# Annual Quality and Patient Safety Conference 2022
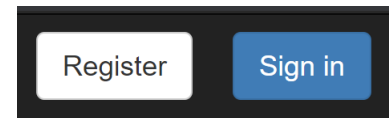
*Instructions for Uploading Your Poster*

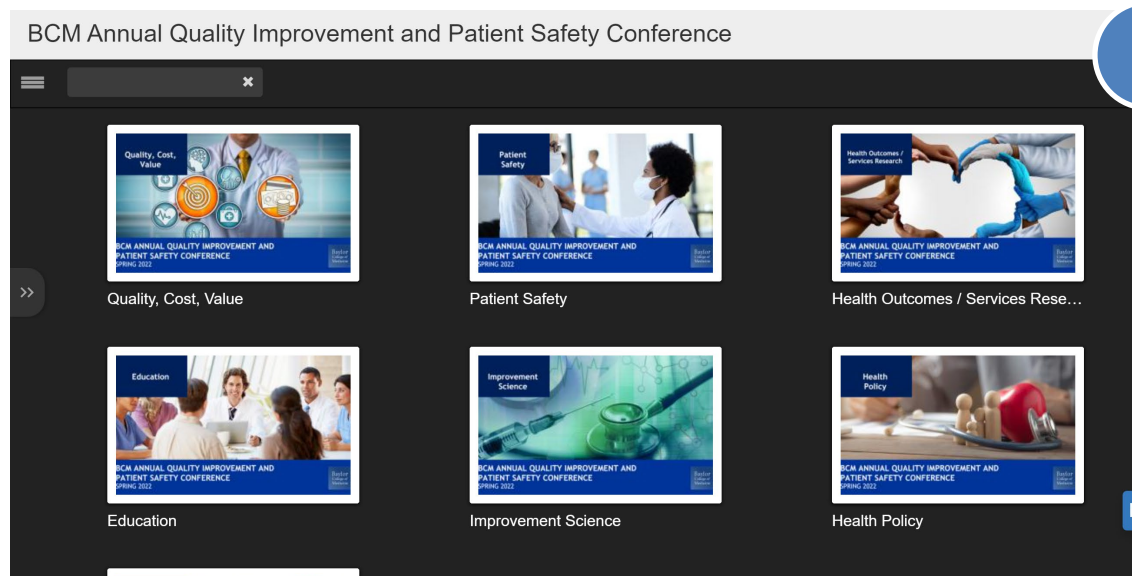## Contents

## Signing into the Conference Page
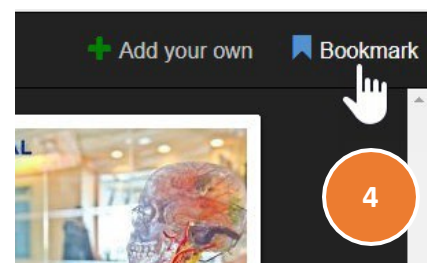
1. Enter the **Annual Quality Improvement and Patient Safety Conference Page** by clicking the following link: https://bcm.voicethread.com/myvoice/browse/threadbox/6180

2. If you are new to VoiceThread, register for a new free account by following these steps:
   a. Go to http://voicethread.com.
   b. Click "**Register**" in the top-right corner of the page.
   c. Fill out and submit the short form.
   d. *Please use your official work email address issued to you by Foundation and not personal email addresses.
   e. Check your email for the confirmation message, and click on the verification link in this message.

3. If you have a BCM ID then login using your BCM credentials by clicking **Sign in**. Please use your ECA.

   You will be redirected to a page that looks like the one below:

   

4. Click **Bookmark** on the top right corner of the page to add the symposium ThreadBoxes in your VoiceThread Home menu panel. You can also Bookmark the poster presentation category where you want to submit the poster.

