

## Guidelines for Fellows Bowl Competition

**Kindly note that your presentation/video file submission should be sent to us/uploaded to our Dropbox by February 15<sup>th</sup>, 2021 at the very latest. Beyond this date, we will not accept any submissions.**

### Preparation of Lecture:

We request that you create a presentation on a Pediatric Urology Topic.

Using Microsoft Powerpoint, plan and compose a presentation that is no more than five (5) minutes in duration.

Since the workshop is being conducted as a virtual program, it is critically important that you respect your colleagues who will also be presenting in this competition and adhere to the strict time limit of five minutes. Any presentation longer than the allocated five minute limit will be excluded from the workshop.

Language: English only

Use a minimum font size of 18 points.

Please include your name, institutional affiliation and the title of your presentation clearly in the first slide of your presentation.

Designate which category your presentation fits in for judging purposes.

- Prenatal and Fetal Urology
- Hydronephrosis, Ureteropelvic junction obstruction, Ureterovesical junction obstruction, ureterocele or renal duplication
- UTIs, Vesicoureteral Reflux
- Hypospadias
- Bladder exstrophy, Epispadias
- Voiding dysfunction
- Neurogenic bladder, Posterior urethral valves

### Recording and Sending the Lecture:

The recording can be done using the Zoom application. Please do go through the Zoom tutorial: [Click here for Zoom Tutorials](#) or follow the instructions below:

1. Open your presentation in PowerPoint and switch to presentation mode.
2. Start Zoom and start a new meeting.
3. If muted/turned off, unmute the audio and turn on the video in Zoom.
4. *Optional:* Put on your headset if you're going to use that microphone, then click the arrow next to **Mute** and select the headset's microphone.
5. Adjust the webcam to get your face in the viewport as you want.
6. Click **Share Screen**.
7. Choose the screen to share (i.e. the full screen of the PowerPoint presentation). This puts the video of your face into a thumbnail view at the top right of the viewport being recorded.
8. *Optional:* Resize the thumbnail to maximum size.
9. Ready to record? Click **More** (the three dots) in the Zoom controls and select **Record on this computer**.
10. Start speaking and introduce your presentation. Where possible, speak to the webcam lens not the screen to be more personal to your audience. (Tip: Some

people suggest putting a cutout of a friend's picture next to the webcam and using that as your 'audience').

11. Go through your presentation by clicking the next button or click on your presentation. Synchronize your narration to the slides – maintain a good cadence.
12. Finalize what you have to say in the presentation, then click **End**.
13. Once you've clicked End, click End Meeting for All.
14. Zoom will automatically create an MP4 file of the recording.
15. Rename the file with your name and send over to [pedsurology@cchmc.org](mailto:pedsurology@cchmc.org)
16. If your file is too large to email, a Dropbox link will be provided.

### **Tips to Enhance Your Recording:**

Ensure you are connected via Laptop with a *stable Wi-Fi internet connection*

Plan the duration of your Presentation / Talk as per the scheduled presentation duration – 5 minutes

Check that your Laptop's Camera and Microphone are functioning

To optimize your video, please sit with the light source in front of you (not behind you)

For clear audio, please record in a quiet room with minimal disturbances

Please do not forget to record your presentation using the record button in zoom.

Should you have any problems or questions while recording the video, please do not hesitate to contact us at [pedsurology@cchmc.org](mailto:pedsurology@cchmc.org)