

**We look forward to welcoming you online!**

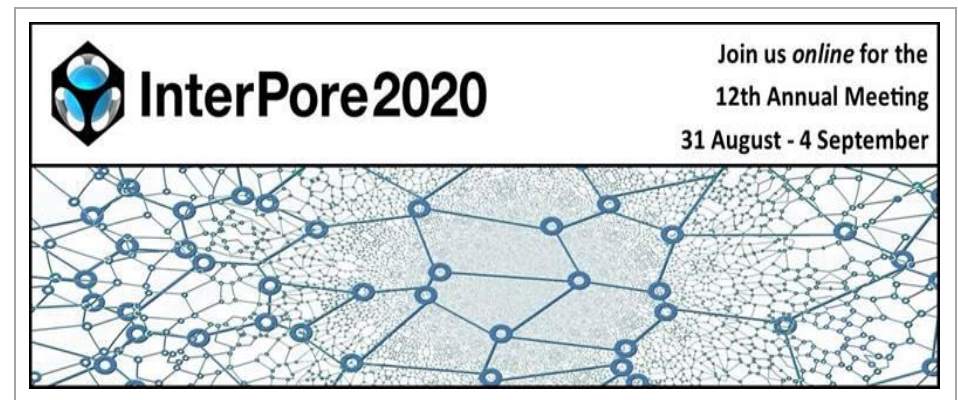
Welcome! And thank you for presenting at InterPore2020 online.

This handbook is a guide for Presenters with instructions on uploading your prerecorded video in Whova and Zoom.

With the adjustment to an online conference there may be some unknowns that come up along the way, please do not hesitate to contact the InterPore Executive Office with questions or comments about this handbook [conference2020@interpore.org](mailto:conference2020@interpore.org). We are excited to be working with you and look forward to having a successful conference.

# InterPore2020 online 12<sup>th</sup> Annual Meeting

## PRESENTER HANDBOOK



**31 AUGUST 2020 TO 4 SEPTEMBER 2020**

**[www.interpore.org/2020](http://www.interpore.org/2020)**



**31 August 2020 to 4 September 2020**  
[www.interpore.org/2020](http://www.interpore.org/2020)

## Before the Conference:

Access the Whova desktop app with the link:

[https://whova.com/portal/webapp/inter\\_202005/](https://whova.com/portal/webapp/inter_202005/)

OR download the app for mobile phones:



Create your attendee profile in Whova. Note that only those who have registered and paid for InterPore 2020 will be able to login for the event. It is important to use for logging the same email address which you have used to submit your abstract. Remember your profile will be seen by other attendees, sponsors, exhibitors so make sure to include detailed information for making connections and networking. See appendix A for more Information on building your profile.

**Each Presenter is asked to upload their pre-recorded presentation to the conference platform by August 29, 2020.**

Detailed instructions on how to prepare and upload your video are provided in the appendices of this document.

Please use the following guidelines in creating your video:

- Video length of time is 15 minutes
- File size recommendation is: 200MB or less
- Save presentation as **mp4 or avi file**

### A few days before the Conference:

You are encouraged to watch the pre-recorded presentations of the other participants which will be made available two days before the start of the conference. All pre-recorded presentations can be found in the Agenda, stored for August 30, and sorted by minisymposia.

Check the detailed program agenda for Aug.31-Sept.4 for the time and date of the Q&A session in which your presentation will be discussed.

Please monitor the chat box of your presentation for questions posed to you by attendees.

