分在屏幕上消失，请不要使用它虚拟背景。

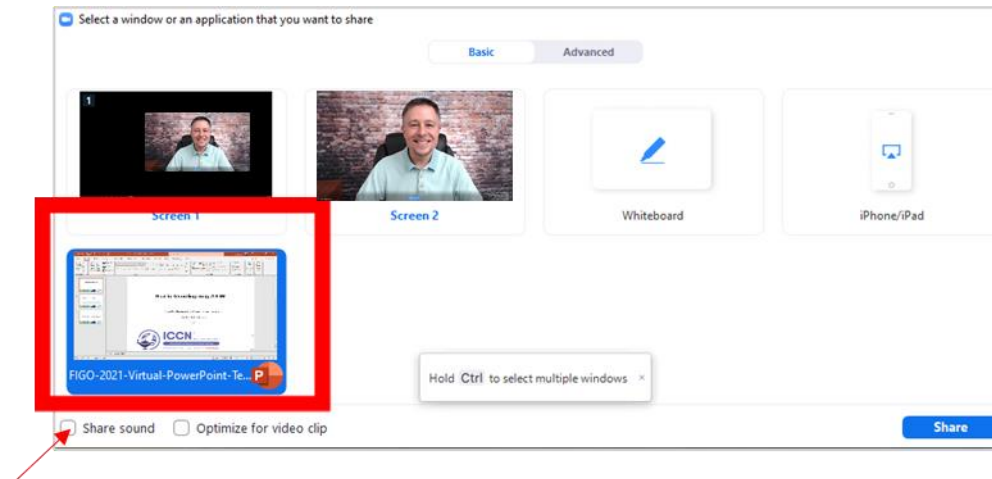




5. Open your PowerPoint presentation. Close all other applications on your computer, except Zoom and Microsoft PowerPoint. 打开您备好的 PowerPoint。除了 Zoom 和 Microsoft PowerPoint，关闭机上所有其他应用程序。
6. Go back to Zoom, click on **"Share Screen"**. 回到 Zoom，点击"Share Screen"。



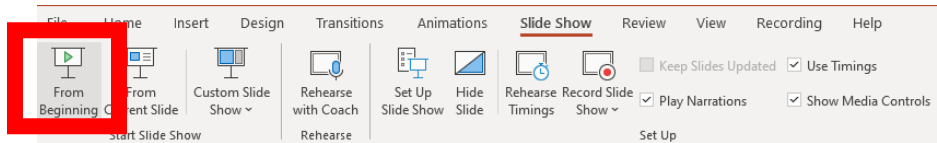
7. Select the **PowerPoint application window** rather than your desktop screen, and then click **"Share"** in the bottom right. If your slides have any embedded videos in them click the "Share Sound" checkbox at the bottom of the window as well as your PPT application window and then click "Share". 选择 PowerPoint 应用程序，然后单击右下角的"Share"。如果您的 PPT 中有任何嵌入的视频，请也单击底部的"Share Sound"，然后单击"Share"。





自录指南和说明 (使用 ZOOM)

- You will want to make sure your PowerPoint slides are located on the same screen as your internal/external webcam to avoid looking away from the camera during the recording. 请确保您的 PowerPoint 与您的内部/外部网络摄像头位于同一屏幕上，以避免您的视线离开镜头。
- Place your slides into **slideshow mode** by clicking the slideshow icon in the bottom right corner or by clicking on the “**Slideshow Tab**” and then on “**From Beginning**” in the PowerPoint menu. 单击 PowerPoint 菜单中的“From Beginning”，将 PPT 置于 Slideshow 模式。



- Your Zoom toolbar or menu will now appear on the top of the slides. You will also see your video on the top right-hand corner. Drag your video window into the top right corner of your screen. 您的 Zoom 菜单现在将出现在 PPT 的顶部。您的视频会出现在屏幕右上角。

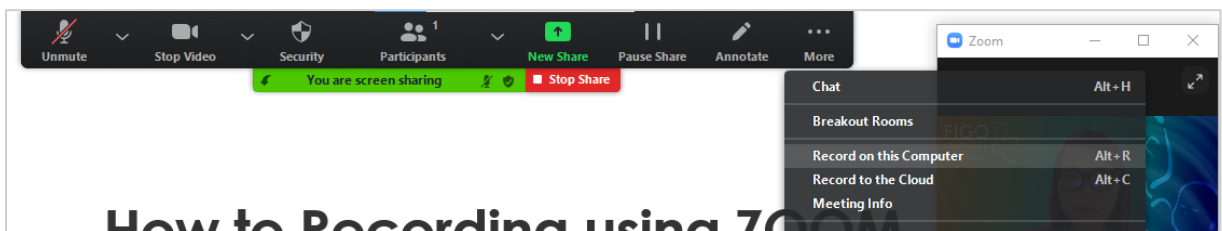




11. Before you begin your recording – please ensure 开始录制之前 - 请确保:

- You rename your profile name in Zoom to **"First Name Last Name"**. Please do not use initials. 您将 Zoom 中的名称为**"First Name Last Name 姓名"**。请不要使用缩写。
- You are centered in the frame with a gap from the top of the frame to your head. 将自己定位在框架的中心，并留有合理的头部空间。
- You are in a quiet space and will not be disturbed for the duration of your presentation. Any loud sounds will be picked up and recorded – which may result in you re-recording your presentation. 选择一个明亮和安静的房间进行录制。
- Set all notifications on your phone and computer to silent mode . 将手机和电脑上的所有通知设置为静音模式。
- You are looking into the camera when giving your presentation – if you have notes, ensure they are on the screen that your camera is connected to. 请确保您的 PowerPoint 与您的内部/外部网络摄像头位于同一屏幕上，以避免您的视线离开镜头。
- Your virtual background is working properly. Try not to gesture or move from your position as it will affect the virtual background. 虚拟背景操作正常。如果看到您的身体/脸部的某些部分在屏幕上消失，请不要使用它虚拟背景。
- You have a stopwatch ready to time your presentation to ensure you stay within the allotted time. 以确保您在规定的时间内完成，准备好一个秒表来为自己计时。

12. You are ready – go to the menu on top of your slides, go to **"More"**, select **"Record on this Computer"**. Begin your presentation. When you get to your last slide – say your conclusion and thanks, have a short pause and stop recording. 准备好了之后，到屏幕上方菜单点击**"More"**，选择**"Record on this Computer"**。开始录制。当您到最后一张片时，完成结论和感谢后，稍作停顿并停止录制。



13. Your recording will process after you exit the meeting. Once you close the Zoom meeting and get the notification that your recording is completed.

If you record to Computer – go to your "Documents" on your computer, look for "Zoom" folder and view the recording.

If there are errors or mistakes, re-record.

您的录制将在您退出会议后进行。关闭 Zoom.

转到机上的“文档”，查找“Zoom”文件夹并查看录音。

如果有错误，请重新录制。



Upload your Recording 上传您的 mp4 文件

Please name your file “**Presentation Title_First Name_Last Name**”.

To send this recording to us, please send it as a link in an email to production@figo2021.org, stating your **Presentation Title_First Name_Last Name** as the Subject. **DO NOT email the MP4 file directly.**

Below are some free file-sharing platforms you may use to get the link for your recording (not limited to):

请将您的文件名为“**演讲标题_姓名**”。

不要直接通过电子邮件发送 MP4 文件。 请将把链接发送至 production@figo2021.org，并注明您的**演讲标题_姓名**作为主题。

以下是一些免费的文件共享平台，您可以使用它们来获取录制链接（不限于）：



Google Drive



Dropbox



WeTransfer



iCloud