

AUR 2021 Virtual Meeting Speaker Self Pre-Record Tool

AUR has selected Digitell as the virtual meeting platform for the AUR meeting, May 3-6, 2021.

What is the Speaker Self Pre-Record Tool? It is a feature within the Digitell platform that allows speakers to pre-record their session without the support of a Digitell Technician.

Step 1: Getting Started

As a speaker, you will receive an email on March 8 that will contain a button to directly access the Speaker Management portal. Click on My Account and select the Speaker Management tab. If you do not receive an email, contact programs@rsna.org.

- An account will automatically be created for you using your email address on file. When you click the link in the email you will be asked to create a password within the Digitell site. In the future you will be auto logged into your account and will not be prompted with this step.
- Click the Speaker Management tab on the left-hand side. You will be given instructions and activities to complete.

The screenshot shows the top navigation bar with buttons for 'My Account', 'Cart', 'Contact Us', and 'Log Out'. Below this is the AUR logo and the text 'ASSOCIATION OF UNIVERSITY RADIOLOGISTS'. A search bar is located to the right of the logo. The main content area displays a welcome message: 'Welcome, Christine Labuda!'. On the left, there is a vertical menu with tabs: 'My Account' (selected), 'My Orders', 'Speaker/Poster Management', 'My Events', and 'Admin'. The 'My Account' section is expanded, showing the heading 'My Account' and the sub-heading 'What can you do from My Account?'. Below this, there are three bullet points: 'View content you own.', 'View and print receipts from your past orders.', and 'Edit your information or change your password.'. A paragraph follows: 'To get started navigate to the page you would like to visit by clicking on the appropriate buttons on the left.' Below this, there are two sections: 'My Orders: The My Orders page will show any purchases that have been made from this account.' and 'Edit My information: The Edit My Information page allows you to edit your profile information and change your password.'

Step 2: Welcome and Instructions:

The screenshot shows the top navigation bar with links for 'My Account', 'Cart', 'Contact Us', and 'Log Out'. Below is the AUR logo and a search bar. The main header features the AUR logo and the text 'Association of University Radiologists 69th Annual Meeting May 3-6, 2021'. A left-hand menu lists activities: 'Welcome and Instructions' (selected), 'Speaker Agreement', 'Profile Information', 'Profile Headshot', 'Prepare to Present', and 'Session Recording'. The main content area is titled 'Welcome & Instructions' and contains the following text:

Welcome to the speaker portal for the AUR 69th Annual Meeting. Please read this entire page carefully. During this process, you will be walked through a series of activities as seen in the left-hand column designed to allow you to check your information, upload your power point and instructions on how you will present. The information on each Activities button consists of:

- Start Date:** You may not start this activity until the scheduled Start Date
- End Date:** This activity must be completed before the scheduled End Date and will be Locked after that date.

Icons

- Green Arrow** - The activity is ready to start
- Green Check** - You have completed this activity
- Black Clock** - The activity is not yet opened due to the Start date not being reached
- Red X** - This activity has closed and you can no longer make changes

You may save your responses as you go by clicking the save button when present. Once you have finished an activity, hit the "complete activity" button at the bottom of the screen.

At the bottom right, there is a green button labeled 'Complete Activity'.

Step 3: Tasks to Complete:

1. **Speaker Agreement** – This contains AUR’s Speaker Agreement, along with a Speaker Signature Acknowledgement. You must enter your name, select Save, then Complete Activity to finish this step.

The screenshot shows the 'Speaker Agreement' page. The left-hand menu has 'Speaker Agreement' selected. The main content area is titled 'Please review the agreement below. Type your name to agree to the terms.' and contains the following text:

If you have any questions on the terms of the agreement, please contact your program manager. Once you have signed your name, please hit "save" and then "complete activity" to submit your agreement.

AUR 69th Annual Meeting Speaker Agreement *

AUR 69th Annual Meeting Speaker Agreement

As part of its effort to develop quality web-based content, AUR will record sessions and make those audio/video recordings, available to its members interested in the topics being covered. Speakers grant AUR the right to record, edit, transcribe, duplicate, and distribute their presentations, in any and all media now existing or hereafter developed for a period not to exceed three years.

Third party permissions are the responsibility of the speakers. Speakers agree to obtain concurrence from the sole author, co-authors or co-workers before submitting their materials for presentation and publication and have acknowledged all contributions. Speakers warrant that the rights granted to AUR do not violate any third-party rights and indemnify AUR from damages arising from such violations. The use of previously published works (such as charts, graphs, images, and illustrations) does not preclude their use in your session; however, AUR has an obligation to acknowledge the use of previously copyrighted materials. **If you intend to use such work in your presentation, please secure written permission from the appropriate parties or provide the AUR with the appropriate citations and obtain the permission.**

AUR courses are noncommercial forums. As a term of acceptance, speakers shall not sell or promote any particular product or service at any time during the session presentation. Individuals must refrain from the use of brand names and specific product endorsement whenever possible. Under no circumstances should the Society's podium be used as a place for direct promotion of a speaker's product, service, or for monetary self-interest.

