



2022 WE Local Pre-Recording Toolkit

Purpose: The purpose of this document is to outline the steps to produce high-quality recorded sessions that may be selected to be included on the virtual platform as part of the “Best Of” 2022 WE Local selection.

Important Dates

- **WE Local Albuquerque:**
 - Register [here](#) by February 10, 2022
 - Turn in recording to [SWE’s Dropbox](#) by February 18, 2022
 - Present live February 25-26, 2022
- **WE Local Des Moines:**
 - Register [here](#) by February 17, 2022
 - Turn in recording to [SWE’s Dropbox](#) by February 25, 2022
 - Present live March 4-5, 2022
- **WE Local Buffalo:**
 - Register [here](#) by March 25, 2022
 - Turn in recording to [SWE’s Dropbox](#) by April 1, 2022
 - Present live April 8-9, 2022

2022 WE Local Pre-Recording Format

All Sessions will be pre-recorded and, if selected, uploaded to the virtual platform as an on-demand video, available for viewing at any time with no live interaction from the speakers.

- **Listen & Learn Session Recordings:** Up to a 30 minute recording
- **Engaged Exchange Panel Session Recordings:** Up to a 45 minute recording
- **Snap Session Recordings:** Up to a 15 minute recording



If your recording does not meet the guidelines, it will not be chosen to be included in the “Best Of” 2022 WE Local selection on the virtual platform regardless of audience ratings and in-person performance.



- STEP 1: Use the 2022 WE Local Content Outline (in 2022 WE Local Speaker Toolkit) to create your session content.** Finalize the content and review it several times prior to recording it so you can update it prior to recording. Recordings and live presentations should be nearly identical so make sure you are completely satisfied with your presentation before recording.
- STEP 2: Record Your Session.** Refer to SWE’s Virtual Presentation Tips and Tricks. SWE recommends using an easy software like Zoom or GoToMeeting to record your presentation. Please refer to the “How To: Record Your Session” info PowerPoint for a walkthrough guide on how to record a session.
 - TIP:** Make sure you record your session on a computer in which you have access to Dropbox. Some companies block access to programs like Dropbox; keep this in mind when deciding how and when to record.
- STEP 3: Rename Your Recording File.** SWE is requiring speakers to rename the recording files to: full session reference number + Location Code.
 - ◊ (i.e.: **0610_0865_000001 DM**)
 - ◊ Your session reference number is located in SWE’s online abstract management system, Catalyst, where you submitted your abstract.
 - ◊ Location Codes: Albuquerque (AB), Des Moines (DM), Buffalo (BF)
- STEP 4: Upload Your Session Recording to SWE’s Dropbox Account by the specified date.** Upload the recording to the 2022 WE Local folder in SWE’s Dropbox account.

