# Virtual Poster Recording Steps & Upload Instructions

**All recordings are due no later than February 13, 2026 at 5 p.m. CT**

1. **Record your presentation and save it as an mp4 file.**
   Presentations should be kept to 3 minutes or less. You may record your presentation using the software of your choice. Instructions on how to record your presentation in Zoom are included on page 3 for your convenience.

2. **Upload your virtual poster [HERE](#) using your cOASIS login.**
   **Your virtual poster upload login is the same credentials used during abstract submission.**

   *If you experience any issues logging into your cOASIS account, please contact support at: [alz@support.ctimeetingtech.com](mailto:alz@support.ctimeetingtech.com)*

3. **Upload your virtual poster.**
   Refer to the Virtual Poster User Guide attached to your email for instructions on uploading your virtual poster. You will need the following items to complete your virtual poster:
   - Your recorded mp4 poster presentation
   - A PDF of your poster (Please note that attendees will be able to download the PDF of your poster if you choose to upload it.)

4. **All virtual posters should be completed no later than February 13, 2026 at 5 p.m. CT.**

# Tips for Recording

1. **Prepare your surroundings.** Choose a quiet and aesthetically pleasing environment. Some background elements typically look better on camera than a blank wall (bookcases, shelves, art, etc.).
   - Check for any background elements that are directly behind your head and may be distracting.
   - Remove unprofessional or overly personal items you don't want visible.
   - Avoid interruptions. If presenting from home with others or pets, notify them in advance and secure your presentation space.

2. **Close other programs on your computer and silence devices.** Ensure all unnecessary windows and applications are closed, especially those that may generate sound. Silence your cell phone and any nearby landlines. If your mouse clicks are audible when advancing slides, use your keyboard arrow keys instead.

3. **Test the technology.** Conduct a "dry run" to confirm your audio, video, and internet connection are working properly. Be comfortable with any keystrokes needed to adjust volume or video settings.

4. **Look at the camera, not the screen.** While it's tempting to watch yourself or your slides, looking directly at the camera is the only way to maintain eye contact with your audience.

5. **Dress the part.** Treat virtual presentations the same as in-person events by dressing professionally.

6. **Watch your body language.** Not all physical cues translate from in-person events to virtual settings, which makes the ones that do even more important. Maintain good posture, relax your shoulders to avoid stiffness, and sit toward the edge of your chair to demonstrate engagement.

7. **Remember - the rules of engagement do not change.** Treat virtual presentations the same as any in-person event. Act as though you are live at all times - everything is on record. Be prepared to deliver your message confidently and professionally.

8. **Re-watch your presentation.** Review the audio and visual quality and confirm that you stayed within the allotted time.

## Zoom Recording Instructions

1. Navigate to **https://zoom.us/** and log in or create an account.

2. In the upper right-hand corner, click "Host a Meeting" and select "With Video On."
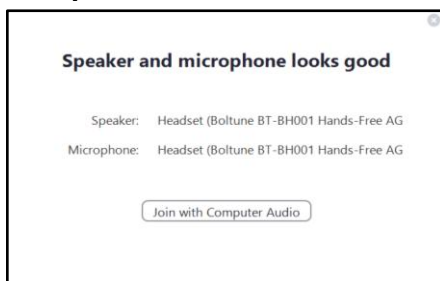