## Uploading Your Poster

**Remember, VoiceThread works best in Google Chrome or Mozilla Firefox as the browsers of choice.**

Now, it's time to upload your poster presentation. You can upload a variety of file types including PowerPoint, jpeg, or PDF. **In case of formatting issues in Voicethread, save your poster presentation as a PDF and then upload to VoiceThread**. When you have your file ready, proceed to the next steps.
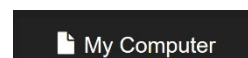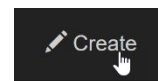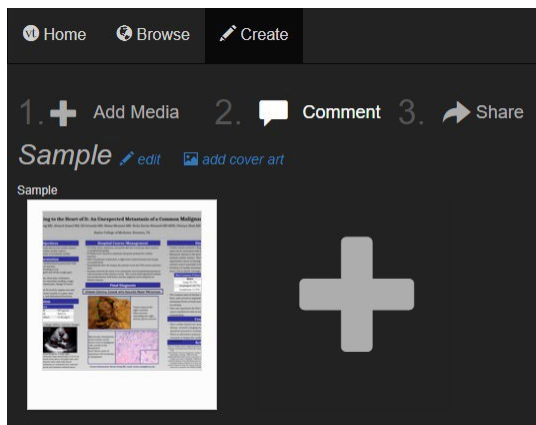
1. Click the **Create** button to begin creating your VoiceThread presentation.
2. Click the **Add Media** icon and locate your presentation file by selecting the

   **My Computer** option.

While your file is uploading into VoiceThread, the following menu will appear:

3. Enter the following information under the "**Title/Description**" tab:
   a. **Title of Abstract**
   b. **Brief Description – no word limit**
   c. **Searchable Tags (i.e. Type of abstract (case report, scientific, or program/project), and submitted abstract key words)**
4. Under "**Playback Options**", makes sure that *'Enabled threaded commenting'*, *'Start playing when opened'* and all the *Comment Methods* are selected. **DO NOT** check any other boxes.
5. When you are finished, click the **"Save"** button.

Your poster should be uploaded to VoiceThread now!

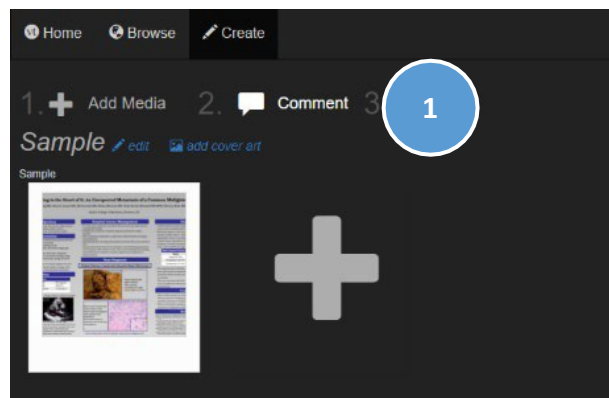**Let's move on to the next step:  Narrating & Submitting Your Poster**
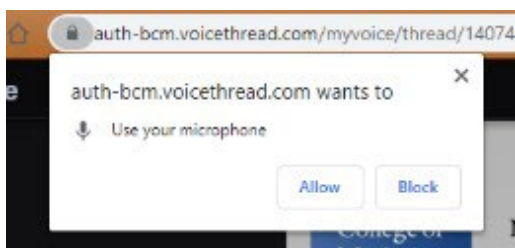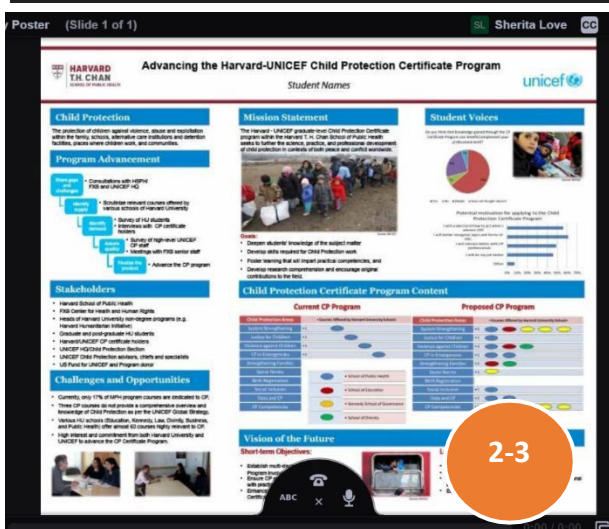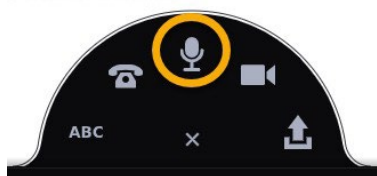
## Narrating & Submitting Your Poster

