

17th Annual Gilbert S. Greenwald Symposium on Reproduction and Perinatal Research

2020 Virtual Symposium Technology

❖ Website



Symposium registration, abstract submission, lab showcase submission

To find more information, register for the symposium, and submit your abstract, [click here](#).

❖ Blackboard CourseSites



Symposium platform

The flash talks and lab showcase videos will be hosted and accessed via the CourseSites webpage. Attendees can view the videos, ask questions, and leave comments on the site.

1. **An email will be sent to all Greenwald Symposium registrants with a link to register on CourseSites. Click the link and complete the log-in process.**

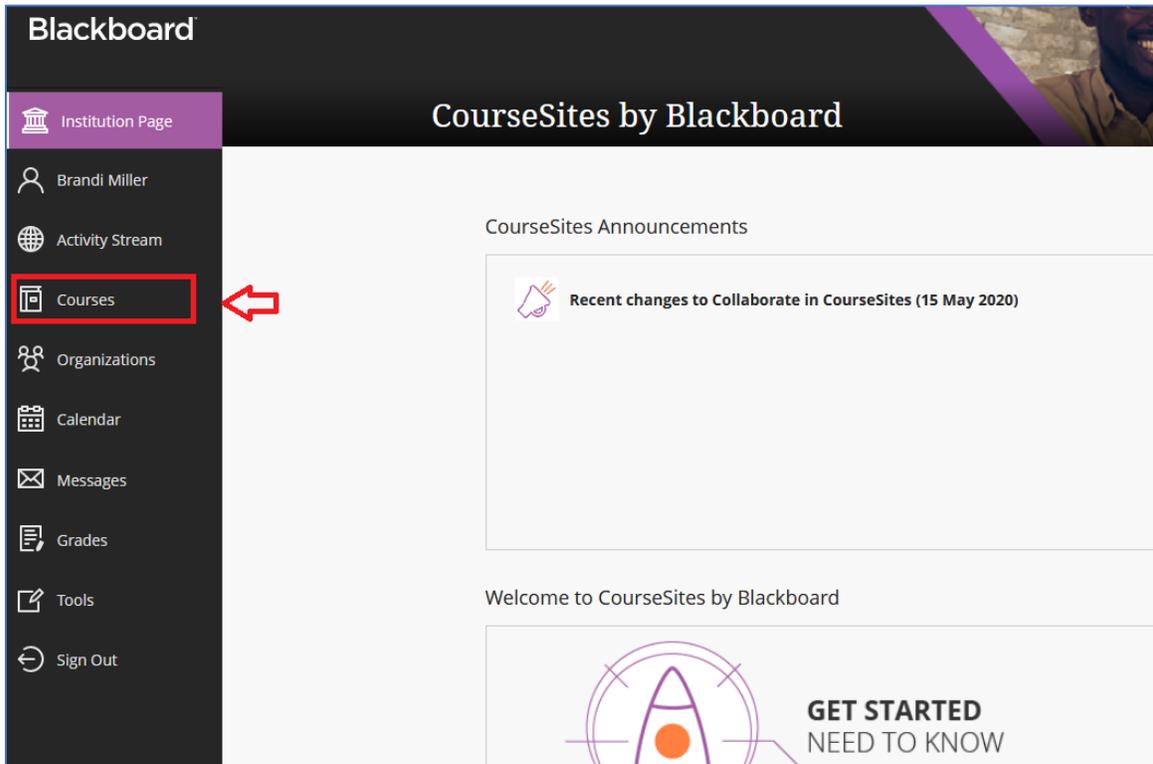
Register for CourseSites

Existing users may [click this link to sign in](#)