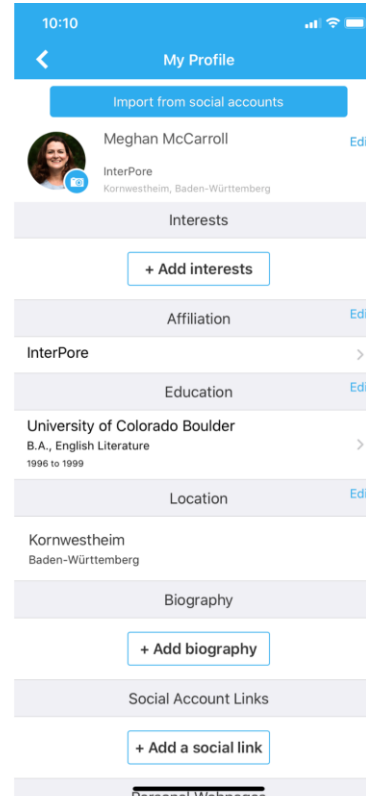
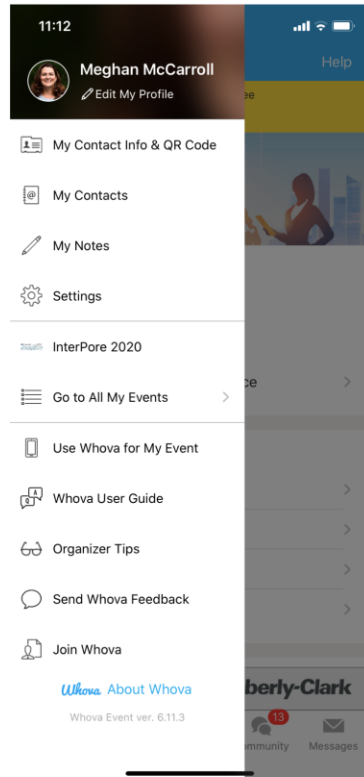
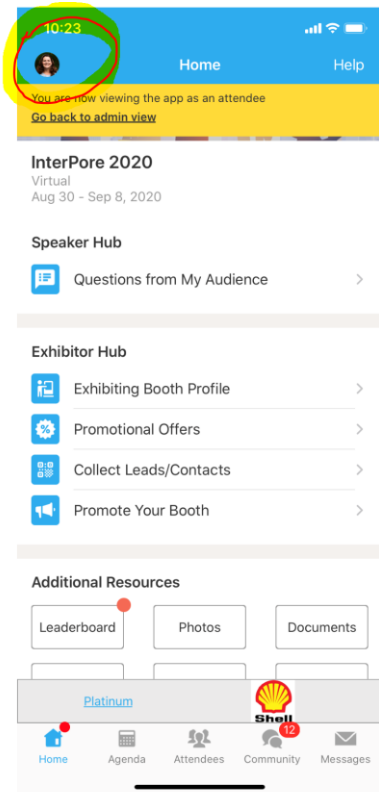
Prepare for answering the questions. Be ready during the Q&A session to provide concise and to-the-point responses. You are also encouraged to have bilateral discussions with those who have posted questions to you. Whova makes this easy.



31 August 2020 to 4 September 2020  
[www.interpore.org/2020](http://www.interpore.org/2020)

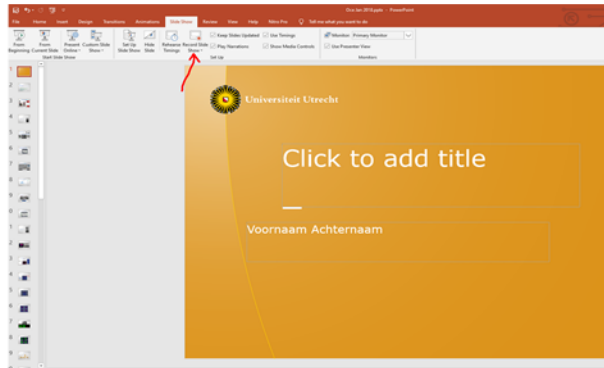
# APPENDIX A How to build your profile in Whova

\*only with the mobile app of Whova can you make edits of your personal profile

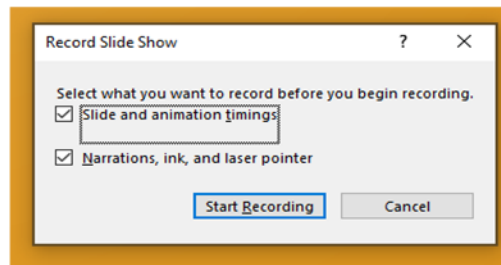


## APPENDIX B How to Record Presentation Video

- (1) Open your presentation file using Microsoft Power point:
- (2) Go to Slide Show tab and click on Record slide show:



- (3) Leave the setting as default and click on Start Recording:



