We look forward to welcoming you online!

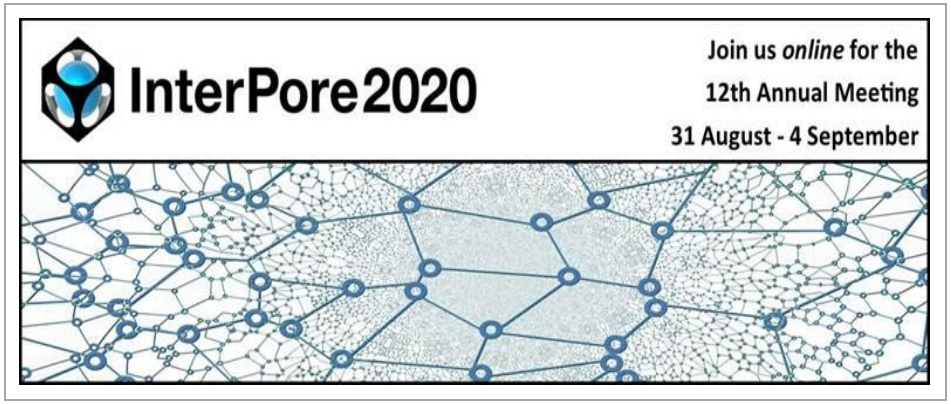
Welcome! And thank you for presenting at InterPore2020 online.

This handbook is a guide for keynote/invited speakers, containing instructions on uploading your prerecorded video in Whova and Zoom and your lecture.

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. We are excited to be working with you and look forward to having a successful conference.

InterPore2020 online 12th Annual Meeting

KEYNOTE/INVITED SPEAKERS HANDBOOK



31 AUGUST 2020 TO 4 SEPTEMBER 2020

www.interpore.org/2020

Before the Conference:

Access the Whova desktop app with the link:

https://whova.com/portal/webapp/inter_202005/

OR download the app for mobile phones:

Create your profile in Whova. 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.

You will be giving your lecture live. Nevertheless, we ask you to pre-record your presentation as a video and upload it to Whova. This will be used as streaming video only if for any reason you are not able to give your presentation live.

Detailed instructions on how to record and upload your video are provided in appendices A and B of this document, respectively.

Please note that the allowable length of video for keynote and invited lectures is 30 and 20 minutes, respectively.

- The allowable file size is: 200 MB

- Please save presentation as mp4 or avi file

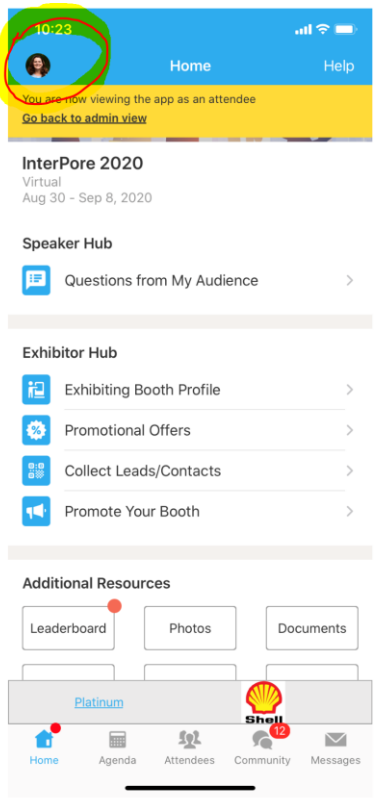
During the Conference:

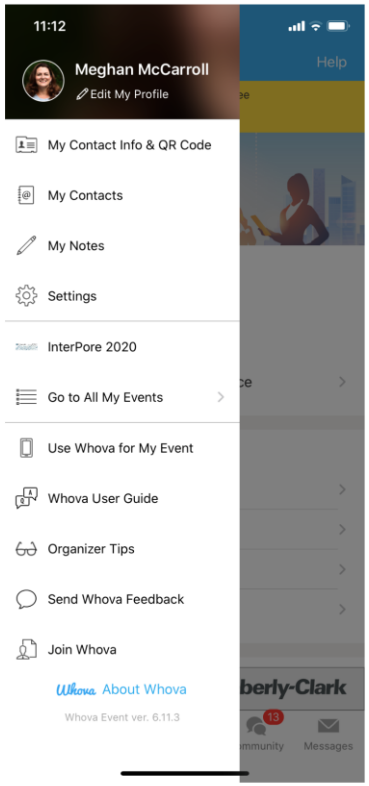
Please give concise and to-the-point answers.