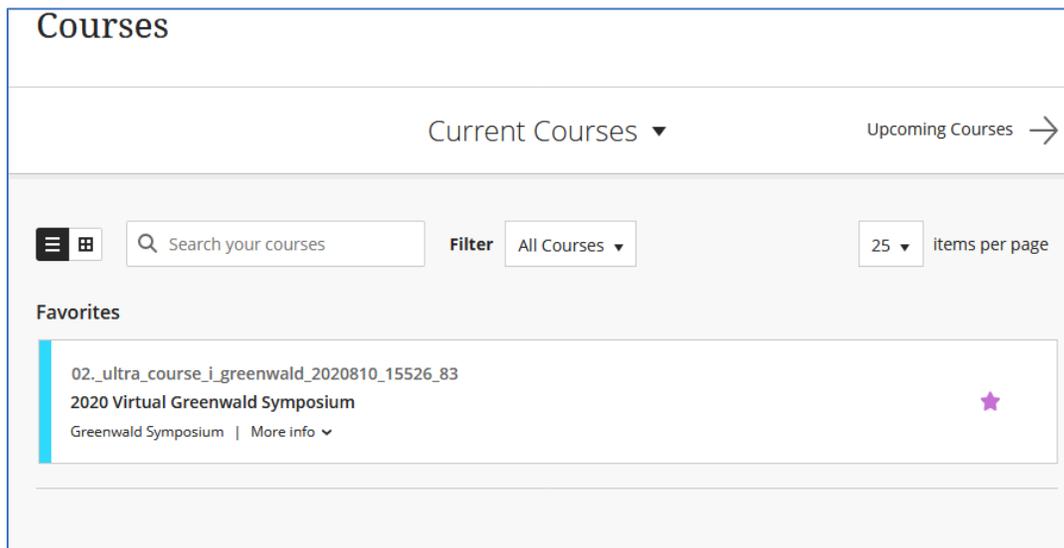
About You All fields are required

First Name	Last Name
<input type="text" value="Type your first name"/>	<input type="text" value="Type your last name"/>
Email Address	Confirm Email Address
<input type="text" value="Type your email address"/>	<input type="text" value="Retype your email address"/>
Country	
<input type="text" value="Select an option"/>	

2. When you sign in, you will access the Greenwald Symposium by clicking “Courses” in the left-hand menu.



3. That will take you to your list of courses. Click the 2020 Virtual Greenwald Symposium course.



4. You will be at the main page to the Symposium, with links to access the flash talks and lab showcase videos. Within those content folders, you can also ask questions and leave comments.

2020 Virtual Greenwald Symposium

 **Greenwald Symposium**
Instructor

Details & Actions

-  **Roster**
[View everyone in your course](#)
-  **Blackboard Collaborate**
[Join session](#) ...
-  **Attendance**
[View your attendance](#)
-  **Groups** • **NEW**
[View groups to join](#)
-  **Announcements**
No announcements
-  **Books & Tools**
[View course & institution tools](#)

Course Content

-  **Flash Talks** | 
-  **Regional Lab Showcases** | 

❖ Dropbox

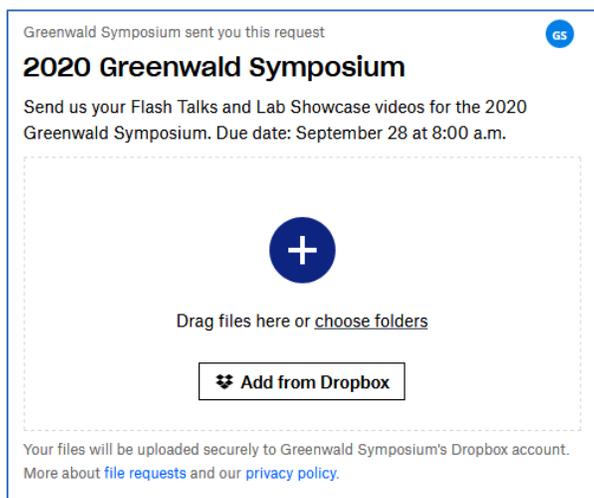
Large file transfer (Flash Talks and Lab Showcase videos)

We will use Dropbox to receive large video files that are difficult to email.

1. To send your file, [click here](#)

.mp4 is the most common video file extension, but for others that are supported, [see here](#).

2. Drag or upload your file



Greenwald Symposium sent you this request GS

2020 Greenwald Symposium

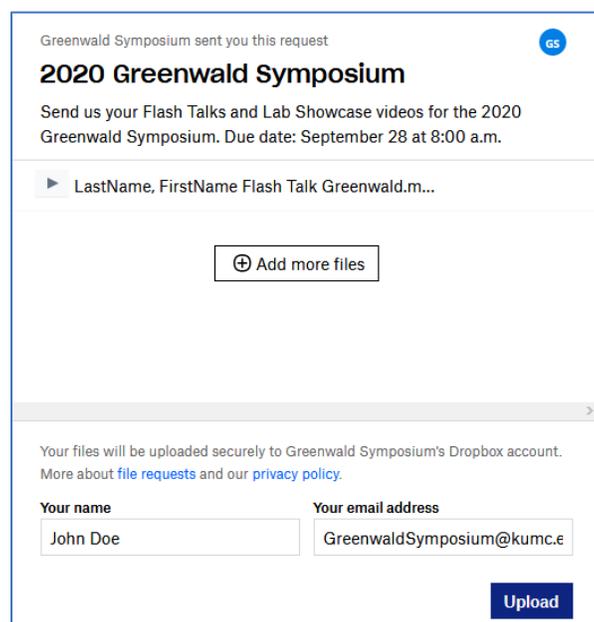
Send us your Flash Talks and Lab Showcase videos for the 2020 Greenwald Symposium. Due date: September 28 at 8:00 a.m.

