How to Record your Presentation

Pre-Recorded Speaker Videos:

- To create your presentation, you will need to record yourself presenting your slides. The resulting video file will then be loaded into the virtual event portal to be played at the correct time during the live program or will be set up to be viewed as On Demand content.
- **Please ensure you note your allocated presentation time and do not exceed this as the virtual platform will cut the recording off at the allocated time**. Please refer to your notification email for your presentation time limit.
- Any recordings that exceed the time limit will be withdrawn.

Poster Overview Videos:

- Create a **5-minute** overview video – you may include some slides to speak to. Introduce yourself and your work, your poster and suggest to viewers that they contact you via the "Meeting Hub" in our virtual event platform where you can connect with other delegates and to have a chance to answer questions about your work.

Getting ready to record your presentation:

- Make sure your recording is in Landscape format (not Portrait).
- Short poster overview videos where you are recording yourself speaking (with no slides) you could record using a phone.
  For videos where you will record yourself and share your screen to show your presentation slides, you can use a Zoom meeting to make your recording / record the audio of yourself presenting via PowerPoint / use a Teams meeting to record yourself presenting.
- **You can use any software or method to create your recording, as long as the final video file you supply is a .mp4 file.** Details on how to make a recording using Zoom are provided below.

How to set up your presentation area:

LIGHTING

- Natural lighting is best, and your FACE must be lit.
- Do not have light or a window behind you otherwise your face will be in a shadow and not easily visible.

BACKGROUND

- You can download a Zoom background file to use from our website if you would like to use this.

SOUND

- Present from a room that can be closed off and is free from outside noise. Small spaces produce better sound quality.
- If your sound is not very loud when you do a test, you can check your sound on your settings. On a PC go to settings / System / Sound.

- Headset is optional provided your microphone picks up your voice well.

CAMERA

- You might need to *allow your camera* to be used your recording software.
- On a PC go to Settings / Privacy / Application permissions / Camera.

MINIMISE DISTRACTIONS

- Make sure that people know you are presenting to minimise distractions and noises.
- Turn off your phone notifications.
- Turn off your computer notifications.
- Don't have any pets in the room with you.

YOUR SPEAKING STYLE – TIPS

- Appear engaged and vary your tone as you speak so that the presentation does not become monotonous.
- You should not have to raise the volume of your voice if you are in a quiet space.
- Do not speak too quickly, give people a chance to absorb the information. Pause briefly every now and then to give the attendees and yourself a little break.
- Speak to/look at the camera, even intermittently if reading notes, this way you will be looking at the people watching.

PRACTICE AND TEST

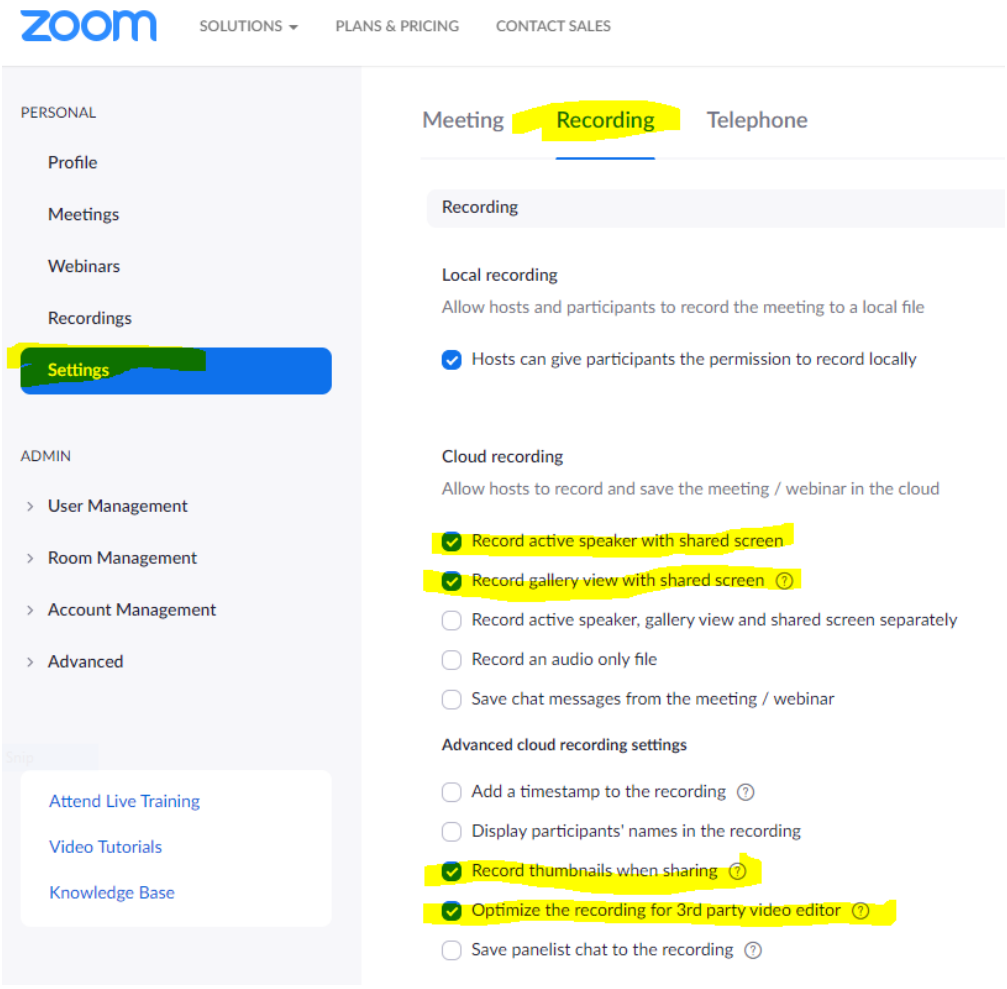
- Know where your camera is and speak to the camera.
- Do a test run first to know the length of your presentation – is it over or under time, do you need to adjust?
- It is best to wait for a few seconds at the start of your presentation, then introduce yourself and start your presentation.