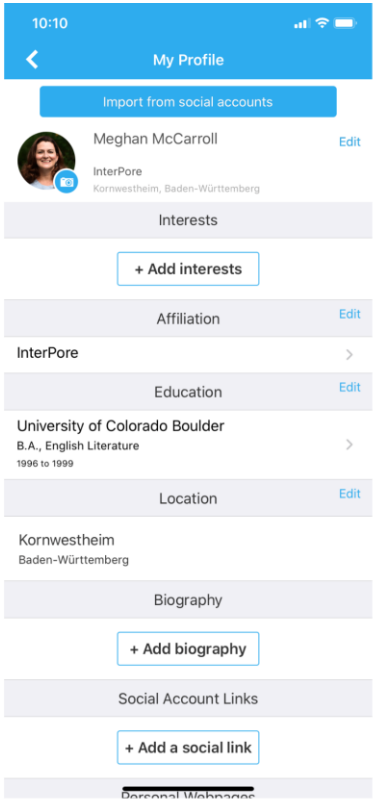
The moderators are given strict instructions to end the session on time.

APPENDIX A How to build your profile in Whova

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

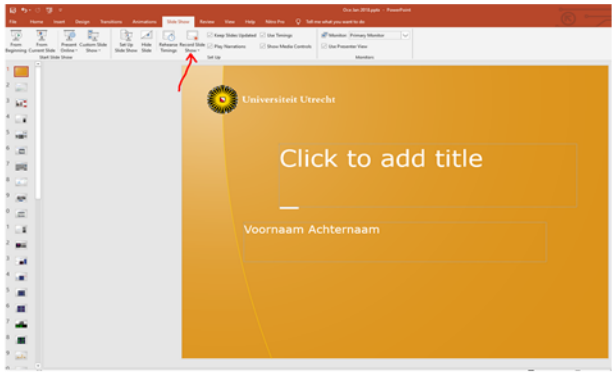




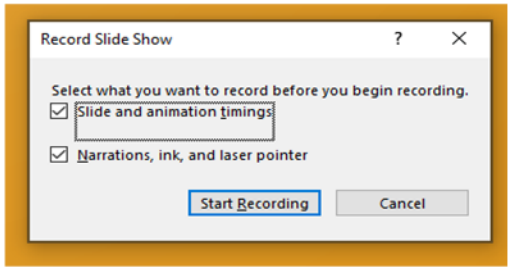


APPENDIX B How to Record Presentation Video

(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.

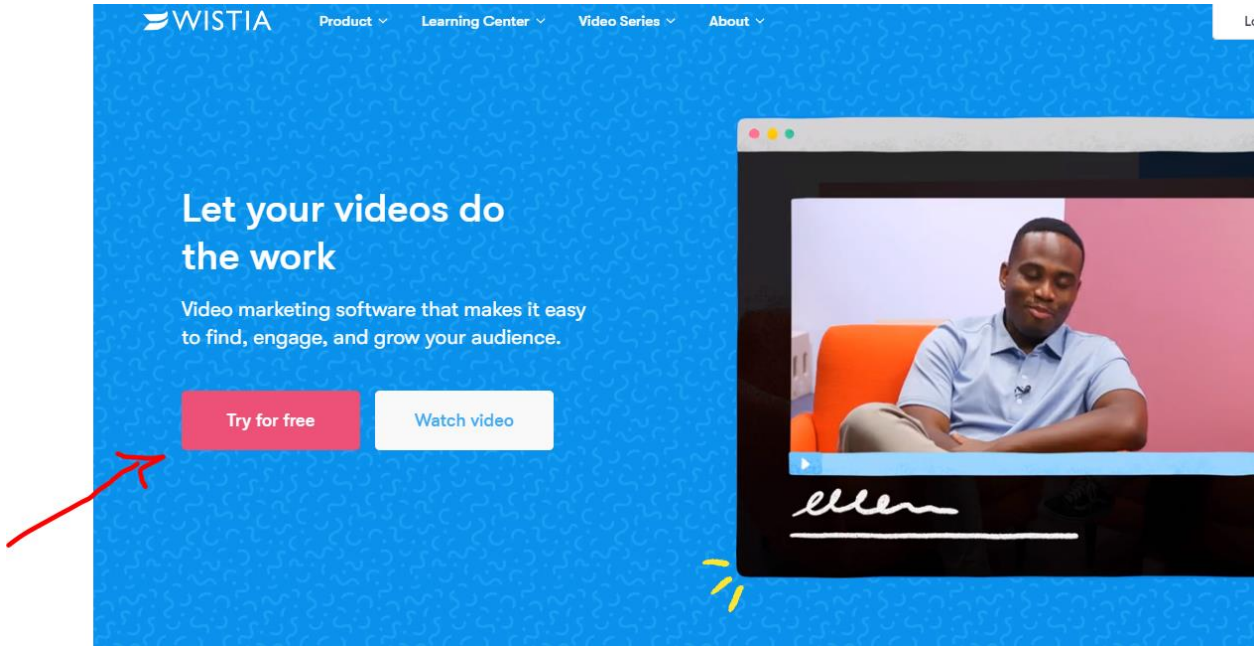
(6) Save recording
   a. when you are done recording save your file as mp4 or avi.
   b. from the Save As drop down menu choose mp4 or avi.

