



The CEC Convention Virtual Presenter Handbook

Updated: December 2023

This handbook has been prepared to help you develop and present a successful presentation at the CEC 2024 Virtual Convention. The contents should assist you in providing your participants with a positive, practical, educational experience and ensuring that your professionalism and expertise are appropriately presented.

Introduction

The CEC 2024 Virtual Convention offers learning opportunities for special education professionals and stakeholders. The program has been selected to represent current issues and to share best practices. The mix of general sessions, workshops, and educational breakout sessions will allow attendees to customize their own experience and leave the conference with knowledge and tools they can use immediately.

This handbook has been prepared to help you develop and present a successful virtual presentation at the CEC 2024 Virtual Convention. The contents should assist you in meeting these goals:

- Provide participants with a positive, practical, educational experience.
- Ensure that your professionalism and expertise are appropriately presented.

CEC strives for excellence in each of our programs, and we know you will too. Our staff is on hand to assist you in any way through all phases of program planning and implementation. If you have any questions, please do not hesitate to call on us.

CEC Convention Team

convention@exceptionalchildren.org

ceconvention.org

Important Dates and Deadlines

Please send your questions to convention@exceptionalchildren.org. Include your session number and title in all email inquiries.

| | |
|------------------|---|
| January 31, 2024 | Registration deadline for presenters who did not attend the in-person convention |
| April 1, 2024 | Recorded Video Upload Deadline (must provide a time-stamped caption file that corresponds to the recording) |
| April 1, 2024 | Handouts Due |

Presentation Guidelines

Plan & Prepare

Know how much time you have for your presentation and plan accordingly. At the CEC 2024 Virtual Convention, sessions range from 1-2 hours. The length of each session type is listed below:

- Concurrent Session - 1-2 hours
- Workshops - 2 hours

Be sure your presentation covers what your accepted abstract describes and that you address all your stated learning objectives. This information is included in the Convention App and what attendees are expecting when they choose to view your session.

Gear your presentation to the level (introductory, intermediate, or advanced) you identified in your proposal. However, don't "speak down" to your audience. You are the identified expert, but your audience will listen more intently if they feel a collegial connection with you.

State your objectives at the beginning of your presentation and prepare concluding points for the end before questions and discussion.

The Message

Decide what your major point is and describe it in the first 2 to 3 minutes of your presentation. This is your essential message that will help your audience understand your presentation in terms of their setting, student population, or topical interest.

The Context

Ground your message. Set your major point within a context by explaining where you work, your population, and if applicable – your literature review or data collection procedures.

Group your facts or points in small bundles with headings that can easily be understood and remembered. Turn a fact into a picture (with either a verbal description or a visual aid) to help the audience visualize what you are saying. Enumerate your points as you make them.

Expanding the Message

Describe your strategy, intervention, research project, or topic area in depth. What are its unique components or procedures? Don't "tell" the audience all about your topic; rather, think about what they would like to hear. The average convention attendee wants to know about strategies or interventions that work or what is new on the horizon in terms of professional issues, assessment, intervention, and research.

Impact and Application

Use your last 5 minutes to emphasize how your procedures, data, or issues will influence the profession. If you have presented preliminary research data, tell the audience what comes next. This is your time to draw conclusions or speculate about what you did, analyzed, read, or experienced.

Because your goal is to interest your audience in your topic, be prepared for questions during the discussion period at the close of the presentations. Since these presentations often leave the audience "wanting more," we suggest that you use the handouts to provide references with full citations and details on how you can be contacted for further information. Please see the section on handouts for the full requirements.

Involving the Audience

Although it is not realistic – nor is it expected – that all presentations be hands-on, we recommend that you include some type of interactive component in your session. Our attendees tell us repeatedly that their preferred learning style is interactive. Some of our best, non-hands-on sessions are those in which participants are asked to take responsibility for some portion of their learning.

Pre-Recorded Sessions

When your session is pre-recorded, this could look like providing a handout for participants to take notes on as you move through your session; or, providing 1-2 minutes for reflection about specific information.

Live Virtual Workshops

Involving the audience can be accomplished by providing participants with an opportunity to directly apply some of the principles they have been learning throughout the presentation to get immediate feedback from peers. A few examples include group discussion, case studies, demonstrations, simulation, role play, or structured experiential learning activities. The presenter needs to determine the most appropriate methods for their session based on the material being presented and the size of the audience. A simple “show of hands” only takes 10 seconds and can connect you with your audience.