Now that your poster has been uploaded, now it's time to narrate or comment.  It is helpful to have this written out already, like a speech, or at minimum rehearsed. Your narration should be **5 minutes or less**, it is advisable to rehearse and time your narration.

1. With the first slide of your presentation selected, click the "**Comment**" button.

2. Locate the "**Make a Comment**" button that the center bottom screen.  You have the option of recording your narration three ways, via text, phone or microphone.

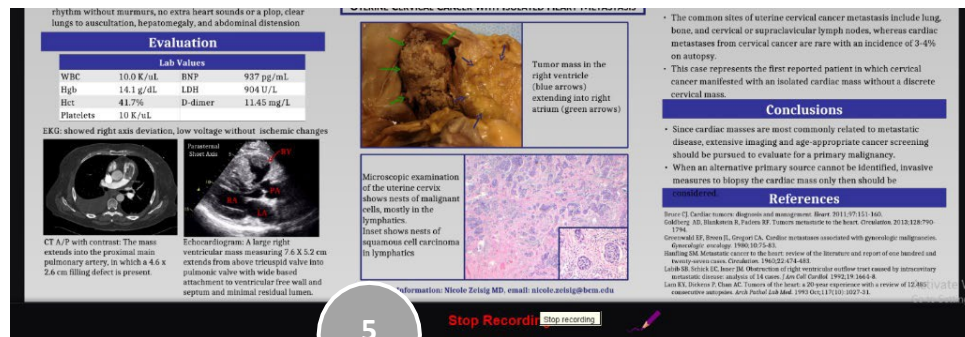   We recommend recording it using the "**microphone**"

Please note, depending on your browser and computer settings you may be asked to allow VoiceThread to Use your Microphone.  If this button pops- up, please "**Allow**".
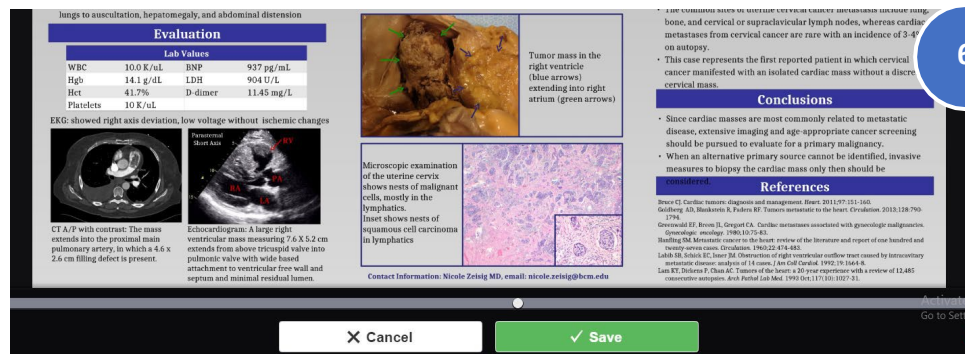
***In case of recording difficulties, please try all the workflows below:***