APPENDIX C How to Upload Video to Wistia & Whova

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

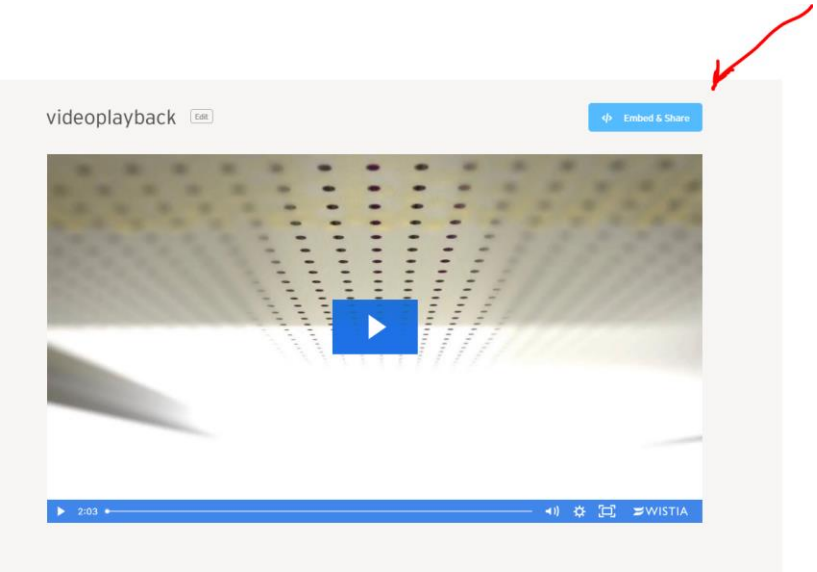
   Notice: Do not use Youtube or Vimeo, or attendees from some countries couldn't watch your video.

(1) Click on Try it for free

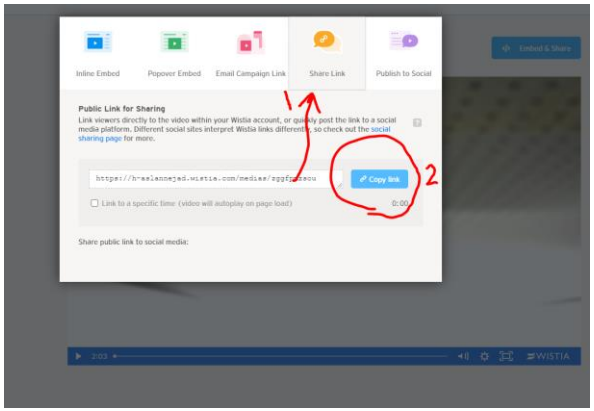


(2) Create an account and then upload your video

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 infromation 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.)

A
B
C

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

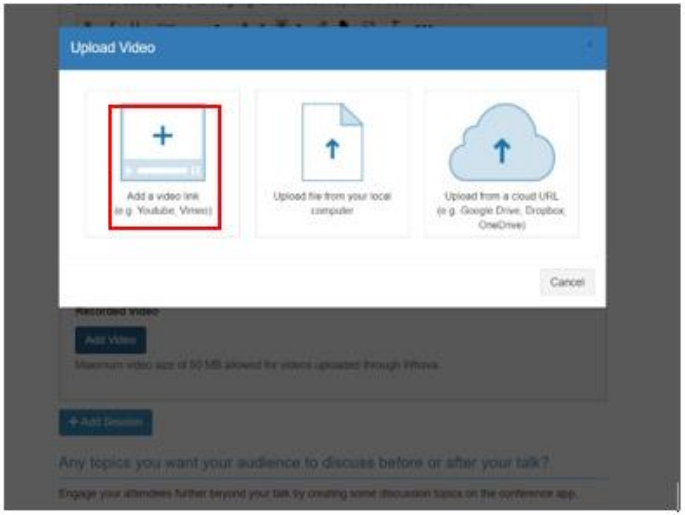
Add Video

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.