Large Groups

The large group is appropriate for guided group interaction, question-and-answer periods, feedback sessions, demonstrations, and audiovisual materials. When leading a guided discussion, the presenter should develop a list of questions or points that will stimulate the discussion of a specific topic.

Enriching information can be added to the session when participants are encouraged to share resources and experiences from their work environments. It is important to avoid recognizing the same individuals over and over and to encourage participation by as many people as possible. If the discussion begins to wander from the topic, you must redirect it. This is your responsibility.

As with other educational approaches, the discussion that follows should help participants integrate the exercise with the theme of the presentation. Large-group discussions should be guided by lead questions provided by the presenters.

Small Groups

Small groups have proven to be highly successful, and it is strongly suggested that the small-group size be 6 to 8 people. For these activities, it will be helpful for each group to assign a group facilitator to foster the discussion and coordinate the report of the small group back to the large group. It is helpful to describe the facilitator’s role to the entire group before the participants break into small groups.

Simulation Methods

When using audience participation in role-playing, games, or simulation exercises, it may take several forms – an activity done in groups or a demonstration in front of the audience, for example. Whatever form it takes, a good simulation experience requires that the purpose of the exercise be clear, the rules are defined, and the players are well-versed in their contributions to the scene.

Case Studies

Case studies are very effective in highlighting, reinforcing, and integrating information that is being presented. They can be presented as either information verbal “examples” or more formal written scenarios of a particular case. Case studies can also be used to facilitate either small or large-group discussions or activities.

Questions and Answers

An easy and effective way to involve the audience is to open the dialogue between presenters and participants. Ask the group at the beginning of the presentation what they hope to gain from their attendance. Establish whether you will take questions spontaneously throughout the presentation or whether there will be a question-and-answer period at specific junctions. Make sure, however, that you build in time for questions and try incorporating some of the following techniques:

- Before your presentation, think about what questions might be asked; formulate brief, clear answers to each question and rehearse those answers.

- Develop some questions of your own to ask the audience in case the question-and-answer period begins slowly.
- Throughout your presentation ask questions of the group, even if they are only answering the questions in their minds as they listen to you. Ask questions like “Has anyone done this? How did it work for you?”
- During your presentation, answer questions to clarify ambiguities immediately. Postpone questions related to resolving individual or specific problems to the end of the session or a private discussion later.
- Do not become involved in an extended dialogue with one person; take as many questions from as many listeners as possible.
- If someone asks a question that you cannot answer, you have several options:
 - Say that you will locate the answer and get back to them.
 - Suggest appropriate resources that will provide the answer.
 - Ask for suggestions from other members of the audience.

****Always repeat the question, so that the entire audience hears and understands it;** this also serves to refocus attention on you, the presenter. This is particularly important if there are people in the audience using augmented communication devices.

Presentation Tips

Want to know how long your presentation might be? If you type out a “script,” it is important to know that the average 8.5 x 11-inch page, typed, double-spaced with 1-inch margins contains 250 words. The average presenter can present approximately six of these pages in 12 minutes (without breaks for questions or interactions). Have highly legible text (double-spacing helps) with well-marked cues for visuals; number the pages to maintain your sequence while speaking.

So that everyone can benefit from your presentation, be sure to speak loudly and clearly into your microphone but not too fast. Describe visuals. And if presenting live, always repeat all comments and questions into your microphone. The audience will appreciate it if you look at the camera rather than at yourself on screen or your notes. Keep your hands away from your mouth so that people who speech-read can understand you. Use active words and short sentences. Words should reinforce visual material.

Preparing a PowerPoint Presentation

Slides are used to emphasize key points simply and clearly in a presentation. They are not appropriate for detailed information. Your verbal explanation or additional resources should provide the details.

General Guidelines

- The **CEC Convention PowerPoint template is required** for cohesion and accessibility for those with low vision. Do not make any changes to the pre-set font settings.
- The title slide should only include the title of your session and the presenter’s name(s). On the second slide, we encourage you to include a photo of each presenter with their name.
- Slide presentations should be well laid out and formatted, be visually appealing with the use of color, and present a professional image.
- Keep in mind that your information must be concise and focused on summarizing the most notable aspects of the information for your presentation.
- Organize your presentation using headings followed by “bulleted” or numbered sub-points. Avoid using a narrative format for sub-points as this is difficult and lengthy to read.

- Create multiple slides for a section to keep the correct font size instead of shrinking the font to keep it on one slide.

Accessible Slide Presentations

Slide presentations are commonly used among session presenters as an effective way to display ideas and data. Because slides are visual media, presenters should be sure to make presentations accessible to all audience members.

