GUIDELINES FOR UPLOADING PRESENTATIONS ONTO GCFI74 CONFERENCE PLATFORM (WHOVA)

1. Please be prepared to upload a 10 minute video which you can further supplement with handouts, slides or accompanying documents. You can use any program to record this video, but it must be saved in .mp4 or .mov format. Please see attached Guidelines on Recording Videos using Zoom.

2. You will be required to upload your video onto our virtual conference platform (Whova). Once you have registered, you will receive a set up link. **Please note that if you do not register for GCFI74 by October 15, 2021, your presentation will be removed from the program**. If you have registered but did not receive your email link by October 18 please contact gcfi@gcfi.org. Here is the link to register: https://www.gcfi.org/conference-registration/

3. Once you receive the email, open the link, fill in or update your information such as your bio and photo if needed. If there is anything not editable but you want to edit, please contact us at gcfi@gcfi.org and we will implement the changes

4. To upload your pre-recorded video, click **Add Video** in the relevant session, and choose the video source to upload. Whova supports most video formats such as mp4, mov, etc. You may also upload handouts, share online articles, or even create a poll. Click **Save** once you are done.

5. You can come back to update info whenever needed. However, please note that **your final video must be uploaded by Friday 29, October, 2021 23:59 EDT.**

GUIDELINES FOR RECORDING A PRESENTATION USING ZOOM

(1) Start ZOOM meeting
- **Log in to ZOOM**
- Click on the "Meetings" button on the left hand side.
- Choose "Schedule a New Meeting".
- Click on "Start this Meeting" on the top right.

At this point your browser might ask you to download and install Zoom. If Zoom is already installed, the browser might ask you to "open this meeting with Zoom".

(2) Enter meeting
- Choose "Join with computer audio".
- If you also want to record yourself with a webcam while presenting, click the "Video" button on the lower left side of the screen.

(3) Share screen
- Click on the green "Share Screen" button on the lower side of your screen.
- Choose whether you want to share the entire screen (on which you are going to run your presentation) or a specific window.

From now on, the ZOOM toolbar will be hidden until you move the cursor over the green meeting ID at the top of your screen.

(4) Open presentation
- Open your presentation in PowerPoint or any other presentation program.
- Enter the presentation mode.

(5) Record presentation
- Open the ZOOM toolbar by moving the cursor over the green meeting ID on the top of your screen.
- Click on the "…" button on the right and choose "Record on this Computer".
- Do your presentation.
- When you are finished with the presentation, click again on the "…" button and choose "Stop recording".
- You can now exit the meeting.
- Zoom will ask you where you want to store the recorded file. Choose a folder on your computer. If Zoom finished processing your video, it will open the folder, which contains the produced video.
- If Zoom doesn't provide an option to choose where you save, check your downloads folder and rename the recording with the format: YourLastName_YourFirstName

GULF AND CARIBBEAN FISHERIES INSTITUTE

GUIDELINES FOR CREATING A SINGLE SLIDE FOR DISPLAY DURING THE PANEL DISCUSSION

You are requested to provide a single, static slide with an appropriate / eye catching visual that sets the scene for your presentation and contains the following information:

- Title of Presentation
- Your name and Affiliation
- Your Email Address

Please label your file as LastName_FirstName_SessionName and submit by October 29, 2021 23:59 EDT. Click on this link to upload your file: https://www.dropbox.com/request/XbA4czdZp03vjEIMil91