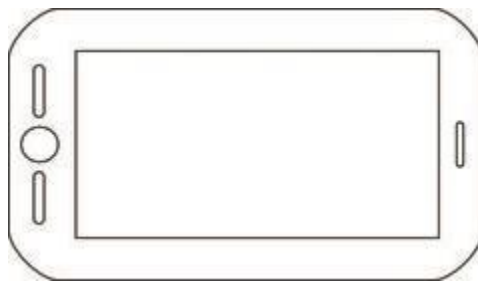


How to Post Your Video File and Your Transcript for Your Presentation on How Do You Teach Diversity, Equity, and Inclusion?

The following are some reminders and tips for your video on How Do You Teach Diversity, Equity, and Inclusion:

1. Keep your video to no more than 3 minutes in length.
2. If you use your phone to record your presentation, hold the phone *horizontally*.



See the following brief video for this advice and other tips when recording your video with a mobile device:

[Tips on How to Video with your iPhone or iPad](#)

3. If you find that producing a transcript is challenging, consider using Zoom to create your video. Zoom has a feature that produces a transcript for you.

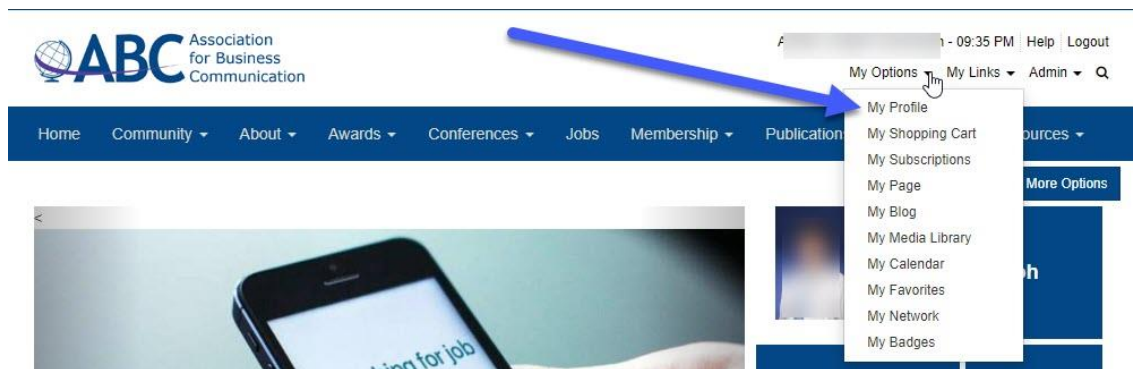
The transcript will not be 100% accurate, but it will be text that you can later edit for accuracy.

By September 15, we ask that you post your video file and the transcript of your presentation. The transcript is for close-captioning of the video.

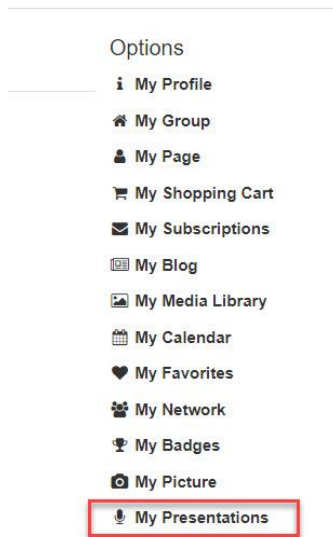
See the next page for directions on how to upload your video file and transcript to ABC's website.

To submit your video file and transcript, please take the following steps:

1. Log on to the ABC site, hover your mouse over **My Options**, and select **My Profile**.



2. Select **My Presentations**, located at bottom of the list at the lower-right corner.



3. Click on the title of your presentation

How Do You Teach Diversity, Equity, and Inclusion? 2021

Title	Date	Status
Te... Track: How Do You Teach Diversity, Equity, and Inclusion?	A...	Submitted

4. Click the double-page icon to edit files.

How Do You Teach Diversity, Equity, and Inclusion? 2021

Event Setup/Marketing ▾ Event Management ▾ Speaker Submissions ▾ Room Scheduling ▾

Details Files Voting

Change Status to: ▾ Go

Assign to New Track: None ▾ Go

4. Upload your **MP4 video file** and your **transcript in Word**.

- The name of your video file should be in the form of **LastName.FirstInitial.HDYTD.2021**.
- The name of your transcript should be in the form of **LastName.FirstInitial.HDYTDtranscript.2021**.

How Do You Teach Diversity, Equity, and Inclusion? 2021

Event Setup/Marketing ▾ Event Management ▾ Speaker Submissions ▾ Room Scheduling ▾

Edit Files

Track How Do You Teach Diversity, Equity, and Inclusion?

Session Test of HDYTD

File(s) Maximum File Size: 1500000 KB

Update File Delete C docx (11.9k) - Aug 03, 2021 09:23 PM

Source Type: Other ▾ Download Options: Original Only ▾

Add Click to upload an additional file.

OK Cancel

5. Press **OK** when done.

Should you need assistance, please contact Andy Cavanaugh at andrew.cavanaugh@umgc.edu.