Text content:

- Title and text fonts have been pre-set in the CEC template. You **MUST** use the CEC template for your presentation slides.
- Don't try to cram too many slides into your presentation. Allow your audience time to read slides.
- Place no more than 6 lines of text on a slide (excluding columns).
- Many people with disabilities use text-based screen reading software and computer devices.
- Note that graphics often cannot be read with screen readers and other text-based devices.

Graphic content:

- Replace graphics with text whenever possible.
- If graphics are used, include a detailed explanation of the meaning of those charts or graphics in a descriptive text-only slide included immediately after the graphic slide.
- Note that the meaning of the graphic is needed, not a description. For example:
 - No: "Chart with blue and red bars."
 - Yes: "Data from this chart illustrates that people with disabilities report spending more time in the emergency room than people without disabilities."

Avoid:

- Slide transitions
- Busy slide backgrounds
- Chart filter patterns
- Over-crowding text
- Color schemes providing low contrast
- Charts without text descriptions
- Videos that are not captioned

Information gathered from the Association of University Centers on Disabilities (AUCD) www.aucd.org

Making Your Presentation Accessible

The most important aspect of an "accessible session" is a presenter who is responsive to the needs of each participant and takes the lead in creating a receptive and accommodating atmosphere. All participants should be afforded the same opportunities to benefit from the session and experiential activities.

CEC has created a **Convention 2024 PowerPoint template** that all speakers will be **REQUIRED** to use for their presentation for cohesion and accessibility for those with low vision.

Consider the following suggestions:

- Be aware of the audience. Be considerate of all participants and particularly aware of any people with disabilities in the audience and be responsive to their needs. Take time to observe the needs of your audience, and feel free to ask how you can best meet the needs of individual members of the audience as well as the audience as a whole.

- Ensure full access of all persons to the degree they wish to participate.
- Be aware of your presentation skills.
 - Speak clearly and at a moderate pace. This practice promotes understanding in the audience and allows sign language interpreters time to translate what you are saying.
 - Speak directly into your microphone. Do not cover your mouth when speaking.
 - Clearly describe visual aids, including writing on slides, boards, and flipcharts. Be specific when referring to charts, numbers, demonstration materials, and board or flipchart writing. Provide a verbal explanation of all visual materials used to illustrate the lecture. For example: “This slide covers these three key points...” “This graph illustrates these key points...”
 - Whenever possible, use captioned films or recordings if you are including them in your presentation.
 - If presenting live, repeat the questions and the comments of members of the audience in the session.
 - If possible, when they are present, make sure that sign language interpreters have a copy of your presentation before you begin. Always speak to the participants, not the interpreter.
- Be aware of written information.
 - Consider including a few large-print copies of materials you plan to provide for participants with visual impairments.
 - Ensure any handouts you make available digitally are compatible with screen readers.
 - **Microsoft Word** - <https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>
 - **Microsoft PowerPoint** - <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#PickTab=Windows>
 - **Google Docs or Presentations:**
<https://support.google.com/docs/answer/6199477?hl=en>
- If presenting live, be aware of experiential activities. Make sure that everyone has a congenial partner or group and the opportunity to participate fully.

Presentation Guidelines - Additional Considerations for Virtual Sessions

Creating Your Presentation

When it comes to virtual slide decks, less is more. Less text. Fewer, more impactful images. Use these simple guidelines:

- Limit each slide to one idea
- Bullets should be brief rather than a sentence (e.g., no more than 8 words). Go image heavy. It looks great and helps jolt your memory.
- Font size 36+: viewers with a small screen will thank you.

Include your contact information in your final presentation slide so attendees can get in touch with you after the session.

Before Your Presentation

- Be sure to have the essential webinar equipment at your disposal to present your session on a virtual platform: a computer, a webcam, and a microphone or headphones, which help block out background noise.

- We encourage you to test your equipment before the presentation. Do a quick 2-5-minute test recording and play it back to check your audio, camera angle, and slide presentation.
- Additional items you may want to have on hand include a ring light or a green screen, but they are neither required nor vital to the success of the presentation.
- Create an outline or script. The script is a valuable tool to keep you on track and prevent you from going down rabbit holes that could cost you time.
- Scripts should include when to take a break and/or pause and when to advance the slides (especially if you have more than one speaker). This visual cue will keep you in check if you start speaking too quickly or when to change presenters or slides.
- Presentations should strictly adhere to the time limits provided.
- Practice!

