**Zoom Recording Guidelines for A-A Heart Rhythm Congress 2020**

**Faculty**

Arrhythmia Alliance Heart Rhythm Congress Organising Committee would like to thank you for agreeing to give your time, expertise and to support our efforts to produce the first virtual A-A Heart Rhythm Congress www.heartrhythmcongress.org

**Recording Guidelines**

These relate to your Zoom recording and contain helpful tips and advice to ensure the quality level is maintained.

For an introduction to Zoom Video Conferencing and view a step by step video showing how to join a Zoom call, click here.

For a full video overview on using Zoom, including FAQs, click here.

**Invitation link**

Prior to the session recording, you will have received an invitation link. Please click the link to join the Zoom Video Call.

* Use a device with the biggest display screen available
* We recommend you join the session early to ensure audio and visual systems are operating correctly.
* We will open the session 15 minutes early.
* It is suggested you join the link 10 minutes prior to recording so introductions can be made if appropriate.

**Lighting and Backgrounds**

The focus of the session must be on you and the educational content you are sharing. The following suggestions will ensure this.

* Do not use virtual backgrounds on Zoom as the video can become fuzzy and the speaker becomes lost in the background.
* Ideally you should sit in a well-lit room in front of a neutral background – for example a white wall. Pictures and plants are not a problem.

**Recording and Microphones**

* Your presentation should last for 15 minutes max with 10-12 slides (if required).
* Besides the Chair and speakers, there will be two Arrhythmia Alliance staff on the call to take separate recordings. One to focus on the presenter and the other on the panel.
* Please mute your microphone when not speaking to ensure the Zoom camera focuses on the speaker
* When you wish to speak, unmute your microphone before you begin to talk

This will enable the editor to cut from a wide panel shot to an individual shot of the speaker, maintaining the quality of the recording.

**Dress Code**

It is advised that the speaker should wear a plain colour shirt/dress, jacket or sweater, avoiding white (see previous guidance on background) Patterns should be avoided.

**Recording Area**

Background noise will interfere with the audio recording. Ensure your room is quiet and free from distractions.

**Devices/Phones**

* Before joining a Zoom call, ensure you close or mute emails and any other communication channels.
* Be sure your mobile phone is switched off or on silent mode

**Interaction**

To ensure these sessions are interactive, we encourage you to pose questions to fellow presenters at the end of each presentation

**Conflict of Interest**

Please use the A-A HRC Presentation template for your recording (found here). The first two slides will not count towards the 10-12 slide limit. Please make sure you fill out any conflict of interests, if there are none please state this on the slide.