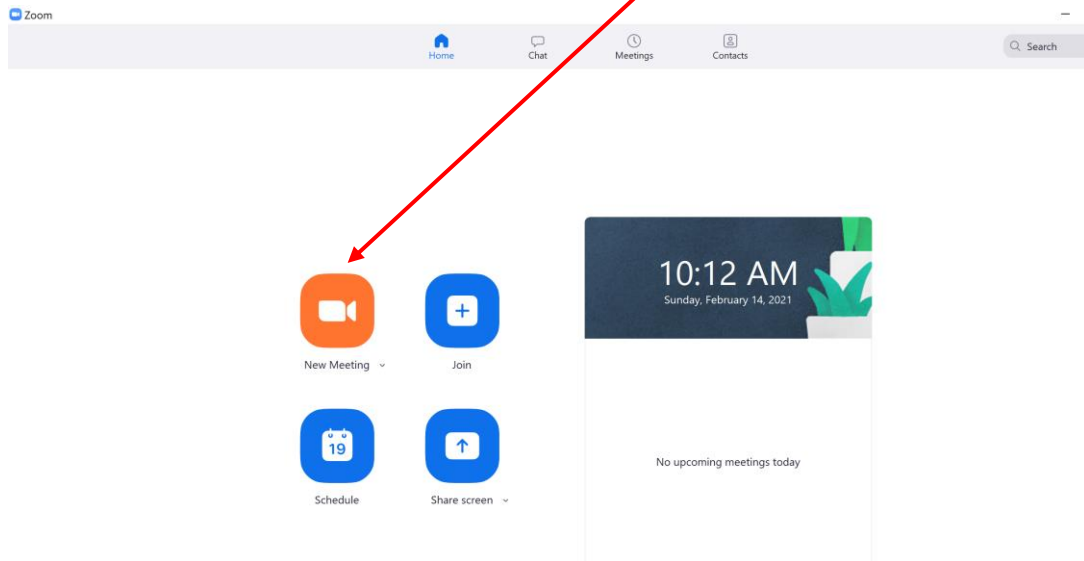


INSTRUCTIONS FOR RECORDING AND UPLOADING VIDEOS

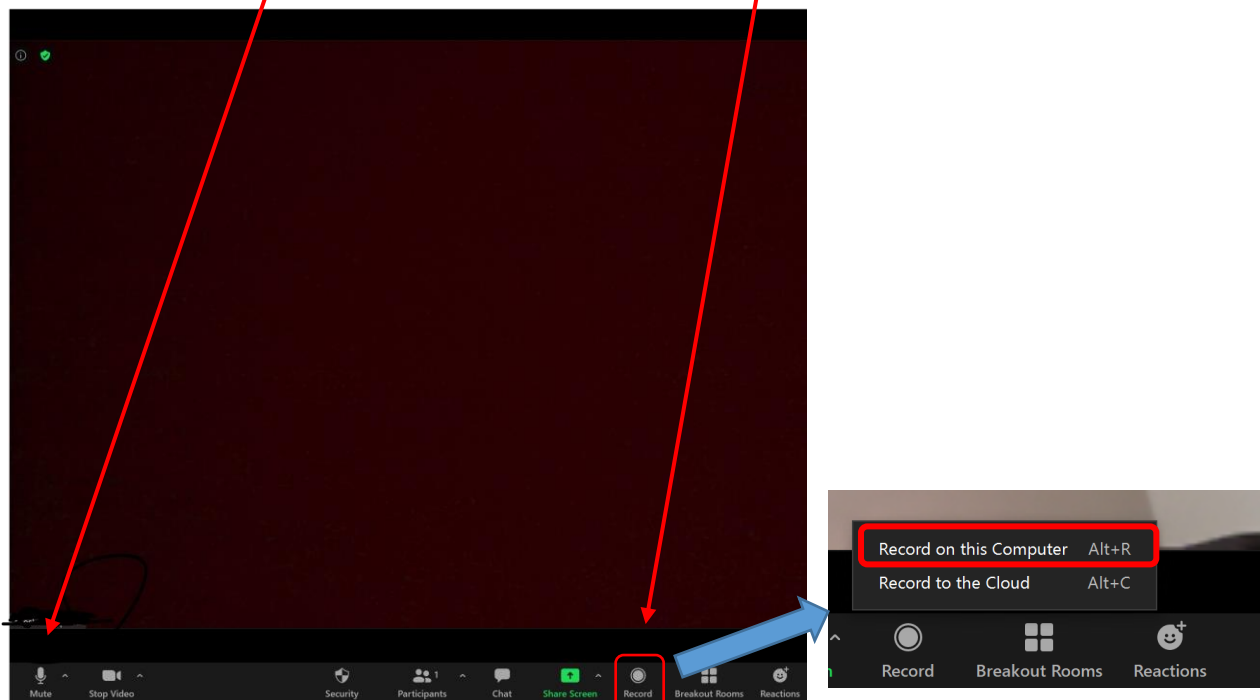
INSTRUCTIONS FOR RECORDING PRESENTATION USING ZOOM

Step 1: Create a free account on Zoom at <https://zoom.us/> and download zoom application onto your computer. If you already have a zoom account go to Step 2.