Day of Your Recording or Live Workshop

- Select a nice solid-colored shirt to wear, preferably not black.
- Close all your computer windows, apps, browsers, and tabs, leaving only the webinar browser tab open.
- Turn off your cell phone.
- Mute email and apps on your computer to eliminate potential disruptions.
- Have a glass of water or other beverage close to you without ice. You may need a quick sip and the microphone will pick up the clinking of the ice.
- Ensure that whatever is shown behind you on the webcam screen is tidy.
 - Eliminate any pictures or objects on the wall that may be considered unprofessional.
- Ensure there is a light setup behind your computer. This makes everyone look better on a webcam.
- If you are using a portable webcam, make sure you have the best angle on the camera, so it is not too low or not too high.
- Adjust the webcam on your laptop/device so that your head and shoulders take up most of the frame. Ideally, the top of your head will touch the top.
- A couple of ways to avoid audio feedback is to wear a headset and change your computer's audio settings to be a platform dial-in number.
 - Please test your equipment to determine which works best for you.
- Ensure your computer is connected to the charger.
- Have a clock visible to keep track of the time during your presentation.

During Your Recording or Live Workshop

- Do not read directly from the slides.
- Smile! It can be heard through your voice, and your audience will be able to pick up on your excitement.
 - Creating an atmosphere that associates positivity with your content will result in a happy group of viewers.
- Take your time.
 - Speaking slowly is important if the audience is going to absorb all your content.
 - When speaking too quickly, the audience will become disengaged as they cannot keep up with the pace of your voice.
 - Also, speaking slowly asserts authority, as it allows you to be firm and concise.
 - Make sure to pause and take your time, so your audience will be able to digest everything they have heard.
- Use emotion and passion.
 - Showing you are passionate, emotional, and believe in your content, will leave your audience in awe.
 - Speaking on emotive and passionate topics will naturally vary your intonation.

- When you are passionate about your topic, it is much easier for the audience to be captivated and fully engaged.

Recording Guidelines and Instructions

- Zoom - See Appendix A
- PowerPoint - See Appendix B
- Google Meet - See Appendix C

Handout Guidelines and Instructions

Every presenter is encouraged to provide a handout to all attendees through the Convention App.

We encourage you to provide the handout(s) in the convention app before April 1, 2024, to allow attendees time to review them as they build their conference schedule.

Guidelines for Handouts in the Learning Library

- Valid file types
 - Word
 - PDF
 - PowerPoint
 - Excel
 - mp3
 - mp4
 - mov
 - wmv
- You are limited to 3 handouts per session you present. A session handout can be:
 - A full copy of the presentation slides
 - A modified copy of the presentation slides with proprietary slides removed
 - A list of resources
 - A summary of your presentation and learning objectives
 - Any helpful information that your audience can use after they leave your session
 - Activity pages if those will be helpful for participants of your session
- Be sure to include your name, date of presentation, and session title on all provided handouts.

Instructions for Uploading Your Handouts

All files will be uploaded into the Convention App. Once you have access to our convention app (information will come in a separate email), follow these steps:

- Using the link provided in a separate email about convention app, find your session that you want to upload handouts for.
- Click the “Add Document” button and upload the document.
- Click “Save”.

Creating Your Handout

Use your best judgement, and whatever you decide to provide as the handout, use it to reinforce the information you present in a program. Handouts should supply the attendees with an outline of your salient points so they can follow the progression of your presentation.

Virtual sessions are much different than classroom lectures or even in-person convention sessions. Attendees are participating in many sessions over several days and are not able to delve into the material with the depth expected of single-topic presentations. Provide in the handout what is needed to clarify your presentation and perhaps

resources for further discovery and your contact information in case someone desires more in-depth material(s) after the presentation.

Attendees are often looking for a copy of the presentation slides in the handouts and it will require no additional work for you. Session handouts do not have to be your presentation slides but do need to provide information that attendees can use when they return to their work setting. Informative handouts, uploaded early, can also boost your session attendance. Here are some ideas if you do not provide the presentation slides:

- Presentation slides with proprietary slides removed, such as ongoing data collection, forms you have created, etc.
- Synopsis or outline of your session
- List of resources, supporting documents, or references
- Key points of your presentation
- List of action items to do before or after your session
- Get creative!

Some examples of information that might be appropriate for a handout include the following:

- Drawings, diagrams, or charts (Use only if unable to reproduce as an audiovisual.)
- Forms, checklists, or samples (Use if an audiovisual would be too detailed.)
- Glossaries or statistics (Use only if this information is critical in following your presentation.)
- Article reprints (Rarely necessary; interested persons can find this information from a reference.)
- Worksheets (If participants will be asked to complete a worksheet, then provide it.)
- Bibliographies (These can be made available to those interested but are not necessary for all participants. Instruct attendees to contact you after the presentation for a Bibliography, if interested.)