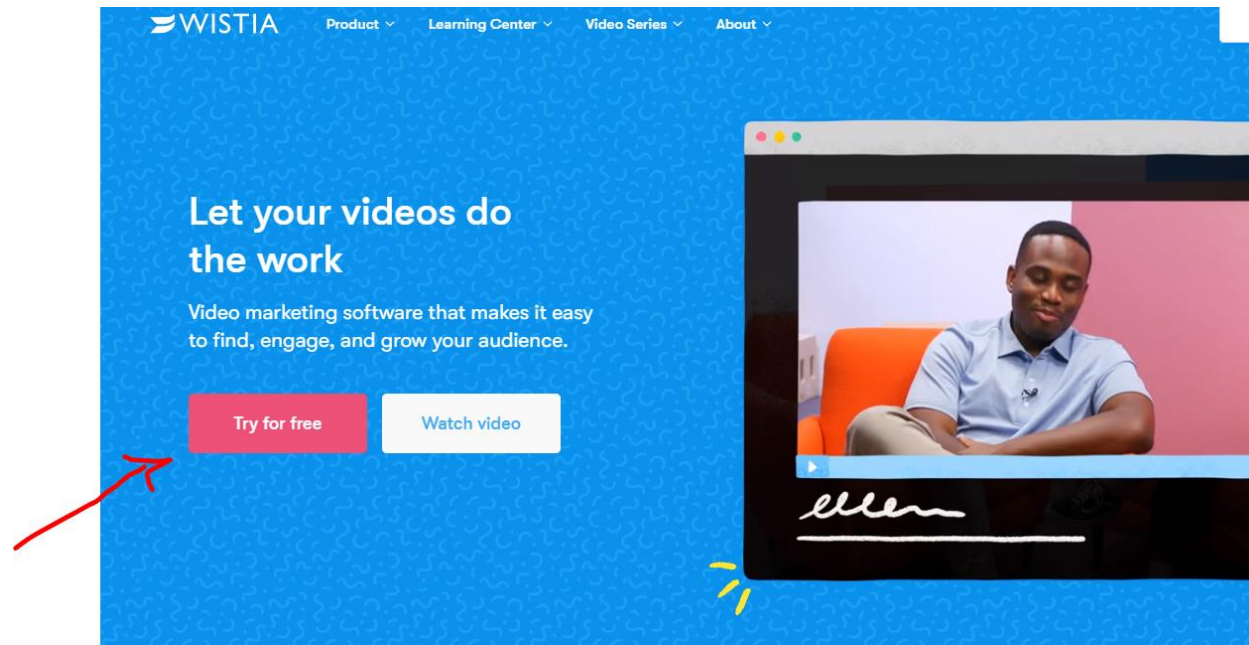
- (4) Start speaking or add markings to your presentation.
- (5) There are different ways to manage recordings in your presentation:
  - a. Pause - to pause a recording.
  - b. Close - to end a recording.
  - c. Laser Pointer, Pen, Highlighter, or Eraser - to use the pointer, ink, eraser, or highlighter tools in your recording.
- (6) Save recording
  - a. when you are done recording save your file as mp4 or avi.
  - b. from the Save As drop down menu choose mp4 or avi.

## APPENDIX C How to Upload Video to Wistia & Whova

1. Share the file on <https://wistia.com/>

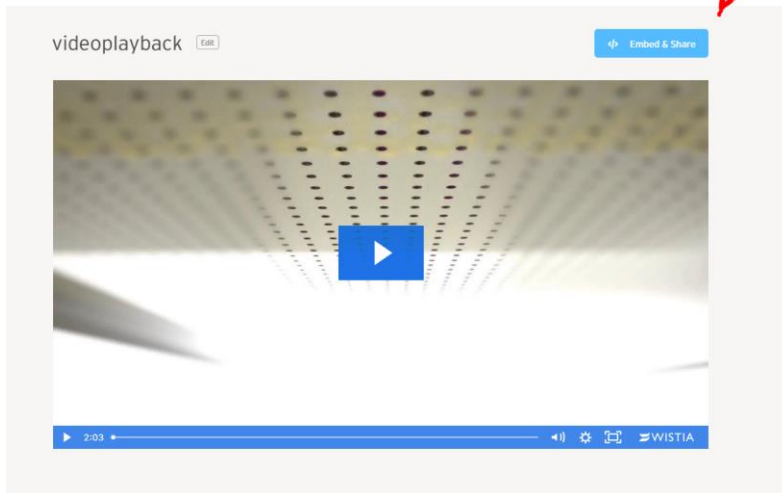
**Notice: Do not use Youtube or Vimeo, or attendees from some countries couldn't watch your video.**