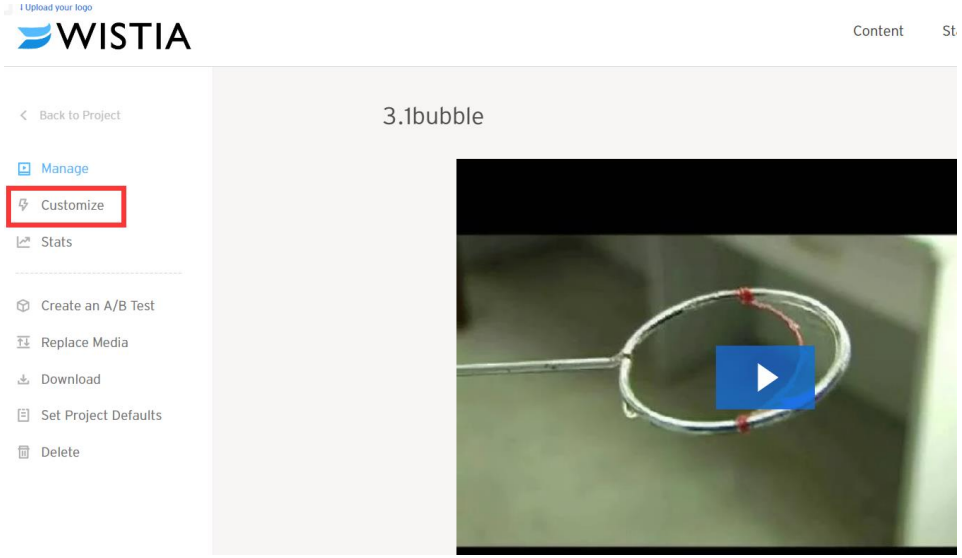


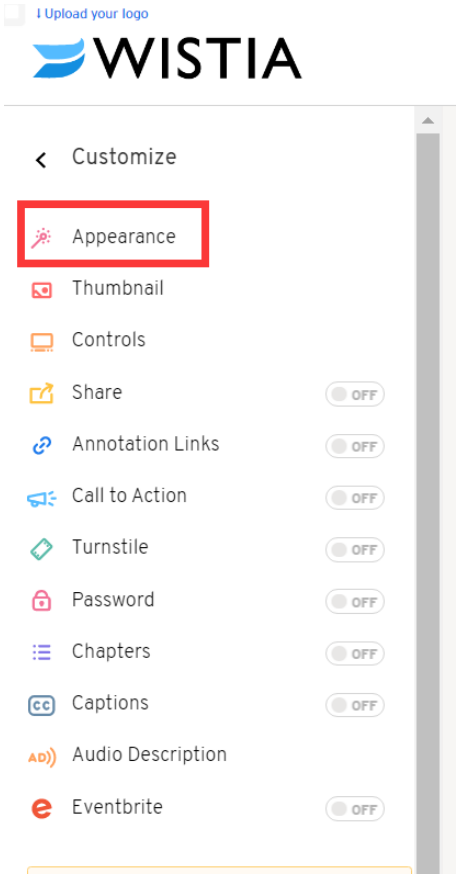
2. How to turn off Comments in Wistia

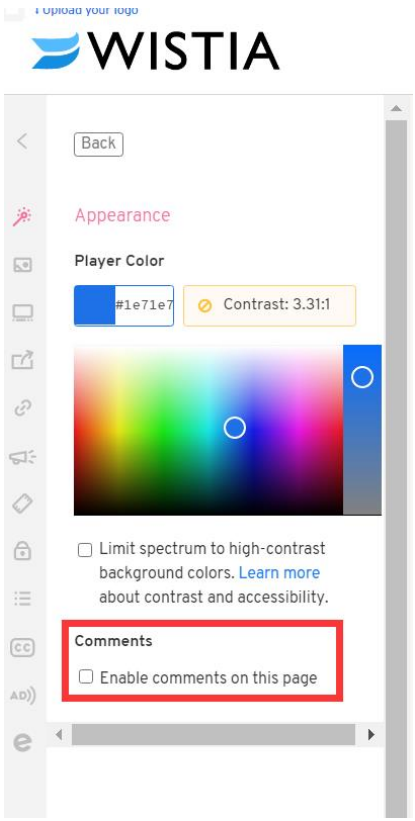
(1) Turn off Comments

Located to the website of your video in Wistia

Customize → Appearance →cancel "Enable comments on this page"