Always number your handout pages for easy reference during your presentation and include your session name and date on all handouts.

All handouts should be posted to the CEC Convention App by **April 1, 2024**, and attendees will be able to access the handouts before and after the event. This way, all attendees will have access to all handouts.

Handout Accessibility

*If you provide a copy of the presentation slides, the CEC template already has set font sizes to help low-vision attendees.

Individuals who are blind or have low vision may not be able to read standard-sized print on your handouts. If your handouts are provided in PDF format, attendees will not be able to make changes on an individual basis.

Speaker Agreement

The following policies were agreed upon during the submission process under Policies Governing Accepted Proposals. Certain sections that apply to the submission process only have been removed.

Handouts

Session handouts are an important part of session attendees' overall Convention experience and serve as a resource after the participant leaves your session. If my proposal is accepted, I will make every effort to upload a handout for attendees by the suggested deadline of April 1, 2024, to allow attendees time to review them as they build their conference schedules. NOTE: A handout does not need to be a copy of the session slides.



Schedule

CEC reserves the right to assign the day and time that accepted proposals will be scheduled. In addition, CEC reserves the right to publish any submission, in whole or in part, in any form by any printed, visual, electronic, or auditory means.

Registration

All presenters whose proposals are accepted for presentation must register for the virtual convention.

Promotion is Prohibited

The exclusive promotion or sale of goods, services, or products during educational sessions at convention is prohibited. Presenters who are found to be engaging in such practices will have their sessions halted.

Copyrights, Royalties, and Trademarks

Presenter warrants that no literary or artistic work or other property protected by copyright will be performed, reproduced, or used, nor will the name of any entity protected by trademark be reproduced or used by Presenter during your speech and presentation (including but not limited to any exhibits, movie clips, videos, graphics) unless Presenter has obtained written permission from the copyright or trademark holder. Presenter covenants to comply strictly with all laws respecting copyright, royalties, and trademarks. Presenter shall indemnify and hold CEC, its officers, agents, and employees harmless from all claims, losses, and damages (including court costs and attorney fees) with respect to any such copyright, royalty, or trademark rights.

Audiovisual

I agree to provide correct captions in the format indicated by CEC in the 2024 CEC Convention Virtual Presenter Handbook. Without correct captions, my session may not be included in the virtual convention program.

Copyright Information

You, the presenter, are responsible for securing copyright permission for all copyright-protected material(s). This is not only CEC's policy, but also the law.

Presenter warrants that no literary or artistic work or other property protected by copyright will be performed, reproduced, or used, nor will the name of any entity protected by trademark be reproduced or used by Presenter during your speech and presentation (including but not limited to any exhibits, movie clips, videos, graphics) unless Presenter has obtained written permission from the copyright or trademark holder. Presenter covenants to comply strictly with all laws respecting copyright, royalties, and trademarks. Presenter shall indemnify and hold CEC, its officers, agents, and employees harmless from all claims, losses, and damages (including court costs and attorney fees) with respect to any such copyright, royalty, or trademark rights. Visit www.copyright.com.

APPENDIX

Appendix A

Using Zoom to Record & Upload for CEC 2024 Virtual Convention

If you have a paid Business, Education, or Enterprise Zoom account, great – log in to your account on the web. If you do not have access to a paid Zoom account from your school and/or employer, please let us know.

Below are the instructions for recording your presentation and uploading it for the CEC 2024 Virtual Convention. Thank you for being a part of this experience!

Before recording your video, let’s review a few things...

Recording Your Shared Screen (Slides) & Your Speaker Thumbnail

CEC prefers that you **record your shared screen with active speaker thumbnail** so the virtual convention attendees can see your face as well as your presentation. It makes for a better-recorded session!

To learn how to record your shared screen with active speaker thumbnail, click one of the links below:

- Recording to the Zoom Cloud - https://support.zoom.us/hc/en-us/articles/360025561091-Recording-layouts#h_ba887192-78ae-4613-82cb-a7b52d1f4b67
- Recording to your computer - https://support.zoom.us/hc/en-us/articles/360025561091-Recording-layouts#h_70f4ac90-47f8-4aef-a6b2-370184eb4651

Enable Auto-Generated Captions in Zoom

All Zoom accounts, paid or free, can turn on auto-generated captions. To learn how to ensure this setting is set up correctly for your Zoom account and that you know how to use it, click here:

<https://ats.udel.edu/conferencing/zoom/live-transcriptions/>

Closed Captions and Transcripts

***Note:** Zoom does not burn the captions into the recorded video file that you will download so you will either need to record your screen while using Zoom (see below for more information) or provide a closed caption file to CEC along with your video file.