Step 2: Open zoom app on your computer and click on new meeting.

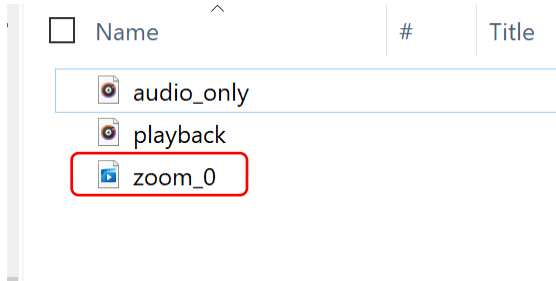


Step 3: Make sure to unmute the microphone. Click on “Record” and select “Record on this computer.” If you are using zoom through your university account, Record to cloud is the default option. IF you have recorded using cloud, see instructions on Page 3 of this document.



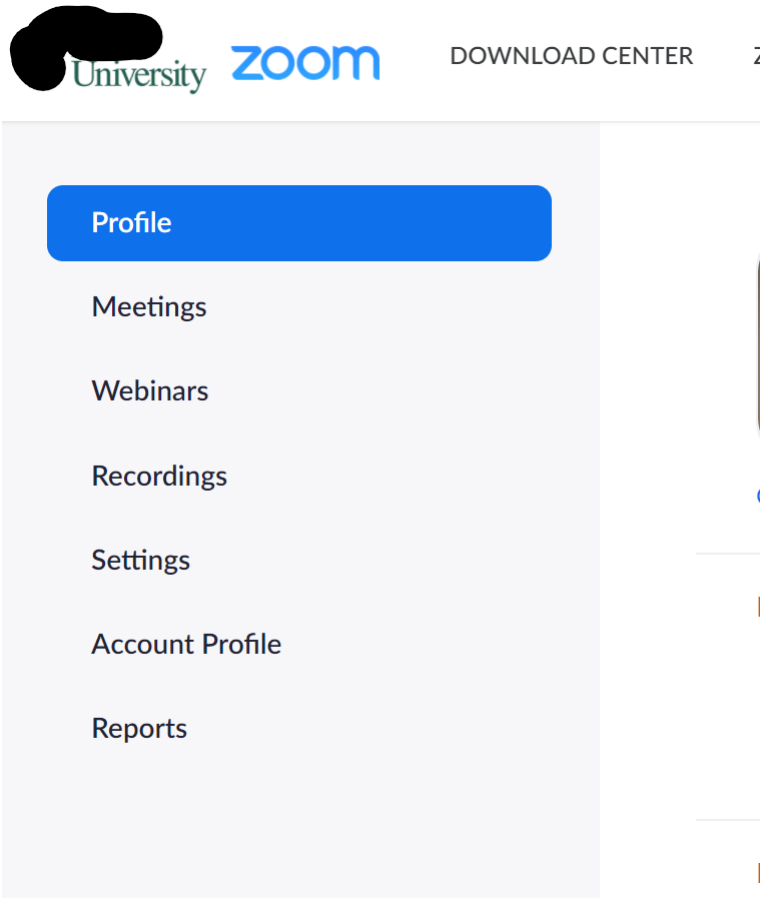
Step 4: Click on share screen to share you power point and start recording your presentation. After the presentation is complete, click on End Meeting. Once the meeting is ended, the recorded video presentation will be downloaded on to your desktop (check zoom folder in your documents). **The length of the recording should be no more than 15 minutes.**

Step 5: Zoom will create three files as shown in the screenshot below. The file named “zoom_0” is the video that you need to upload onto the POMS conference website. For instructions on how to upload to POMS systems, see “INSTRUCTIONS FOR PRESENTERS TO UPLOAD RECORDED VIDEO PRESENTATION” document.