- Make sure that you are using either Mozilla Firefox or Google Chrome.
- Make sure your web browser is fully up to date.
- Clear your browser's cache.
- Make sure your browser allows third-party cookies.
- Check the browser's microphone and webcam settings to make sure the correct input is selected and that VoiceThread has not been blocked.
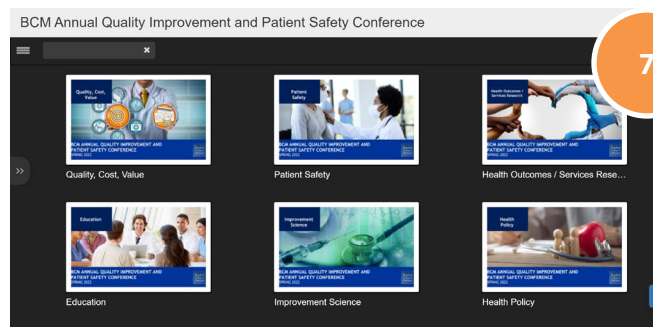- **For more troubleshooting tips, go to https://voicethread.com/howto-categories/troubleshooting/**

3. When you are ready to begin recording, click the "**microphone**" button.
On the first slide, introduce the title of the presentation and names of all contributing authors and before moving on to the next slide.

4. While in the recording mode, you can also annotate the slide using the **pencil icon** at the bottom of the slide. This will open the color selections. Tap on the **color** you want to use to **draw/annotate** important parts on your poster.



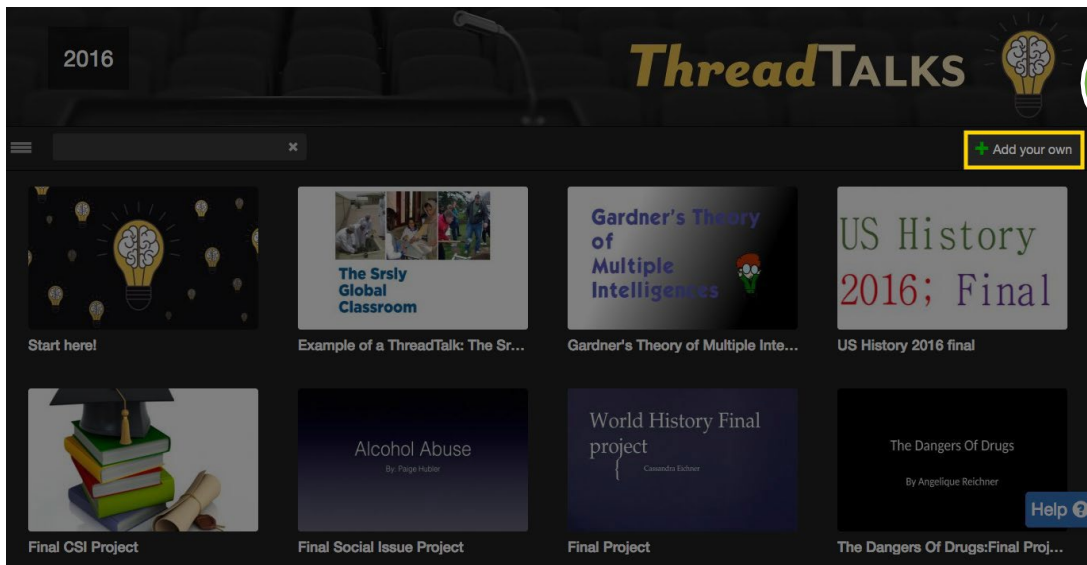5. When you are finished recording, click "**Stop Recording**".



