



3 Step Pre-Record on Your Own Instructions

View the **Pre-Record on Your Own Speaker Guide** provides instructions to [prepare for self-recording](#).

Step 1: Preparation to record your presentation

- View the Pre-Record on Your Own Speaker Guide.
- Pay attention to what equipment you will need along with some ideas and tips for recording.
- Design your PowerPoint presentation.
 - If you are on a Windows machine, PowerPoint program (2016-2020) is the preferred choice for designing your presentation.
 - If you are on a Mac machine, PowerPoint program (2016-2020) is the preferred choice for designing your presentation.
- ATC 2021 *Virtual Connect* slide can be used when designing your presentation.
- Provide disclosure information on your first slide.
 - Sample disclosure information.
- Rehearse your presentation.
- Presentation time will be strictly enforced.
- **Your video presentation length can be found in your speaker invitation.**

Step 2: Record your presentation in Zoom

- The recording of your presentation should be done in Zoom
- Please refer to the **Pre-Record on Your Own Speaker Guide** for complete instructions on how to record in zoom.
- **It is important to view the Pre-Record on Your Own Speaker Guide to understand the file size and naming required.**

Step 3: Upload your presentation to the ATC *Virtual Connect* platform.

- Please log into [ATC2021.sessionupload.com](https://atc2021.sessionupload.com).
 - Your Username is **your email address**
 - Your temporary password is **atc2021**
 - *Please note that the password is case sensitive*
 - You will need to create a new unique password upon logging in
- You will need to view ALL your sessions and upload corresponding presentation materials to appropriate session.
- You do not need to have all presentation materials ready at the same time.
- You can log back in using the same link and your credentials to update or make any changes at a later time
- Upon uploading you will receive a confirmation email within one hour.
- The deadline to upload your video presentation is **Monday, May 10, 2021.**