3. Click "Open Zoom Meetings" or "Open Zoom Launcher" (depending on where the application opens on your computer). You may need to download the Zoom application if it isn't already installed on your computer.
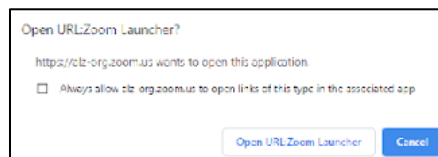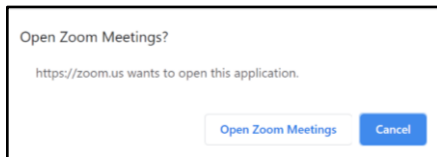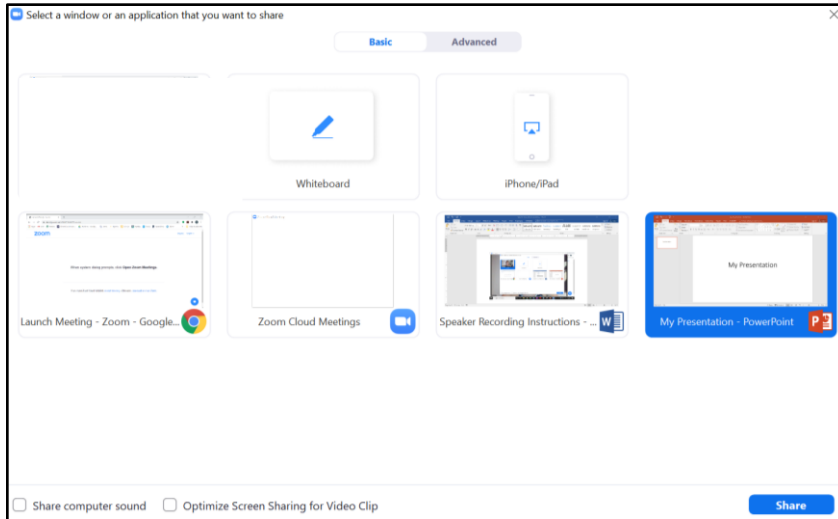


4. Click "Test Speaker and Microphone."
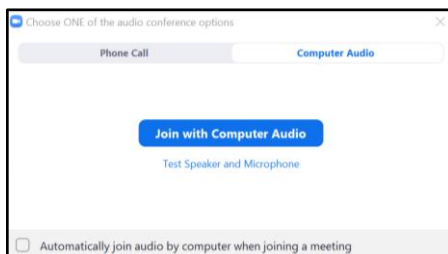


5. After confirming your speaker and microphone are working properly, click "Join with Computer Audio."

6. **Make sure your PowerPoint presentation is open. Then, click "Share Screen" on the task bar.**



7. **Select your PowerPoint presentation and click "Share."**



8. **Enter slideshow mode by clicking on the icon in the bottom right-hand corner, or by clicking the "Slide Show" tab and then "From Beginning."**
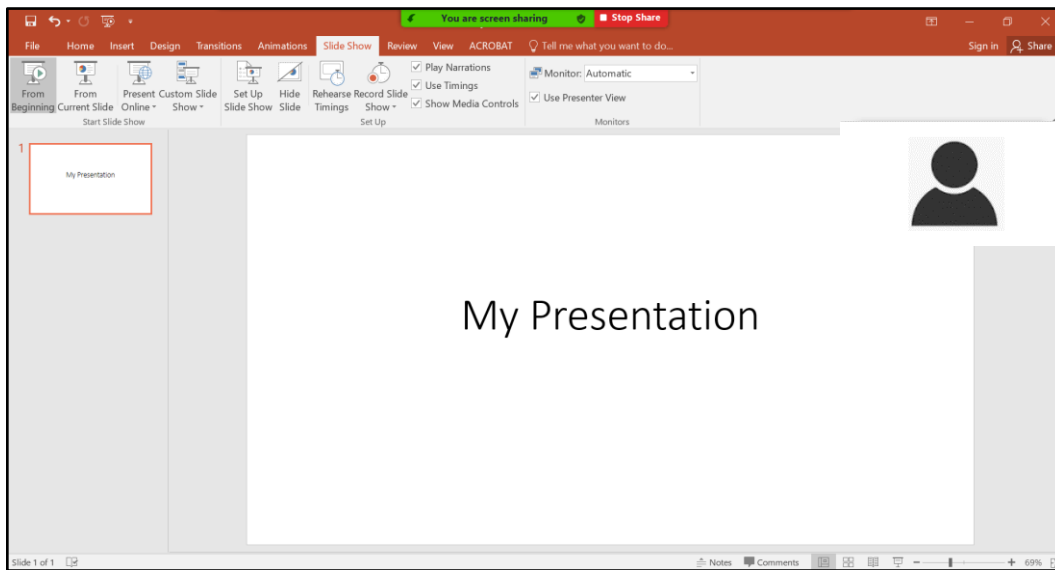


