

Guidelines for Prerecorded Workshops at NACSW's Convention

Congratulations on being accepted to submit a prerecorded workshop for NACSW's Convention 2020. We are grateful for the contribution your session will make to our conference this year!

For purposes of clarification, by a "prerecorded workshop," we mean a workshop that includes the following components:

- a. A video file of, or a link to, a video recording you will make of your workshop session
- b. A 12-item multiple choice and/or true-false question quiz
- c. A PowerPoint file providing an outline of your session

So that we have adequate time to post your prerecorded workshop to the virtual conference dashboard we will be setting up for all convention presenters and attendees in time for the convention, we will need to receive your prerecorded workshop materials at convention@nacsw.org by **October 1st**.

To help you prepare for your prerecorded workshop, we have organized the following instructions and tips for your use:

1. In most cases, we anticipate that workshops will be recorded on Platforms like Zoom or Loom or WebEx or your university's platform of choice. Whichever platform you use to record your session is entirely up to you, although we do request that any video files you send to us are mp4 files. Alternatively, links (URLs) to your recording will also work well.
2. If you do not have easy access to a video recording platform, we would encourage you to consider using Loom (<https://www.loom.com/>), which offers user-friendly video recording software at no cost. For simple instructions on making a video recording using Loom, go to: <https://www.youtube.com/watch?v=kezPDX07Y1I>
3. In our experience, we have found that prerecorded workshops are most effective when participants are able to see BOTH the presenter and the presentation materials (like a PowerPoint). Sessions which only provide a video of PowerPoint slides are much less engaging for participants, so we ask that your recordings include both the presenter and the presentation materials.

4. Video recordings should be between 60 and 90 minutes long. If you plan to send in a video file, please contact convention@nacsww.org when you are ready to send the file so that we can create/share a folder with you that can accept large video files.
5. In order to be able to provide CE credit for your session, the Association of Social Work Boards requires that participants take and pass a 12 question quiz based on the content of your workshop. As a result, we will need to receive from you a quiz which has 12 multiple choice and/or true-false questions which:
 - Reflect the specific training content rather than a general knowledge of your topic (so that even trained social workers would have to watch your workshop recording to be able to answer most of the questions)
 - Reflect your workshop learning outcomes

Please note that we will need to receive both your questions **and answers** for your 12-question quiz.

Tips for Your Recording Your Presentation

- Make sure you are in a well-lit area. Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, your face may be “washed out.”
- Put your webcam/camera at face level relatively close to you. Adjust your webcam/camera (or your seating) if necessary.
- If you are going to be using a phone or tablet to record your session, please record in landscape (horizontal)
- Remove any distractions in your background (clutter, clothes, bedding, etc.). Clean up your room and have a simple background (a plain wall, a potted plant, or a bookshelf works perfectly).
- Make sure you are in a quiet area with a minimal possibility of background noise or distractions. Barking dogs, slamming doors, other people, and even some types of clothing or jewelry could be picked up by session participants and can be distracting.

Don't hesitate to contact us at convention@nacsww.org with any questions you might have. Most of all, we greatly appreciate the important contribution your prerecorded will add to NACSW's virtual workshop program!