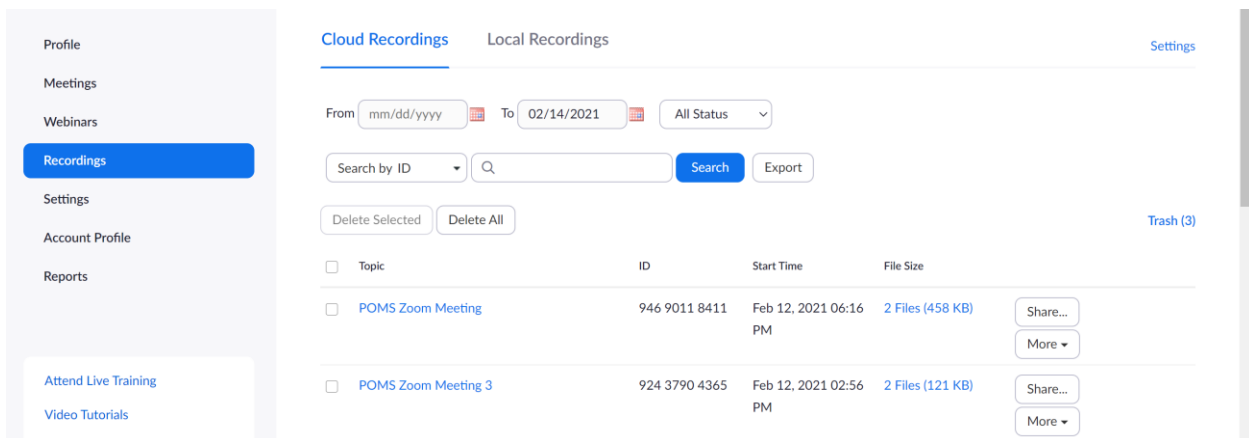


INSTRUCTIONS FOR DOWNLOADING VIDEO PRESENTATION FROM ZOOM CLOUD

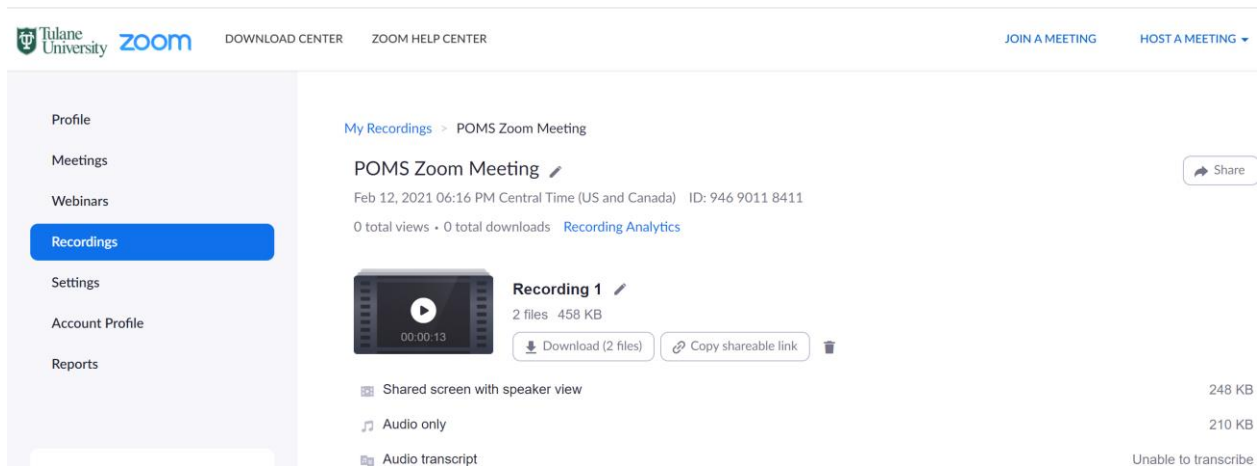
Step 1: Log into zoom using your university login. Click on “Recordings.”



Step 2: Under Cloud Recordings tab, click on the recording that you want to download.

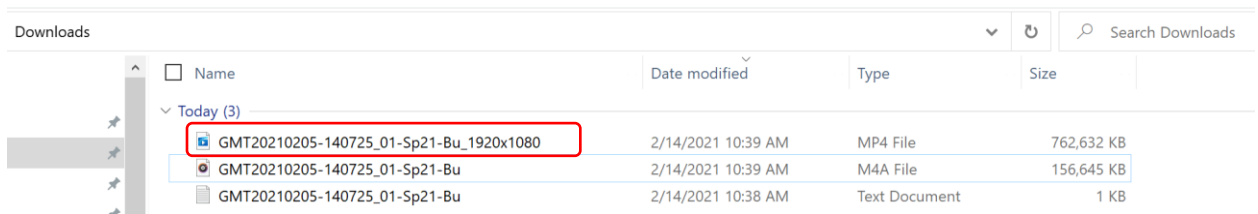


Step 3: Click on Download files.



The screenshot shows the Zoom web interface. On the left is a navigation menu with options: Profile, Meetings, Webinars, Recordings (highlighted in blue), Settings, Account Profile, and Reports. The main content area is titled 'My Recordings > POMS Zoom Meeting'. Below this, it says 'POMS Zoom Meeting' with a pencil icon, followed by the date and time 'Feb 12, 2021 06:16 PM Central Time (US and Canada)' and ID '946 9011 8411'. It also shows '0 total views · 0 total downloads' and a link to 'Recording Analytics'. A 'Share' button is in the top right. Below is a video player thumbnail for 'Recording 1' with a play button and '00:00:13' duration. To the right of the thumbnail, it says 'Recording 1' with a pencil icon, '2 files · 458 KB', and buttons for 'Download (2 files)', 'Copy shareable link', and a trash icon. Below the video player, there are three download options: 'Shared screen with speaker view' (248 KB), 'Audio only' (210 KB), and 'Audio transcript' (Unable to transcribe).