You will need to ensure your settings for captioning and transcripts are enabled. Go here to learn more:

<https://support.zoom.us/hc/en-us/articles/4409683389709>

There are a couple of ways you can ensure your recording is accessible and provide captions/transcript for your presentation. Please check them out below.

Free or Paid Zoom Account - Recording Your Screen

If you choose to record your screen while you use Zoom to record your presentation, you will have to turn on closed captions right when you begin recording. To learn how to turn on closed captions in your Zoom meeting, click here:

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning> and scroll down to the section titled “How to start Closed Caption or Live Transcript in Zoom meetings.”

You can record your screen if you use Zoom in Google Chrome by downloading a free Chrome extension called Nimbus (or you can choose a different screen recorder technology).

- Download the Nimbus Chrome Extension - <https://chrome.google.com/webstore/detail/nimbus-screenshot-screen/bpconcjcammlapcogcnnelfmaeghhagj?hl=en>
- How-to video of screen recording with Nimbus - https://www.google.com/search?q=record+screen+with+Nimbus&rlz=1C1CHZN_enUS946US946&oq=record+screen+with+Nimbus&aqs=chrome..69i57j0i22i30j0i390l3.12762j0j7&sourceid=chrome&ie=UTF-8

If you use a MacBook to record, you can record your screen while you present in Zoom using QuickTime Player. Learn more here: <https://support.apple.com/en-us/HT208721>

Paid Zoom Account - Downloading the Closed Caption File

If you choose not to record your screen while you present, you will need to download the closed caption transcript file from Zoom to upload along with your video file.

Learn more about this here: <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings>. The file format is .vtt. Please keep it in this file format.

Free Zoom Account - Providing the Closed Caption Transcript

If you choose not to record your screen while you present, you will need to use YouTube to generate a captions file.

- Learn how to get an autogenerated caption file using YouTube:
 - Export the recording file of your Zoom Meeting first. Be sure to save/export to a video file format (.mp4 or .wmv). Learn how here: <https://support.zoom.us/hc/en-us/articles/205347605-Managing-and-sharing-cloud-recordings>
 - Learn how to get the autogenerated captions for your video file in YouTube here: <http://www.nysed.gov/common/nysed/files/creating-video-captions-using-youtube.pdf>
 - In Step 10, select .vtt and then save/download the file
 - Open the file you just saved/downloaded and complete Step 11
 - Ignore what happens after Step 11 in these instructions

Caption Accuracy

If you use auto-generated captions in Zoom, please be aware that they are likely not going to be 100% accurate. If you want to be sure your captions are 100% accurate for accessibility purposes, you have two options:

- Edit your caption file. Open the caption file that you downloaded, review it, make any edits to errors that you find, save it, and be sure to upload the edited file to CEC.
- Use a service like Rev.com to create 99% accurate captions of your recorded video. You can upload your video and order a .vtt file here: <https://www.rev.com/checkout/captionfiles>

Uploading your files to Dropbox

Your files are due in Dropbox no later than **Monday, April 1, 2024**.

Before uploading your file, be sure to change the file name(s) to match the following:

- Video File Label Format
 - CEC24_lead presenter's first initial & last name_Session ID# (found in the email sent from CEC)
 - Example: CEC24_RGlasby_A100
 - **Must be a .mp4 or .mov file**
- Caption/Transcript/Script File Label Format
 - CEC24_lead presenter's first initial & last name_Session ID#_cc
 - Example: CEC24_RGlasby_A100_cc
 - **Must be a .vtt file**

Once your file(s) are properly named and ready to submit, use the link below to upload. **This link is not for uploading handouts/documents - that will be done in the Convention App.**

- CEC 2024 Virtual Convention Recordings: <https://www.dropbox.com/request/9LpeEdvBj1utXacRBast>

If you are looking for other CEC 2024 Convention Speaker Resources, go back to that page at <https://ceconvention.org/2024/presenter-resources>. Please email convention@exceptionalchildren.org if you have any questions.

Appendix B

Using PowerPoint to Record & Upload for CEC 2024 Virtual Convention

If you have a Microsoft account, great – you can use PowerPoint to record/narrate your presentation. There are a couple of ways to ENSURE that captions are included with your presentation. We will review these below after we review recording your slides and your speaker thumbnail.

