

# Medical Sociology Group September 2021 (MedSoc Month) Conference

## Pre-recorded Presentation Guidelines

Congratulation – your MedSoc 2021 abstract has been successful. The registration deadline for presenters is Friday 2<sup>nd</sup> July, and the deadline for uploading your pre-recorded video content is Friday 23<sup>rd</sup> July. All videos will be made available to view on Wednesday 1<sup>st</sup> September with the first discussion day on Friday 3<sup>rd</sup> September.

We will contact you shortly regarding which Friday slot we are inviting you to discuss your work and respond to questions from attendees.

The following instructions are designed to help you with setting up, creating and submitting your pre-recorded presentation for the conference.

### 1. Recording your presentation:

Accepted abstracts for an oral presentation must be maximum 20 minutes **only**.

We suggest using Zoom to record your presentation. If you do not have a Zoom account already, it is free for single, short time usage by individuals, and easy to use [<https://zoom.us/>]. Using Zoom will allow you to share your screen to show your PowerPoint presentation (if you have one), share sound and record your presentation to your computer. Zoom has a time limit of 40mins for meetings with more than two (2) presenters, if you do not have a Zoom paid account. We suggest using platforms such as Microsoft Teams or Google Meets to record 'Special Event' sessions if you haven't got a Zoom paid account.

To use Zoom for your pre-recorded presentation please log in to your Zoom account, Start Meeting, share your screen showing your PowerPoint presentation (if you have one) and Click Record on your Computer. The Record button is usually found along the bottom of the screen. We recommend you test it out if you are not familiar with recording via Zoom. When you end the meeting/recording you will be able to access your recording on your computer. This should be located in your Downloads folder unless you have specified an alternative location. NB. Do not turn off your computer until the download is completed.

If you are using Powerpoint and are narrating your presentation, please see this helpful [guide compiled by Microsoft Office](#).

Smart phones can also be used to record your presentation if you haven't got a PowerPoint presentation. Please make sure you record in landscape mode rather than portrait, and your phone is mounted on a level surface with no movement.

### 2. Prepare to record your presentation:

We recommend the following steps when preparing to record your presentation:

- Ensure you have a strong and stable wifi connection.
- Restart your device.
- If you are using headphones, please make sure that the microphone is not touching any clothing, jewellery etc, as this will have a detrimental effect on your audio.

Requirements for pre-recorded presentations:

- Video recordings should be in an **mp4** format.

- Ensure lighting is appropriate so you as the presenter can be seen, for example any bright light should be in front rather than behind you.
- Ensure that audio is sufficient so you as the presenter can be heard clearly.

#### TIPS FOR RECORDING:

Use as quiet an area as possible avoiding areas that have an echo or background noise such as TV's, radios etc.

- We suggest recording in small rooms with a good lighting.
- Wired internet connection is recommended, but if unavailable, a strong Wi-Fi connection or a hotspot from your mobile phone.
- We suggest that you do a test recording of a couple of minutes to review the sound and picture quality prior to starting your final recording of your presentation.

### 3. Submitting your pre-recorded presentation:

The deadline to submit your pre-recorded presentation is **Friday, 23 July 2021**. No changes can be made after the deadline. You should only upload your presentation once. If for any reason you have to upload a revised recording, we will use the last file uploaded. Due to the volume of presentations the BSA is unable to offer any video editing so please ensure you are happy with your submission before uploading.

### 4. Captioning/Subtitles for your pre-recorded presentation:

We would like to use this opportunity to encourage you to think about accessibility in your content and consider using captioning or providing a transcript with your upload.

There are options to caption using Powerpoint, Google, or Zoom.

#### File naming specific requirements:

In order to synchronise your presentation with the scheduled programme please ensure that your file name includes the following information:

- Full Name (Surname First)
- Stream (stream information can be found on your acceptance letter and on your MyBSA Area)\*
- Date of presentation

Stream	Stream Abbreviation
Citizenship and Health	C&H
Critical Public Health	CPH
Diagnosis, Screening and Treatment	DS&T
Embodiment and Emotion	E&E
Environment and Health	E&H
Experiences of Health and Illness	EH&I
Health Care Organisation	HCO
Health Policy	HP
Health Service Delivery	HSD
Inequalities and Intersectionality	I&I
Lifecourse – reproductive health; chronic conditions; ageing; death and dying	LIFE
Mental Health	MH
Open	OPEN
Patient – professional interaction	PPI
Pedagogy and Ethics of Health	PEH
Professions	PRO

STS and Medicine	STS
Theory	THE

For example:

- Full Name: Forester Elaine
- Stream: Theory
- Date of Presentation: Fri3Sept
- Your file name should look like this: ForesterElaine THE Fri3Sept

If you have more than one presentation, please record the presentations as different files and follow the instructions above.

\*Please use the following abbreviation for your stream when saving your file:

## 5. Uploading your Video

Your decision email will contain a link to upload your presentation via Dropbox. You do not need a Dropbox account to upload your presentation.

Please copy and paste the link into your preferred web browser, the Dropbox will open automatically in the Stream you are submitting your video to. You will see a blue 'Add Files' button, click this and choose Files from Computer or, if you are using your mobile, choose the location on your phone. Find the file you wish to submit and when ready, click Upload. Depending on your Wi-Fi connection, the video can take between 20-30 minutes to upload. Once it has finished, a message will confirm upload and you will receive an email acknowledgement. If you encounter any problems, please contact the BSA Events Team at [events@britsoc.org.uk](mailto:events@britsoc.org.uk).

## Terms and Conditions

By uploading and submitting your presentation file, you declare and acknowledge that:

1. The videos I provide will remain on-demand on the BSA website, for registered delegates to access, for 12 months after the BSA Medical Sociology Conference 2021 concludes.
2. The videos I provide may be used by the BSA for informational or educational purposes as determined by the BSA in its sole discretion in perpetuity in whole or in part in any media, and to edit, copy, add to, adapt or translate the same to make it suitable for further publication, including but not limited to use and publication on the BSA's website, in promotional literature including magazines, website or social media pages of the BSA or third parties.\*\*

[If you would like to opt out, please email [events@britsoc.org.uk](mailto:events@britsoc.org.uk) ]

3. The work contained within the presentation files is my own, or the work of a group to which I am directly associated.
4. I have permission of all co-authors to publish the data contained within the file.
5. I have permission of all copyright owners (which may include your employer, or funder, or any owners of third-party graphics) to submit the file and grant the organizers non-exclusive license over the file to post on the iVent platform and the BSA platforms.
6. The information, materials, images, data etc. that I included (a) do not violate any applicable law, statute, directive, ordinance, treaty, contract regulations or Policies, (b) do not infringe any copyright, patent, trademark, trade secret, or other intellectual property right of any person or

entity, (c) do not breach any duty toward, rights of, any person or entity, including rights of publicity and/or privacy and (d) are not false, fraudulent, deceptive or libellous.

7. I understand that by submitting this file I am granting BSA, or any third-party authorized by the BSA the right to reproduce and/or communicate (make available online or electronically transmit) the file I have submitted for the purposes of the Conference and also for promoting sociology and my work.

8. I understand the BSA, the Conference organisers, or authorized third-parties, are not liable for any legal action or costs pertaining to action sought on publishing or reproducing this file.

\*\*The BSA will use video content to promote sociological research, the Association and its activities. We will grant third parties right to use the video where they are supporting us in achieving these aims – for example, giving iVent, the conference platform, permission to host the videos for the duration of the conference. Presenters retain the rights to use their own videos as they wish.

Thank you very much for supporting MedSoc Month, we are very much looking forward to seeing you at this year's event.