Drag files here or [choose folders](#)

[Add from Dropbox](#)

Your files will be uploaded securely to Greenwald Symposium's Dropbox account. More about [file requests](#) and our [privacy policy](#).

3. Enter your name and email address, and click Upload.



Greenwald Symposium sent you this request GS

2020 Greenwald Symposium

Send us your Flash Talks and Lab Showcase videos for the 2020 Greenwald Symposium. Due date: September 28 at 8:00 a.m.

▶ LastName, FirstName Flash Talk Greenwald.m...

[Add more files](#)

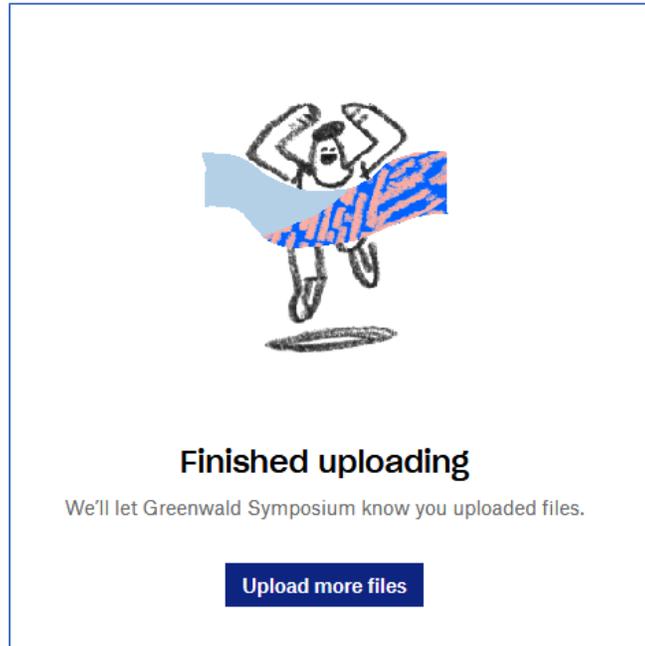
Your files will be uploaded securely to Greenwald Symposium's Dropbox account. More about [file requests](#) and our [privacy policy](#).

Your name

Your email address

[Upload](#)

4. You're done!



❖ Panopto Panopto™

Video hosting

All videos sent to us will be uploaded to the University's Panopto site, for viewing by Greenwald Symposium attendees only via the CourseSites website. Attendees will not interact with Panopto.

❖ Zoom



Trainee oral presentations

Participants will receive password-protected Zoom links to participate in and attend the trainee oral presentations. The chat will be monitored and a moderator will facilitate the Q&A.

Break-out sessions

Trainees will be assigned a break-out session based on their preferences listed when they registered.

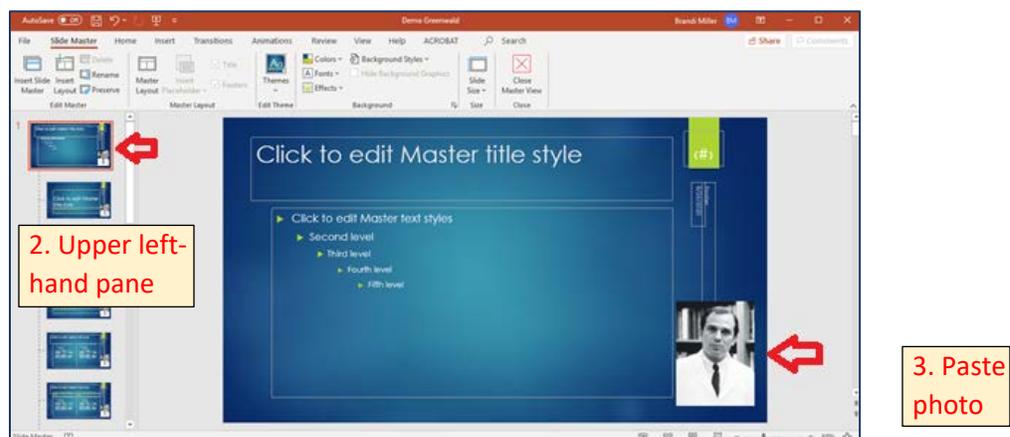
❖ PowerPoint



Some tips for your PowerPoint presentation.

