



Workshop Instructor Presentation Guidelines

Thank you for participating as a workshop organizer/instructor during the 2021 Virtual Denver X-ray Conference. The virtual event will be hosted on the Whova Event App, accessible by mobile or desktop.

General Guidelines

- **All presentations should be pre-recorded and are due by 1 July 2021.**
- Each workshop should contain approximately 3 hours of pre-recorded video content.
- Each workshop should provide an Agenda or Table of Contents.
- Each item in the Agenda/Table of Contents should reference the file name of the corresponding video presentation.
- Individual presentations should not exceed 45-60 minutes.
- If you have any workshop handouts, please email them to Steph Jennings (sjennings@icdd.com) in PDF format by 1 July 2021, to have them uploaded to your workshop.
- For your convenience, a DXC Virtual Background for video recordings is available: [DXC Virtual Background](#). The background is optional, not mandatory.

Technical Requirements

- Resolution must be 1080p (1920 x 1080)
- All videos must be encoded as an MP4
- Videos must be in a 16:9 aspect ratio.
- File size MAY NOT EXCEED 500 MB

Tips and Tricks

- Include a brief introduction with your video on, followed by slides of your presentation.
- There are many ways to record a presentation. We suggest using Zoom software to record yourself or using PowerPoint to create a narrated PowerPoint presentation. Zoom is not required, you may use other platforms such as WebEx, BlueJeans, etc.
 - [Click here to learn how to record a Zoom presentation](#)
- Please use the best quality camera/microphone you have access to.
- Audio quality is as important as image quality to the overall impact of your video.
- Find good lighting for your face – no backlighting.
- Please use a blank background or make sure your background is tidy. The [DXC Virtual Background](#) is also an option.
- Leave the upper right side of your screen share document empty so that you don't block your information if your video is on during your presentation.

Uploading Your Video

Be sure to upload your presentation **by 1 July**. If you are unable to make this deadline, please inform Steph Jennings (sjennings@icdd.com) as soon as possible with the date by which your presentation will be available. We will do our best to ensure the presentation is included in the virtual conference but cannot offer guarantees after 1 July.

Please note: Your presentation will have short DXC branded Intro and Exit sections added which will include your name, affiliation, and workshop title.

Upload Instructions:

1. When saving your file before upload – the file must be MP4 format and named with the correspondent instructor's last name, workshop title, period, mp4. **The file must not include any spaces** – spaces in file names prevent us from being able to download your video from our server.
2. Please go to <https://www.dxcicdd.com/dxc-workshop-video/>
3. You will then see, "DXC Workshop Video File Upload Area":

DXC Workshop Video File Upload Area

Please follow the instructions below to upload your file

Step 1: Create and name file:
The file to upload must be MP4 format and named with correspondent instructor's last name, workshop title. For example, if the instructor's name is Smith, then the file name will be "Smith-workshoptitle.mp4". **The file size CAN NOT be over 500 MB(megabytes). The file name must not include any spaces.**

Step 2: Click Browse or Choose File. Please be patient as it is a large file. It could take more than 5 minutes for upload, depending on the file size. Please do not click on anything while the upload is taking place.

Upload File

No file chosen

4. First, click the Choose File button to select your file.
5. Then, click on the Upload File button. When uploading your MP4, please be patient as it is a large file. It could take more than 5 minutes for upload, depending on the file size. Please do not click on anything while the upload is taking place.
6. You will receive a confirmation that your upload is complete, and will have the option to go BACK if you have more MP4 video files to upload.

More Information

- The great majority of workshop presentations will be prerecorded videos (mp4). The videos will be linked to a conference schedule that is embedded in the Whova App. The app will have both a mobile and desktop version.
- The DXC program will follow a "roll-out" schedule during the conference week of August 2nd to August 6th. New workshop and session content will be added each day. Each workshop will have an assigned time. We ask that workshop instructors are available online during this time to answer questions that may come through the chat.
- You can enhance your workshop, and take advantage of the Whova platform's capabilities, by uploading handouts, using the chat, and setting up a video conference. Whova is compatible with Zoom.
- After a workshop premieres on the app, it will be available to registered attendees for on-demand viewing until 1 October 2021. Attendees can post a question at any time, please check your workshop's Chat periodically to answer attendee questions.