

## AC21 Symposium Recording Guidelines

Symposium presentations are pre-recorded and available on-demand (at any time) during the Virtual Annual Conference through 30 November.

### Presentation Format Options

**Individual Recordings (recommended):** Due to the symposium length (75 minutes), it is recommended that each symposium part presenter record their talk individually. The conference platform can display individual links for attendees to view each talk under the symposium umbrella. This will allow the audience to easily navigate between talks, just as they traditionally are able to walk between rooms during the in-person meeting.

**Group Recordings:** We understand that every symposium is uniquely tailored to the speakers and subject matter, therefore should your planned presentations lend themselves to a different recording approach (e.g. one group recording or an additional panel discussion recording) ISOQOL is able to work with groups individually to accommodate. Please contact [mziolkowski@isogol.org](mailto:mziolkowski@isogol.org) to share your plans.

### Virtual Presentation Creation

**Individual Recordings (recommended):** To record your individual presentation slides with audio and video, ISOQOL recommends\* using [Loom](#), a free screen recording software. [Full instructions and helpful tips for using Loom are available on the conference website](#). *Please note that the Loom software only captures one person at a time (individual presentations).*

**Group Recordings:** If opting to record part or all of your symposium as a group, you are welcome to use any platform to which the group has access (*video conferencing software with screen sharing, video sharing and recording features such as Microsoft Teams or Zoom Meetings are suitable*).

\*You may choose to create your recorded presentation using a different software at your disposal. At minimum, please follow these guidelines for submission:

### Submission Guidelines

- **File Name/Video Title:** include your symposium number and abstract title
  - i.e. Symposium 02: A literature review of patient reported outcomes in Brazil
- **File Type for submission:** URL
  - i.e. <http://www.myvideourl.com/test123>
- **Submission process by 4 October**
  - Once the recording is complete, upload the symposium video URL (link) to your abstract (a unique upload link will be emailed to each presenter).
  - Group recordings should be submitted by the moderator. Individual presentations should be submitted by the individual presenters.

## Resources

### Slide Template

[Optional ISOQOL slide template is available for your use.](#)

### Presenter Deadlines

- **2 August:** presenter deadline to [register for the Virtual 28th Annual Conference](#)
- **4 October:** deadline to submit presentation video files
- **11-28 October:** [Virtual ISOQOL 28th Annual Conference](#)  
*Symposium, oral, oral brief and poster presentations are available for on-demand viewing through 30 November.*