Using VoiceThread to Present at a Virtual Poster Session

What is VoiceThread?

VoiceThread is an interactive collaboration tool used to share content online. For the *2025 Mayo Clinic Enterprise Quality Conference*, you will record your audio/video poster presentation virtually using Voice Thread. Others can respond to your presentation online with comments, questions, or feedback.

Set Up Your VoiceThread Account

If you've never used VoiceThread before and need to create a new account:
- Go to **https://voicethread.com**
- Click *Register* at the top-right corner
- Enter your information into the fields and create a password
- Click *Register* to finish

If you have created a VoiceThread account for use at another conference or event, you can use your existing VoiceThread account to participate in the *2025 Mayo Clinic Enterprise Quality Conference* virtual poster session VoiceThread group.

When signing-in with an existing account, use the "**Sign-in with email**" option, do not use the "Sign-in via Institution" or other sign-in options.

Join the 2025 Mayo Clinic Enterprise Quality Conference group

Once you have an account, you are ready to join the group.
1. To join the group, **you must first be signed-in to VoiceThread** in your web browser.
   Use the "**Sign-in with email**" option, do not use the "Sign-in via Institution" or other sign-in options.
2. Leave the webpage open, return to this document, and click this link:
   2025 Mayo Clinic Enterprise Quality Conference
3. Click *Join & Go to Group*

Upload Poster and (Optionally) Additional Media

1. Once in the *2025 Mayo Clinic Enterprise Quality Conference* virtual poster session VoiceThread group, click the *+Add your own* button at the top-right
2. Click *Create a new VoiceThread*
3. Drag and drop your poster file into the browser… OR… Click *Add Media +*
   - Click *My Computer* and locate the saved poster, then click *Open*
   - Note: PDF format works best. PPT files tend to reformat and distort after uploading.
4. Add a **Title** and **Description** (optional)
5. If you have other media to accompany your poster (such as additional images or a PowerPoint presentation) you can drag and drop the file into the browser OR click the **+** to locate your file(s)
6. When you've added all of the media you wish to share, click *Share and Return to Group*

Record Video or Audio Presentation

You may record an audio or video presentation to accompany your poster. To add audio or video comments to your VoiceThread:

1. Navigate to the *2025 Mayo Clinic Enterprise Quality Conference* virtual poster session VoiceThread group and click on your poster's VoiceThread
2. On the first slide, click the **+** button at the bottom of the screen to record a comment
3. Select either the **Audio** or **Video** comment option
4. VoiceThread will countdown from 4, then you can begin speaking
5. Once you've finished, click **Stop Recording**
6. After the audio/video file has finished uploading, click **Save**
7. Navigate to any additional slides or media using the arrows in the bottom-right, then add your next audio/video comments as desired and save
8. Conference attendees will now be able to listen to audio/video comments as they view your poster presentation VoiceThread

Engage with Conference Participants and Poster Presenters

- Visit the *2025 Mayo Clinic Enterprise Quality Conference* virtual poster session VoiceThread group to access your poster presentation during the event
- Monitor your presentation throughout the conference and engage in an interactive experience with attendees
- Respond to comments, questions, or feedback from attendees using audio, video, or text comments

Resources

- Create a VoiceThread
- Record Video
- How to Comment