9. **Ensure that the video of yourself in the top right corner does not obstruct any information on your slides.**
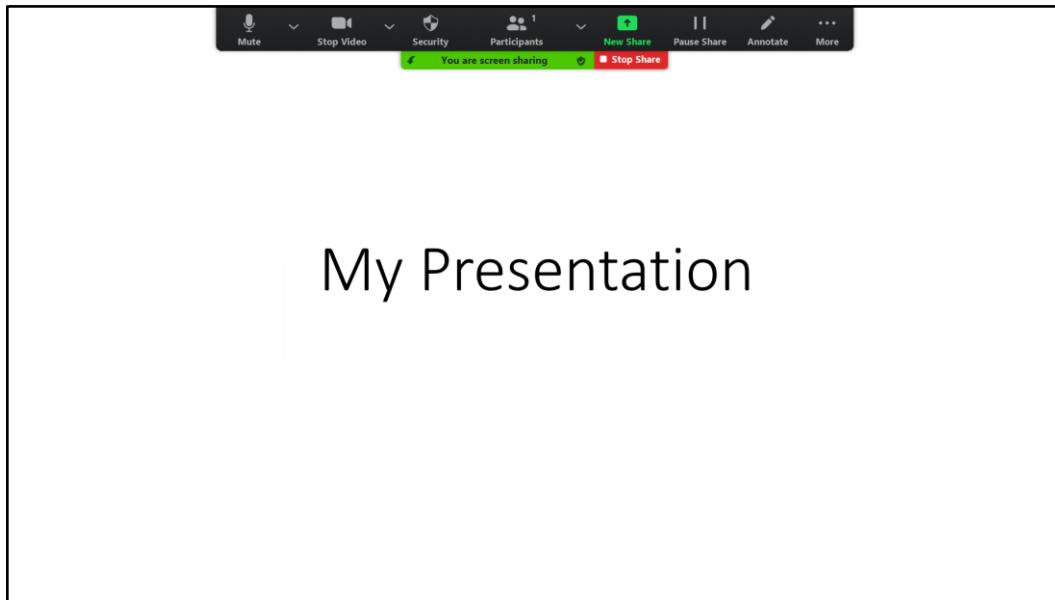
**10. Hover over the "You are screen sharing" green bar to view the task bar. Click "More" and then "Record on this Computer."**
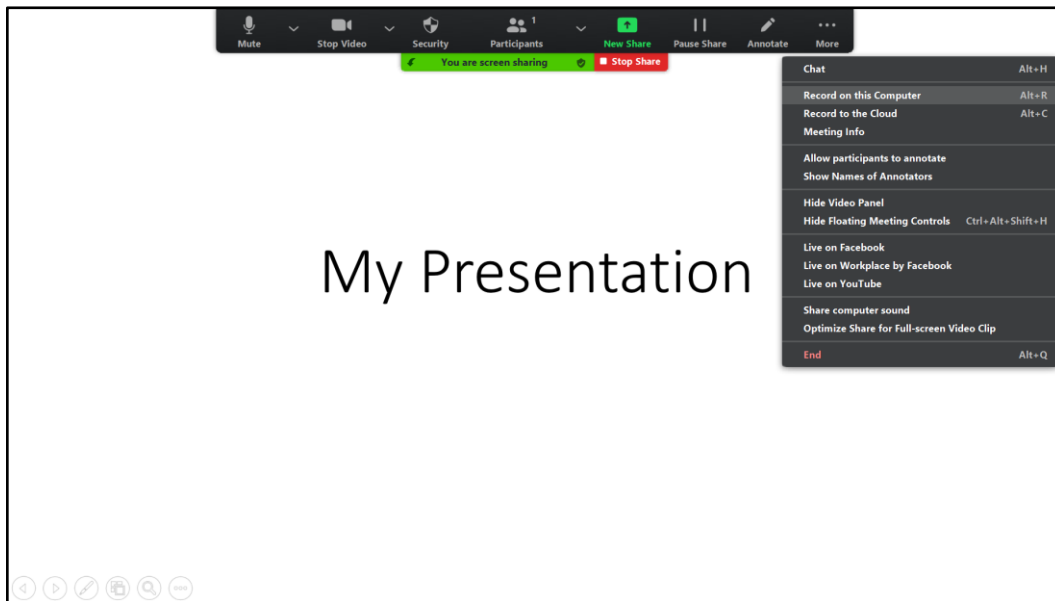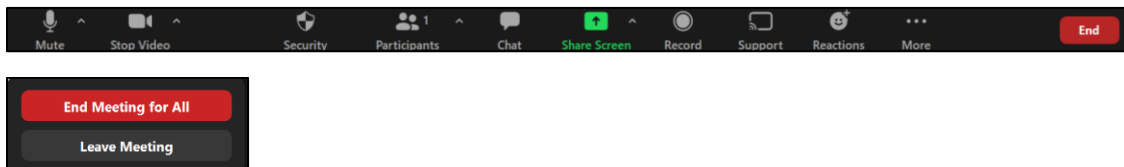