(1) Click on Try it for free

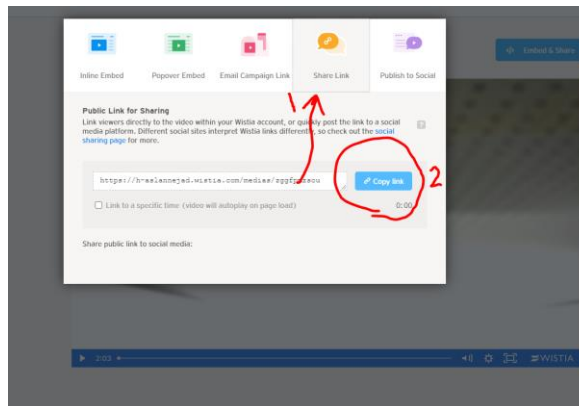


(2) Create an account and then upload your video

When the upload is done, you will see video playback and sharing option, click on share:



(3) Click on share link and copy the share link.



(4) Go to your speaker area on whova and paste the video link:

You will get this link information from InterPore's email. **Don't share your link to others. Everyone who knows the link can modify your information without login Whova.**

## Session Info

### 1. Session

Delete session

Session title (Talk title, keynote name, etc.) \*

Test Presentation

10:15 AM to 10:15 AM, 08/30/2020

Session description (Talk highlights, abstract, keynote introduction, etc.)

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Documents (If you would like to include any documents such as abstracts, slideshow presentations, etc., please upload them here.)

[Add Document](#) Maximum 3 documents with 10 MB file size limit

Virtual presentation (Add a link to live stream your session or upload a recorded video for your session)

**Recorded Video**

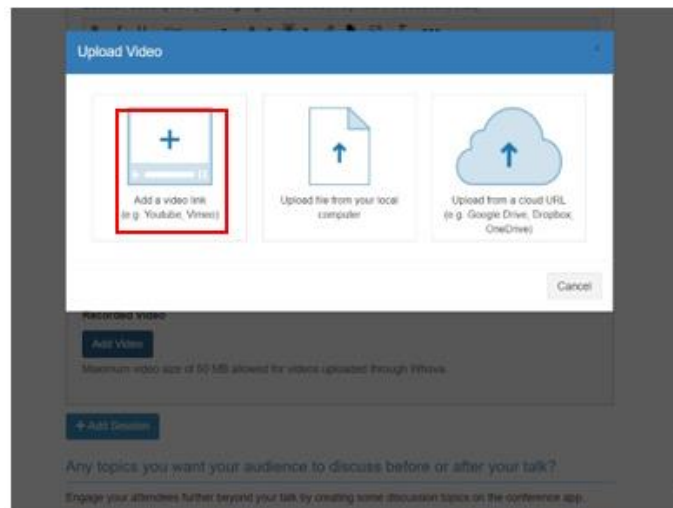
[Add Video](#)

Maximum video size of 50 MB allowed for videos uploaded through Whova.

[+ Add Session](#)

Any topics you want your audience to discuss before or after your talk?

Engage your attendees further beyond your talk by creating some discussion topics on the conference app.



Upload Video

Add a video link (e.g. Youtube, Vimeo)

Upload file from your local computer

Upload from a cloud URL (e.g. Google Drive, Dropbox, OneDrive)

Cancel

**Recorded Video**

[Add Video](#)

Maximum video size of 50 MB allowed for videos uploaded through Whova.

[+ Add Session](#)

Any topics you want your audience to discuss before or after your talk?

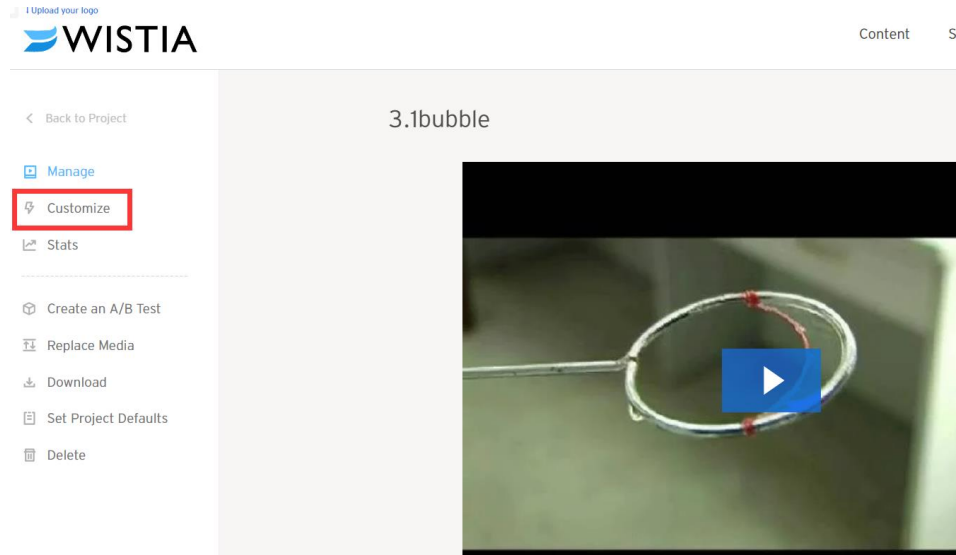
Engage your attendees further beyond your talk by creating some discussion topics on the conference app.