Below are the instructions for recording your presentation and uploading it for the 2024 CEC Virtual Convention. Thank you for being a part of this experience!

Before recording your video, let's go over a few things...

Recording Your Shared Screen (Slides) & Your Speaker Thumbnail

CEC prefers that you **record your shared screen with active speaker thumbnail** so the virtual convention attendees can see your face as well as your presentation. It makes for a better-recorded session! If you have a Microsoft Office365 account, this will happen automatically.

To learn how to record/narrate your presentation using the version of PowerPoint you have, click here: https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Microsoft_365_for_Windows

Recording with Closed Captions

As we mentioned above, there are a couple of options to ENSURE your session includes closed captions for accessibility. We will go over these below.

Using Automatic Subtitles and Screen Record in PowerPoint

Audio narration and subtitles can be recorded to accompany a PowerPoint presentation. All the tools for recording and editing your narration can be found in PowerPoint. If you use this option and record your screen while presenting, you will not need to create a separate file of your captions.

The best instructions we have found for this process are here: <https://contensis.uwaterloo.ca/sites/open/resources/CEL-ORR/toc/modules/creating-narrated-ppt.aspx>

You will want to review the following sections on the webpage linked directly above:

- Recording Narration for PowerPoint Presentations
- Saving Narrated PowerPoint Presentations
- Adding Live Captioning (Subtitles) to PowerPoint Presentations

Be sure to read all the instructions and pay special attention to the tips they put in here listed as **“NOTE” in red**. Specifically, you will need to export your presentation to video format (.mp4) and select Internet Delivery settings.

Using Microsoft Stream or YouTube (or another platform you are familiar with)

- Learn how to publish your PowerPoint recording to Microsoft Stream and get an autogenerated caption file here: <https://support.microsoft.com/en-us/office/microsoft-stream-automatically-creates-closed-captions-for-videos-8d6ac353-9ff2-4e2b-bca1-329499455308>
- Learn how to get an autogenerated caption file using YouTube:
 - Export the video file of your recorded PowerPoint presentation first. Be sure to save/export to a video file format .mp4 or .wmv). Learn how here: <https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>

- Learn how to get the autogenerated captions for your video file in YouTube here: <http://www.nysed.gov/common/nysed/files/creating-video-captions-using-youtube.pdf>
 - In Step 10, select .vtt and then save/download the file
 - Open the file you just saved/downloaded and complete Step 11
 - Ignore what happens after Step 11 in these instructions

Exporting Your Captions File from Microsoft Stream or YouTube

- If you used Microsoft Stream to autogenerate captions for your video, learn how to export the file here by scrolling down to the “Download subtitles or captions” section: <https://docs.microsoft.com/en-us/stream/portal-add-subtitles-captions#download-subtitles-or-captions>
 - **Be sure the file is a .vtt file.**
- If you used YouTube to autogenerate captions for your video, learn how to export captions by going to steps 9 – 11 here: <http://www.nysed.gov/common/nysed/files/creating-video-captions-using-youtube.pdf>

****Caption Accuracy****

If you use auto-generated captions, please be aware that they are likely not going to be 100% accurate. If you want to be sure your captions are 100% accurate for accessibility purposes, you have two options:

- Edit your caption file. Open the caption file that you downloaded, review it, make any edits to errors that you find, save it, and be sure to upload the edited file to CEC.
- Use a service like Rev.com to create 99% accurate captions of your recorded video. You can upload your video and order a .vtt file here: <https://www.rev.com/checkout/captionfiles>

Uploading your files to Dropbox

Your files are due in Dropbox no later than **Monday, April 1, 2024**.

Before uploading your file, be sure to change the file name(s) to match the following:

- Video File Label Format
 - CEC24_lead presenter’s first initial & last name_Session ID# (found in the email sent from CEC)
 - Example: CEC24_RGlasby_A100
 - **Must be a .mp4 or .mov file**
- Caption/Transcript/Script File Label Format
 - CEC24_ lead presenter’s first initial & last name_Session ID#_cc
 - Example: CEC24_RGlasby_ A100 cc
 - **Must be a .vtt file**

Once your file(s) are properly named and ready to submit, use the link below to upload. **This link is not for uploading handouts/documents – that will be done in the Convention App.**

- **CEC 2024 Virtual Convention Recordings:** <https://www.dropbox.com/request/9LpeEdvBj1utXacRBast>

If you are looking for other CEC 2024 Convention Speaker Resources, go back to that page at <https://ceconvention.org/2024/presenter-resources>. Please email convention@exceptionalchildren.org if you have any questions.