This will download 3-4 files on to your computer. The video presentation will be the file in MP4 file format. To find this file, open the folder where you downloaded your files (by default it will be Downloads folder). Open the MP4 file to view your recording.



The screenshot shows a Windows 'Downloads' folder. The folder contains three files listed in a table:

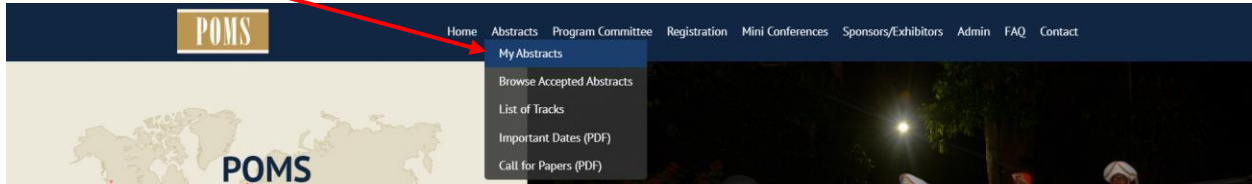
Name	Date modified	Type	Size
GMT20210205-140725_01-Sp21-Bu_1920x1080	2/14/2021 10:39 AM	MP4 File	762,632 KB
GMT20210205-140725_01-Sp21-Bu	2/14/2021 10:39 AM	M4A File	156,645 KB
GMT20210205-140725_01-Sp21-Bu	2/14/2021 10:38 AM	Text Document	1 KB

You will need to upload the MP4 on to the POMS conference website. For details on how to upload see: “INSTRUCTIONS FOR PRESENTERS TO UPLOAD RECORDED VIDEO PRESENTATION” document.

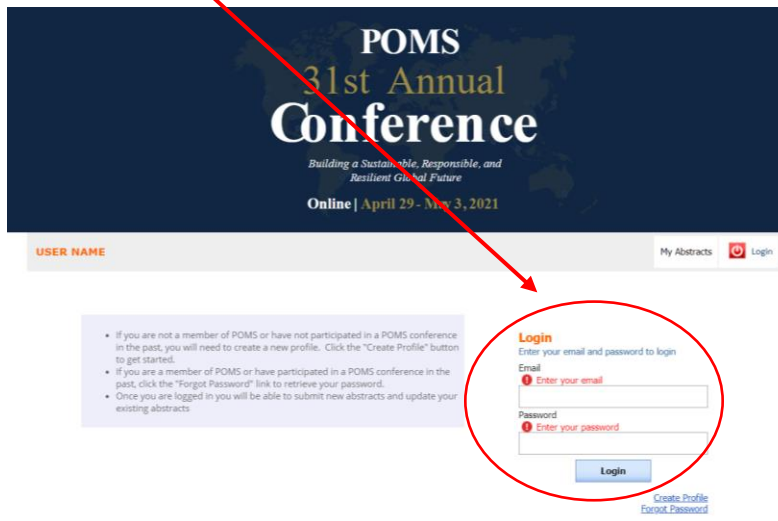
INSTRUCTIONS FOR PRESENTERS TO UPLOAD RECORDED VIDEO – PRESENTATION

The system will allow only those who are listed as presenters to upload the recording.

Step 1: Go to POMS conference website: <https://pomsmeetings.org/conf-2021/>. Click on *My Abstracts* under *Abstracts tab*.



Step 2: Login to the conference management system.



Step 3: After logging into the system, you will see your submitted abstracts. Click on “**Add Recording**” to upload your presentation videos. The videos should be in either *.mp4* or *.mov* formats. After the video is uploaded, they can be viewed by clicking on “**View Recording.**”

Abstract Number 101-1666	Status Accepted	Title Understanding Wait Time Evaluation of Patients: The Impact of Appointment Lag Times
Invited Paper		Track Information Systems and Operations Management
		Session Healthcare, IC, and OM Interface
Add Recording	View Recording	Withdraw Abstract
Full Length Paper	Edit Abstract	
Abstract Number 101-2317	Status Accepted	Title A Framework for Analyzing Influencer Marketing in Social Networks: Selection and Scheduling of Influencers
Invited Paper		Track Scheduling and Logistics
		Session Scheduling Applications
View Recording	Withdraw Abstract	Full Length Paper
Edit Abstract		

The Add Recording button will be visible only to the person who is listed as a presenter.