## 2. How to turn off Comments in Wistia

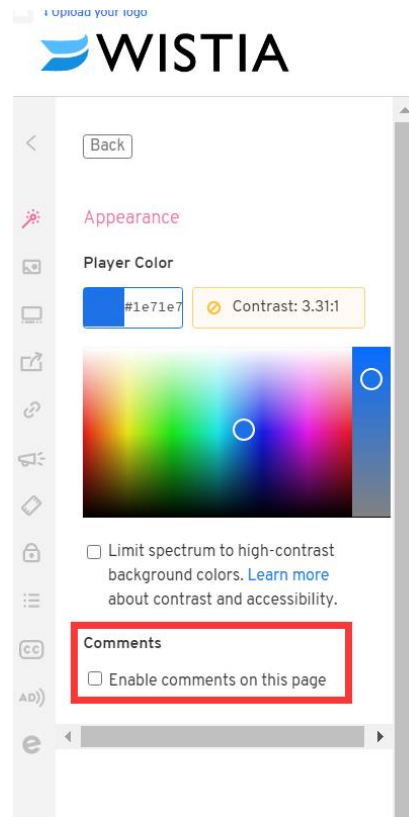
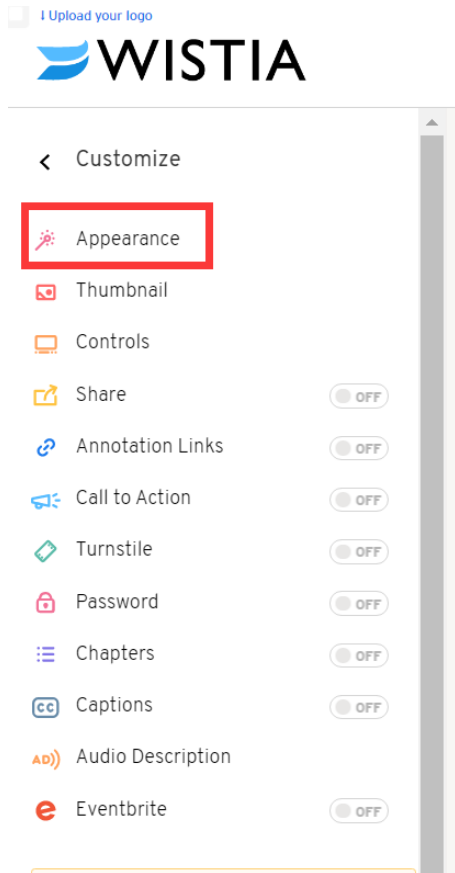
### (1) Turn off Comments

Located to the website of your video in Wistia

**Customize → Appearance → cancel “Enable comments on this page”**







## (2) Turn off Download

Located to the website of your "Project" in Wistia

**Set Privacy & Sharing → cancel all check boxes**

< Back to All Content

Manage

PROJECT ACTIONS

Project Stats

Set Privacy & Sharing

Move & Copy

Export All Media

Delete Project

CHANNEL ACTIONS

View Subscribers

Promote

☆ Charlie's first project

CHANNEL

Get started by adding a video to your project - you can always delete it later!



test presentation hassanizadeh.mp4

Published Video 0:53 / Created 2 weeks ago / 4 comments



3.1bubble

Published Video 0:18 / Created 3 weeks ago

Privacy & Sharing Settings

**Unlocked:** Anyone with the link has access to this project.

Shared with

Anyone with the link

COPY LINK

Permissions: Admin

Viewer

Upload Download Share Stats

Add a user by email address

Viewer

Save

Close