➤ How to insert your photo on each slide

1. Click **View** tab, then **Slide Master**.
2. Click the upper left slide in the left-hand pane.
3. Paste your photo where you want it to land on all slides.

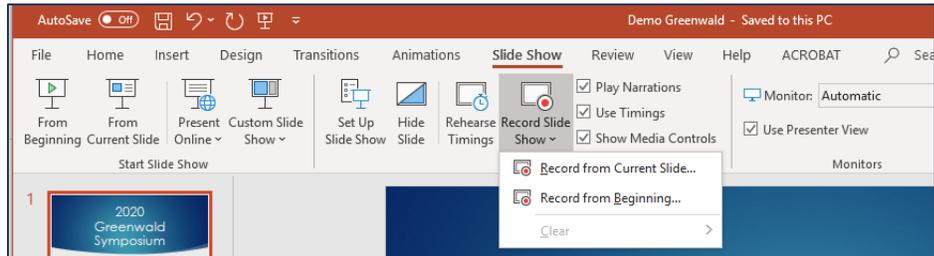


4. Click **View**, then **Normal view** and you should see your photo on all slides.

➤ **How to record narration with your PowerPoint slides**

1. Select **Slide Show**, then **Record Slide Show**.

Note: You can record from the Beginning or from the Current Slide. If you need to re-record a slide, go to that slide and then select Record.



2. The Record window will open and allows you to Record, Stop or Pause your recording, as well as access the pen, highlighter and eraser tools.

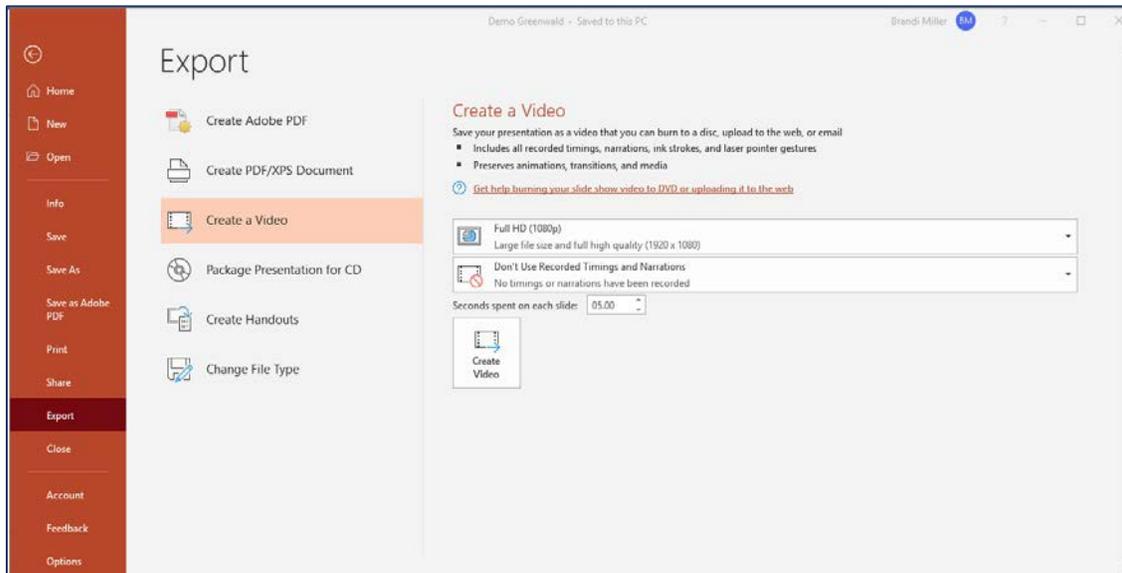


3. Click through and record for each slide.

Note: Narration won't record when slide transitions happen so let these play first before you start speaking.

- When you're done recording, save your presentation as an .mp4 video by going to **File**, then **Export**, and click on **Create a Video**. Click **Create Video** and choose where you want to save your file.

IMPORTANT: Please name your files
"LastName_FirstName_GreenwaldFlashTalk" and/or
"PILastName_GreenwaldLabShowcase"



For more information on recording narration, click [HERE](#) or [HERE](#).