6. As soon as you stop the recording, you'll be redirected to a playback of your audio. If you don't like it, click "**Cancel**" and repeat steps 2-4. If you are satisfied with it, click the green "**Save**" button.
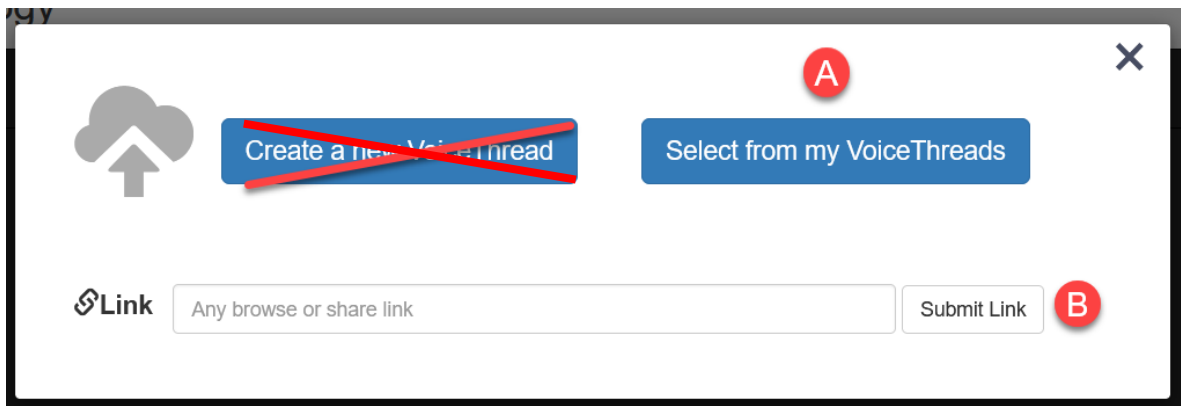


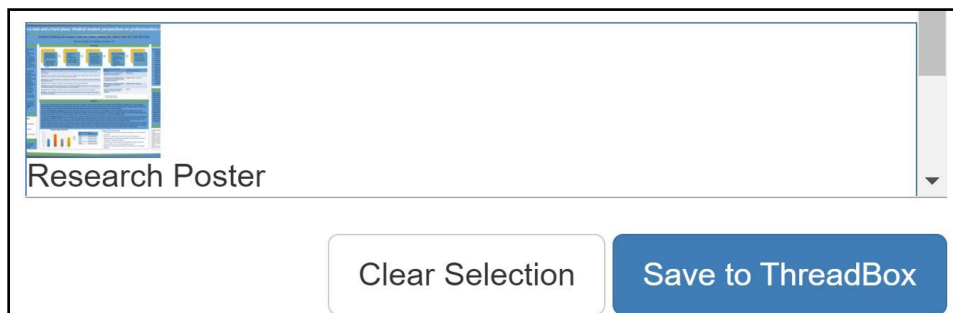7. To submit, go to the Annual Quality Improvement and Patient Safety Conference threadbox link provided before. https://bcm.voicethread.com/myvoice/browse/threadbox/6180

8. Click the "**Add your own**" at the top-right corner of an open VoiceThread.



There are two main sources from which you can add a VoiceThread. **[DO NOT select 'Create a new VoiceThread]**
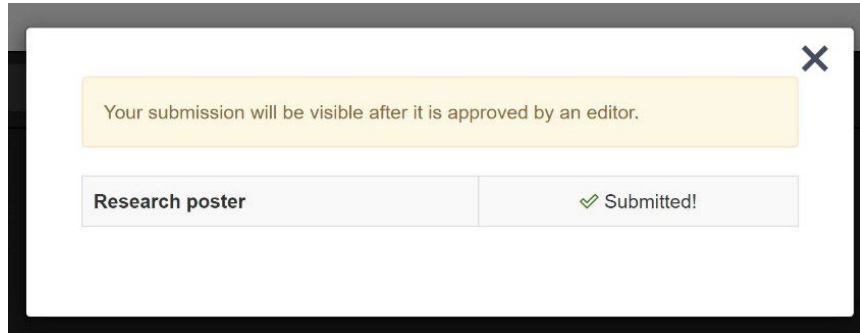


A. For your previously created VoiceThread, select the option - **Select from my VoiceThreads**. Select the VoiceThread presentation and click "**Save to Threadbox**".



B. **OR** Paste your previously created VoiceThread link the Link box and then click "**Submit Link**".

You will receive a confimation similar to the one below.

**Your poster will be visible once an administrator approves it.**



**Your finished presentation has now been submitted for approval!**