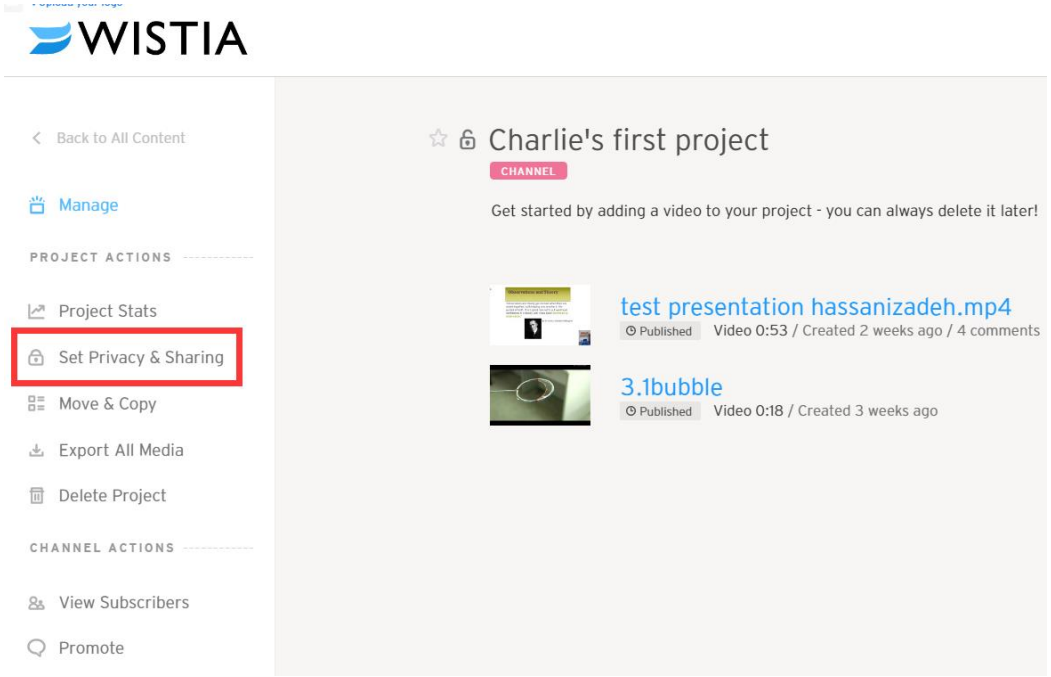


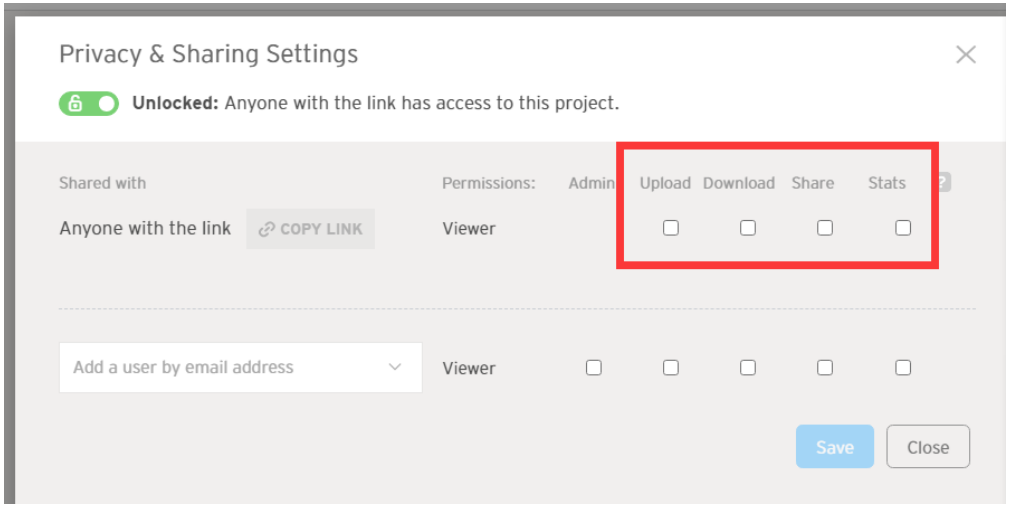


(2) Turn off Download

Located to the website of your “Project” in Wistia

Set Privacy & Sharing → cancel all check boxes


WISTIA
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
Permissions:
Admin
Upload
Download
Share
Stats
Anyone with the link
COPY LINK
Viewer
Add a user by email address
Viewer
Save
Close