Technical Tips: Recording & Uploading Your Story
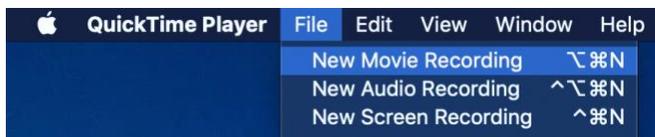
Recording Tips

- **Camera angle**: We recommend that your webcam is far enough away to capture your shoulders and your entire face with some room to spare. Attempt to position the camera so that it is around eye level.
- **Lighting**: Avoid areas with low light or too much backlighting. Ideally, you want to light yourself from the front with soft, indirect light, and minimize other lighting in the room, particularly from windows or light sources behind you. You can do this by placing a light with a lampshade in front of you and behind your webcam.
- **Background**: Be cognizant of your background. Try to keep the background simple by avoiding anything that looks busy or cluttered, and again, beware of windows that let in natural light or that might reflect your computer screen.
- **Eye contact**: Eye contact is everything when it comes to public speaking, and it's no different when it comes to video. Please remember to look at your webcam lens and smile as you share your story.
- **Audio**: Minimize any background noises when recording to ensure quality audio. We recommend making a test video to check the audio quality.
- **Test video:** Run through a test video to check the audio, lighting, and video quality. This will also give you the opportunity to practice telling your story and keeping it to under five minutes.
- **Attire**: Wear whatever makes you feel comfortable and enjoy this opportunity to engage in self-expression.
- **Formatting:**
  - **Landscape view**
  - **Save file as MP4 or MOV (LastNameFirstName_StorySubmission)**

*As we are all learning to do everything electronically these days, we understand that this may be a challenging process. Please do not hesitate to reach out to us at *MiamiMedSpeaks@gmail.com* for help with uploading your video or consent form. We will get back to you as soon as we can. We truly appreciate your participation and patience with this process.
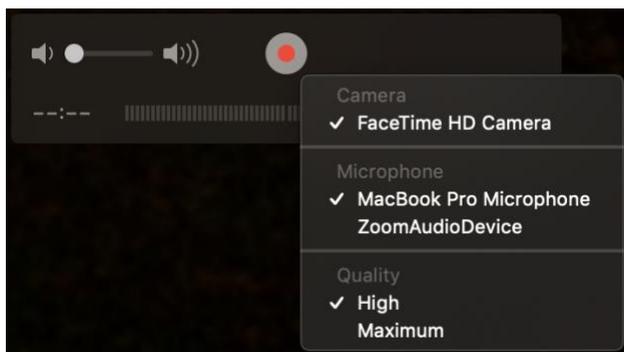
How to Record Your Story

Option 1: Mac - QuickTime Player

1. Search QuickTime Player in finder
2. Click "File" → "New Movie Recording"

3. Click the red recording button to start and stop your recording. If you are using an external webcam or microphone, click the drop-down arrow next to the red button to select the device you are using to record.

4. When you are done recording, click "File" then "Save." Please save file as "LastNameFirstName_StorySubmission" (MOV or MP4 file)

Reference: Apple Support

Option 2: Windows 10 (also available for 8.1) - Camera App

1. To find and open the Camera app, select "Start" → "Camera"
2. Select "Video", then select it again to start a video. Select "Video" again to finish recording.
3. To see your new photo or video, or ones you've taken before, select **"Start" → "Photos"** and then choose the "Collection" you want to see.
4. Please save your video as "LastNameFirstName_StorySubmission" (MP4 file)

Reference: Microsoft Support

Option 3: Zoom

1. Host a meeting
2. Click the button to "Record" the meeting
3. Select "Record on this Computer"
4. When you end the meeting Zoom will automatically convert the recording
5. Please save your video as "LastNameFirstName_StorySubmission" (MP4 file)
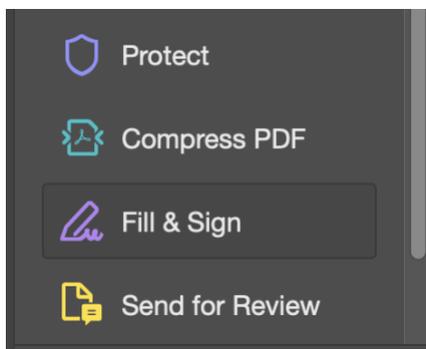
Reference: Zoom Support

Option 4: Smart Phone

1. Record in landscape using your camera app
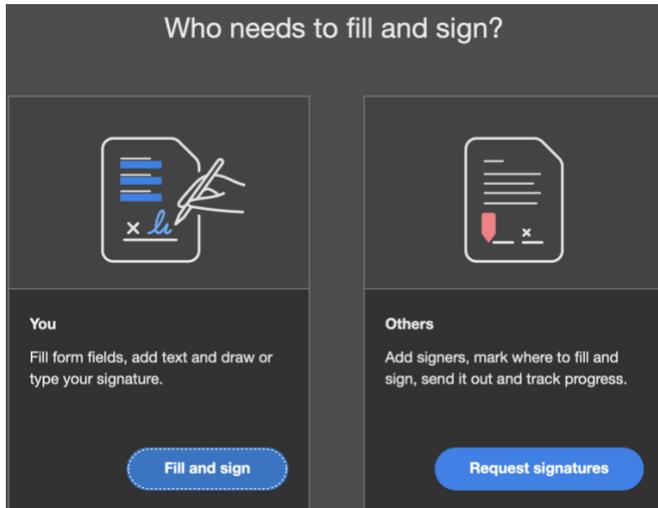2. Upload video here.

How to Sign Our Consent Form

Please save Consent as "LastNameFirstName_Consent"
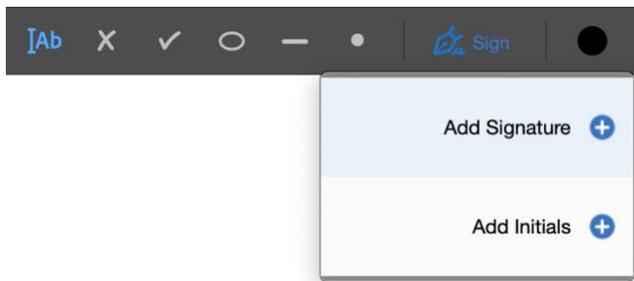
Option 1: Adobe Sign

1. Open our Consent Form electronically using Adobe
2. On the right side of the page click "Fill & Sign"

3. Click "Fill & Sign"

4. At the toolbar click "Add Signature," place on Signature line

5. Viewing the toolbar, click the text symbol "|Ab," use this feature to complete the rest of the form

Option 2: Print & Electronically Scan Using "Scannable" Smart Phone App

1. Print & sign consent
2. Download Scannable Smart Phone App from your App Store (free)
3. Open Scannable and follow directions to take scan photos of the form against a dark surface, be sure to include all pages
4. Set file type to PDF
5. Email or share Consent (PDF format) via your email app on your phone
6. Download and save the Consent on your computer

Option 3: Print & Scan

How to Complete Our Questionnaire, Upload Your Consent, and Upload Your Video

1. Open our Video Submission Questionnaire here.
2. Upload your signed consent to the Questionnaire and submit.
3. Upload your Video here. It will ask you to sign in using your University of Miami email. If you do not have a University associated email but would like to participate, please email MiamiMedSpeaks@gmail.com.
4. The video will take about 30-60 minutes to upload, thank you for your patience and participation!

Contact Information: If you have any questions, please email MiamiMedSpeaks@gmail.com or Christina Barkas, cbarkas@med.miami.edu.