AUR reserves the right to promote the speakers' sessions in all AUR promotional material and on the AUR Web site. Speakers grant AUR the right to use their name, voice, photograph and biography, in connection with the presentation and any other materials for purposes of promoting the offering.

I have read and agree to abide by the Terms of Agreement and am willing to have my session(s) digitally recorded.

By agreeing, I am willing to have my course digitally recorded and will be submitting the requested materials.

The presentation will be entirely my own and I hold AUR harmless to any claim to the contrary.

I will obtain the necessary permissions and submit them to the AUR.

Name: *

At the bottom left, there is a red button labeled 'Save'. At the bottom right, there is a green button labeled 'Complete Activity'.

2. **Profile Information** – On this tab enter your institution and your speaker profile information. You must first click Save then Complete Activity to finish this task. Once you complete the activity, you will not be able to make changes.

The screenshot shows the 'Profile Information' registration page. At the top left is the AUR logo. To its right is a teal banner with the text: 'Association of University Radiologists 69th Annual Meeting May 3-6, 2021'. On the left side, there is a vertical navigation menu with the following items: 'Welcome and Instructions' (Start date: 2/16/2021), 'Speaker Agreement', 'Profile Information' (highlighted), 'Profile Headshot', 'Prepare to Present', and 'Session Recording'. The main content area is titled 'Profile Information' and contains the following text: 'Please review your profile information below, and update as necessary. Required fields are indicated. You may save your updates as you go. Once finished, you must hit "SAVE" first and then "COMPLETE ACTIVITY". Once you hit complete you will no longer be able to make changes.' Below this text are several input fields: 'First Name' (with sub-label 'FirstName'), 'Middle Name', 'Last Name' (with sub-label 'LastName'), and 'Credentials'. There are also fields for 'Institution *' and 'Cell Phone Number'. A rich text editor for 'Biography *' is provided with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, and unlink. At the bottom of the page are two buttons: a red 'Save' button and a green 'Complete Activity' button.

3. **Profile Headshot** – You have the option to upload a profile headshot which will be viewable to attendees.

The screenshot shows the 'Profile Headshot' registration page. At the top right, there is a navigation bar with links for 'My Account', 'Cart', 'Contact Us', and 'Log Out'. Below this is the AUR logo and the teal banner: 'Association of University Radiologists 69th Annual Meeting May 3-6, 2021'. The left navigation menu is similar to the previous page, but 'Profile Headshot' is highlighted. The main content area is titled 'Profile Headshot' and contains the following text: 'If you would like to include a profile headshot for attendees to view please upload it below.' This is followed by a bulleted list of instructions: 'Click Change Image', 'Click Choose File', 'Browse to the image you would like to upload', 'Scroll on your mouse wheel to fit the image in the blue box, or drag the box to fit the image if you do not have a mouse.', 'You can also left click and hold, to move the image around', and 'Once you have the image how you would like it within the blue box click the Upload Speaker image button'. Below the list, it says: 'Click the Save button. Once you are happy with your profile image please click the Complete Activity button.' The main content area features an 'Upload Photo' section with a large blue box containing a grey silhouette of a person's head and shoulders. At the bottom of this box are two buttons: 'Change Image' and 'Remove Image'. At the bottom of the page are two buttons: a red 'Save' button and a green 'Complete Activity' button.

4. **Prepare to Present** – It's recommended that you review the tips on this page before recording, to ensure a successful presentation. To view the information in each section, select the up arrow on the right-hand side.

The screenshot shows the top navigation bar with links for 'My Account', 'Cart', 'Contact Us', and 'Log Out'. Below is the AUR logo and the event title 'Association of University Radiologists 69th Annual Meeting May 3-6, 2021'. A sidebar on the left lists menu items: 'Welcome and Instructions', 'Speaker Agreement', 'Profile Information', 'Profile Headshot', 'Prepare to Present' (highlighted), and 'Session Recording'. The main content area is titled 'Prepare to Present' and contains a list of expandable sections: 'Up To Date Operating System', 'High Definition Webcam', 'Hardwired Internet Connection', 'Appropriate Presentation Environment', 'Zoom.us Video Conferencing Software Download and Test', 'Best Practices – Six Quick Tips to Make Your Virtual Presentation a Homerun', and 'Best Practices - 10 Valuable Best Practices'. At the bottom, there is a 'Complete Activity' button.

5. **Session Recording** – Click the Start Recording button on the panel for the session you are recording. This will start a Zoom Video Conference session for you and automatically start recording. Click Complete Activity to submit your presentation.

The screenshot shows the same top navigation bar and event header as the previous image. The sidebar now highlights 'Session Recording'. The main content area is titled 'Session Recording' and contains 'IMPORTANT NOTES' and 'Please proceed with the following steps for each session you need to record a presentation for:'. The notes include instructions on logging out, hitting the 'COMPLETE ACTIVITY' button, and steps for starting and ending a recording session. Below the notes is a 'Tips' section with additional advice. At the bottom, there is a session panel for '001 - Test Session' with a 'Start Recording' button and a 'Complete Activity' button.