Learn Serve Lead 2020: The Virtual Experience
Medical Education Abstracts and RIME Papers Presentation Recording and Upload Instructions

Learn Serve Lead 2020 will start as a synchronous event taking place on Nov. 16-18 and will continue into the winter with asynchronous content made available after the meeting that will include the RIME papers, medical education abstracts and posters. The content will be accessible only for Learn Serve Lead 2020 registrants.

We greatly appreciate your willingness to adapt with us. If you need assistance at any point, please contact educationalaffairs@aamc.org.

This document provides you with the necessary instructions to capture and upload your 2020 Medical Education Abstract or RIME Paper presentation.

---

**Important! These Instructions are intended for use with Microsoft PowerPoint 365**

If you are using a different version of PowerPoint e.g., 2016 or 2019, you may be limited to pairing audio narration to your slides and not video from your webcam. To capture your narration in these older versions of PowerPoint, use Microsoft’s tutorial (or email educationalaffairs@aamc.org for the link). Also, be sure to review this page and the next for important information about presentation requirements. Then, once you have completed recording your presentation, proceed to step 16 in this document to upload your file to the AAMC.

---

**Presentation Information**

Your presentation will be a pre-recorded video of you narrating Microsoft PowerPoint slides. Presentations will be viewed asynchronously by Learn Serve Lead registrants beginning in early December. Presentations will be available through early 2021 for viewing.

To ensure uniformity, all presentation videos must be created with the meeting template in Microsoft PowerPoint utilizing a microphone and web camera. No other software or equipment is necessary.

Each presentation video will be “voice over PowerPoint” or recorded narration over slides and also feature a video of yourself while you narrate. This video of you is called picture-in-picture (PiP). This PiP video of you will appear at the bottom of each of your slides in the final video. (*Note: PiP may not be possible if you are not using the PowerPoint 365. If you are using older versions of PowerPoint, see the text box above for instructions.*)

All final recorded presentations must be sent via Dropbox (details in pages below) by **Wednesday, September 30, 2020**. A confirmation email will be sent to you upon receipt of your presentation.
Presentation Requirements

- Presentations must be created in Microsoft PowerPoint. Other presentation formats like Prezi are not supported.
- RIME Paper recordings must be no longer than 8 minutes. Medical Education Abstracts recordings must be no longer than 5 minutes.
- Presenters must use the Learn Serve Lead PPT slide template and be 16:9 (widescreen), in landscape orientation.
- You must declare any conflicts of interest on the 1st or 2nd slide of your presentation.
- Slides overloaded with text, or images with small elements should be avoided to facilitate reading.
- To minimize technical issues, the use of animations and embedded videos in your presentation cannot be included.
- Text must font size 24 or larger
- Your PiP video should be displayed within each slide. If you’d like to adjust the default size of your video, the maximum dimensions for the video frame are 4.8cm (H) x 6.4cm (W).
Recording Your Presentation in Microsoft Office 365

After finalizing your presentation slides in Microsoft PowerPoint (template available here), you will need to record your presentation and submit it to the AAMC. Below are step-by-step instructions on how to do this.

Recording Your Presentation

1. Open your presentation in PowerPoint.
2. Click the “Slide Show” tab on the navigation bar at the top of your screen.
3. Click ‘Record Slide Show’ and make sure to be on the first slide or select ‘Record from the Beginning’.
4. Your screen should now show your first slide surrounded by a black border.

5. Use the ‘Settings’ in the upper right to select your webcam and microphone.
6. Click the “Camera Preview” button in the lower right hand to make sure you are comfortable with how you will be recorded visually. (Tip: You may like to turn this preview feature off to avoid distractions while you record.)

7. Click the camera and mic icons in the lower right hand to make sure that your camera and mic are set to ‘on.’ (For advanced users only - We ask that the minimum dimensions for the speaker video frame are 4.8cm (H) x 6.4cm (W).)
8. Before you start recording, remember to keep an eye on the length of your presentation. A timer can be found in the lower left hand of the screen.
   - RIME Paper recordings must be no longer than 8 minutes.
   - Medical Education Abstracts recordings must be no longer than 5 minutes.

9. Familiarize yourself with the optional pen and highlighter tools at the bottom center of the screen. You can draw attention to an area of your slides using the highlighter or pen in your presentation.

10. Familiarize yourself with how to advance slides during your presentation using the arrows on the sides of the slides. (Tip: A light tap of the space bar should advance your slides as well.)
11. When you are ready, click the red button at the upper left to start recording and a 3-second countdown clock will display on the screen, before the recording starts.

12. When you are finished, click ‘Stop’ when you are done.

13. Once you have finished recording and hit the ‘Stop’ button, exit out of this window.
14. To review your recorded presentation, click the Slide Show tab on the navigation bar at the top of your screen. Select the From Beginning option and review. If you would like another attempt at recording your presentation, go back to Step 1 and repeat, until you are ready to save the file.

15. Once you are satisfied with your recorded presentation, save the file as a PowerPoint Presentation (*.pptx) with your name and title of the presentation. Then close the PowerPoint program.
Uploading Your File to the AAMC via Dropbox

The file you have created is too large to email to the AAMC. To upload your file to the AAMC, you must do so via our unique Dropbox site by **Wednesday, September 30, 2020**. A confirmation email will be sent to you upon receipt of your presentation.

If you encounter difficulties uploading your files, please contact educationalaffairs@aamc.org.

*(Steps continued from section on creating files)*

16. Use a web browser to navigate to the following Dropbox site: [https://www.dropbox.com/request/4SBMC7NZbvoDIPk1Ek60](https://www.dropbox.com/request/4SBMC7NZbvoDIPk1Ek60). You will see the webpage pictured below. Click ‘Add files.’
17. Next, select ‘Files from computer’

18. A file explorer window will pop up. Locate and select the PowerPoint Presentation (*.pptx) file you saved during Step 15. Then click ‘Open’.
19. You will now see your PowerPoint (*.pptx) file listed on the Dropbox page. Now, make sure that PowerPoint is closed. Now, enter your name and email address and click ‘Upload’.

Congratulations! You are now finished. You should receive a confirmation email from Dropbox. If you do not see it within a few moments, check your spam folder.

Thank you. We appreciate your patience and understanding as we adapt Learn Serve Lead to a virtual environment for 2020.

Most importantly, we respect your contributions to the medical education community.

Keep up the good work.

- The AAMC Educational Affairs Team