**11. When you are finished with your presentation, hover over the "You are screen sharing" green bar to view the task bar. Click "More" and then "Stop Recording."**
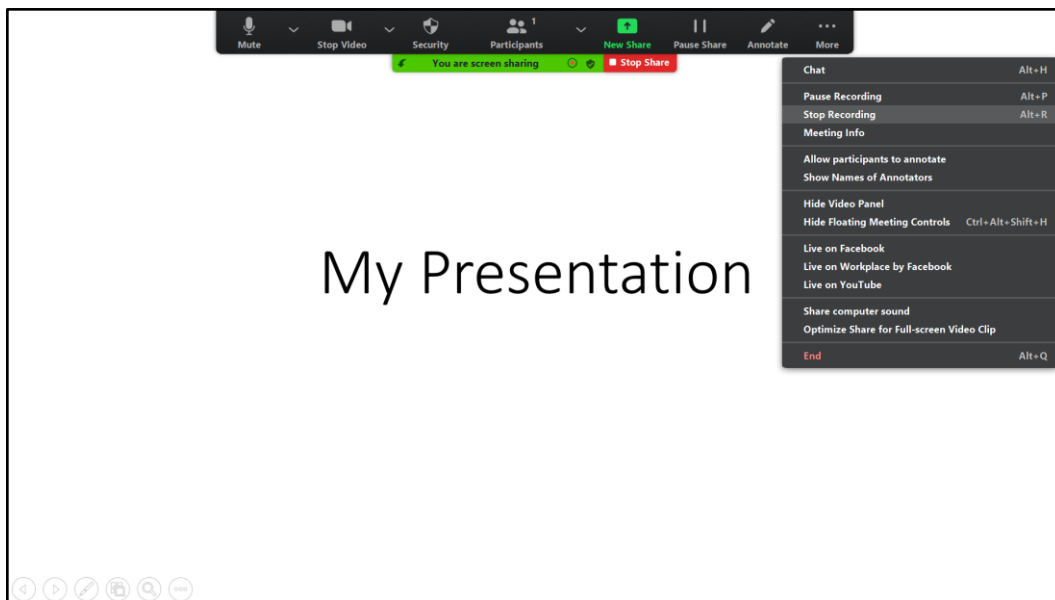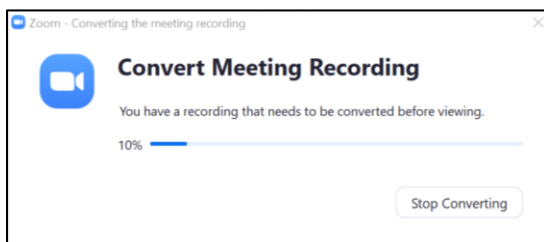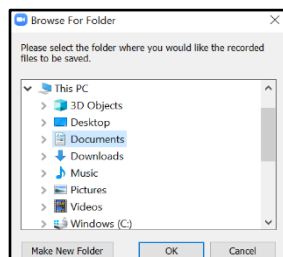
**12. Click "Stop Share."**



**13. Click "End" and then "End Meeting for All."**



**14. Zoom will automatically start converting your recording to an mp4 file once the meeting has ended.**



**15. Select a folder to save your file.**



**16. Follow the steps on the first page of this document to build your virtual poster on the platform and upload your mp4 file.**