Appendix C

Using Google Meet to Record & Upload for CEC 2024 Virtual Convention

If you have a Google Workspace account (formerly G Suite) with your school/employer or a Google One Premium account, great! Log in to your account on the web. Learn how to record your video meeting here: <https://support.google.com/meet/answer/9308681>

If you do not have a Google Workspace or Google One Premium account and only have a regular/free Google account but want to use Google Meet to record, you can do so but you will need record your screen while presenting and take some additional steps to ensure we have closed captions for your session. See below for information on how to do this.

Below are the instructions for recording your presentation and uploading it for the CEC 2024 Virtual Convention. Thank you for being a part of this experience!

Before recording your video, let's review a few things...

Recording Your Shared Screen (Slides) & Your Speaker Thumbnail

CEC prefers that you record your shared screen with active speaker thumbnail so the virtual convention attendees can see your face as well as your presentation. It makes for a better-recorded session! The good news is, that Google Meet automatically records the active speaker and anything that is presented.

Closed Captions and Transcripts

*Note: Google Meet does **not** burn the captions into the recorded video file that you will download so you will either need to record your screen while using Google Meet (see below for more information) or provide a closed caption file to CEC along with your video file by using YouTube to generate auto-captions.

There are two ways you can ensure your recording is accessible and provide captions/transcript for your presentation:

Recording Your Screen

If you choose to record your screen while you use Google Meet to record your presentation, you will have to turn on closed captions right when you begin recording. If you only have a free Google account, you will have to record your screen. To learn how to turn on closed captions in your Google Meet video meeting, click here:

<https://www.youtube.com/watch?v=NXGJQ5UO2Bk>

You can record your screen if you use Google Meet in Google Chrome by downloading a free Chrome extension called Nimbus (or you can choose a different screen recorder technology).

- Download the Nimbus Chrome Extension - <https://chrome.google.com/webstore/detail/nimbus-screenshot-screen/bpconjcammllapcogcnnelfmaeghhagj?hl=en>
- How-to video of screen recording with Nimbus - https://www.google.com/search?q=record+screen+with+Nimbus&rlz=1C1CHZN_enUS946US946&oq=record+screen+with+Nimbus+&ags=chrome..69i57j0i22i30j0i390l3.12762j0j7&sourceid=chrome&ie=UTF-8

If you use a MacBook to record, you can record your screen while you present in Google Meet using QuickTime Player. Learn more here: <https://support.apple.com/en-us/HT208721>

Using YouTube to Generate and Export a Captions File

- Learn how to get an autogenerated caption file using YouTube:

- Export the video file of your Google Meeting first. Be sure to save/export to a video file format .mp4 or .wmv). Learn how here: <https://support.google.com/meet/answer/9308681?hl=en>
 - Scroll down to the “Play, share, download, or save a recording” section
- Learn how to get the autogenerated captions for your video file in YouTube here: <http://www.nysed.gov/common/nysed/files/creating-video-captions-using-youtube.pdf>
 - In Step 10, select .vtt and then save/download the file
 - Open the file you just saved/downloaded and complete Step 11
 - Ignore what happens after Step 11 in these instructions

****Caption Accuracy****

If you use auto-generated captions in Google Meet or from YouTube, please be aware that they are likely not going to be 100% accurate. If you want to be sure your captions are 100% accurate for accessibility purposes, you have two options:

- Edit your caption file. Open the caption file that you downloaded, review it, make any edits to errors that you find, save it, and be sure to upload the edited file to CEC.
- Use a service like Rev.com to create 99% accurate captions of your recorded video. You can upload your video and order a .vtt file here: <https://www.rev.com/checkout/captionfiles>

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- Video File Label Format
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 - Example: CEC24_RGlasby_A100
 - **Must be a .mp4 or .mov file**
- Caption/Transcript/ File Label Format
 - CEC24_ lead presenter’s first initial & last name_Session ID#_cc
 - Example: CEC24_RGlasby_A100_cc
 - **Must be a .vtt file**

Once your file(s) are properly named and ready to submit, locate the link below that matches the type of session you are presenting and upload it using that link. If you are a presenter on more than one accepted proposal, please ensure you use the appropriate link for each of your sessions. **These links are not for uploading handouts/documents – that will be done in the Convention App.**

- **CEC 2024 Virtual Convention Recordings:** <https://www.dropbox.com/request/9LpeEdvBj1utXacRBast>

If you are looking for other CEC 2024 Convention Speaker Resources, go back to that page at <https://ceconvention.org/2024/presenter-resources>. Please email convention@exceptionalchildren.org if you have any questions.