How to record your video using Zoom:

You can create a Zoom meeting to record your presentation. The recording will be available to you as a .mp4 file for you to send to the organisers.

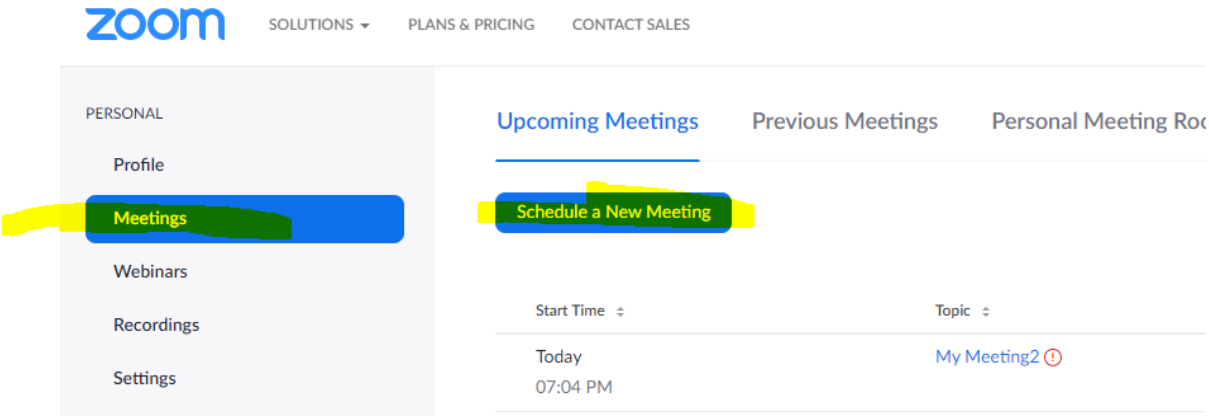
Before you create the Zoom meeting, check your settings:

1. Go to the **settings** menu on the left, select **recording** menu on the top bar
2. Check you have the **settings as below**, and then **Save**.

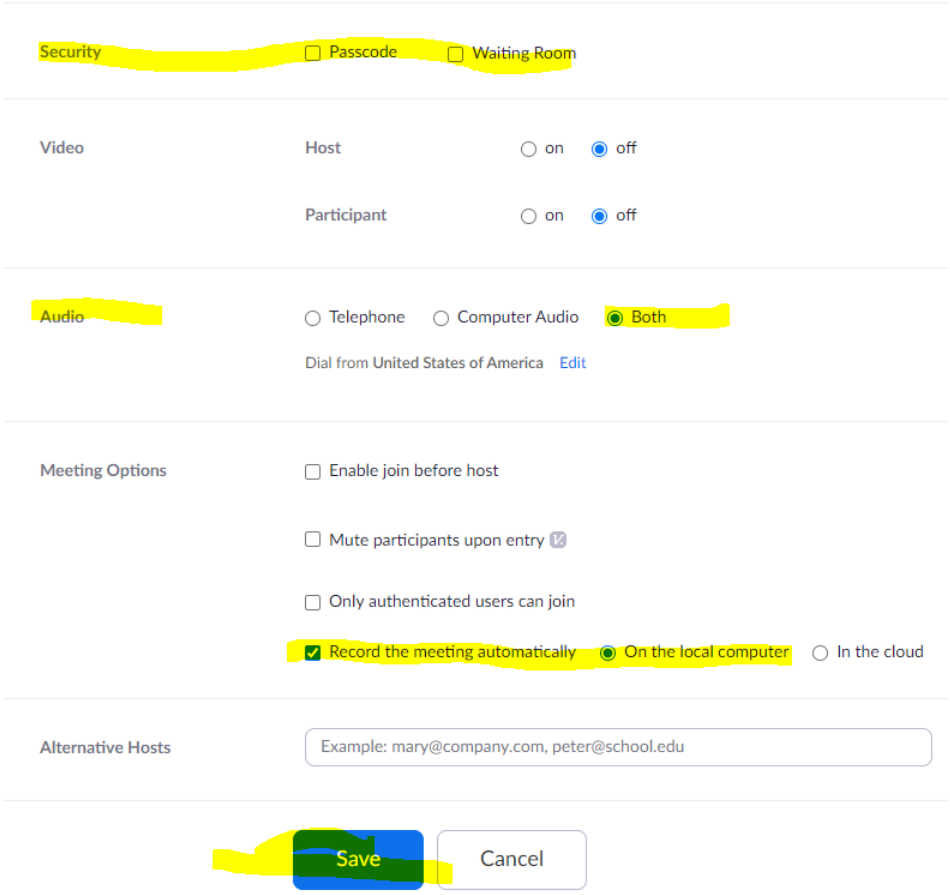


To set up your meeting:

1. Go to the **Meetings** menu on the left and select "**Schedule a New Meeting**"



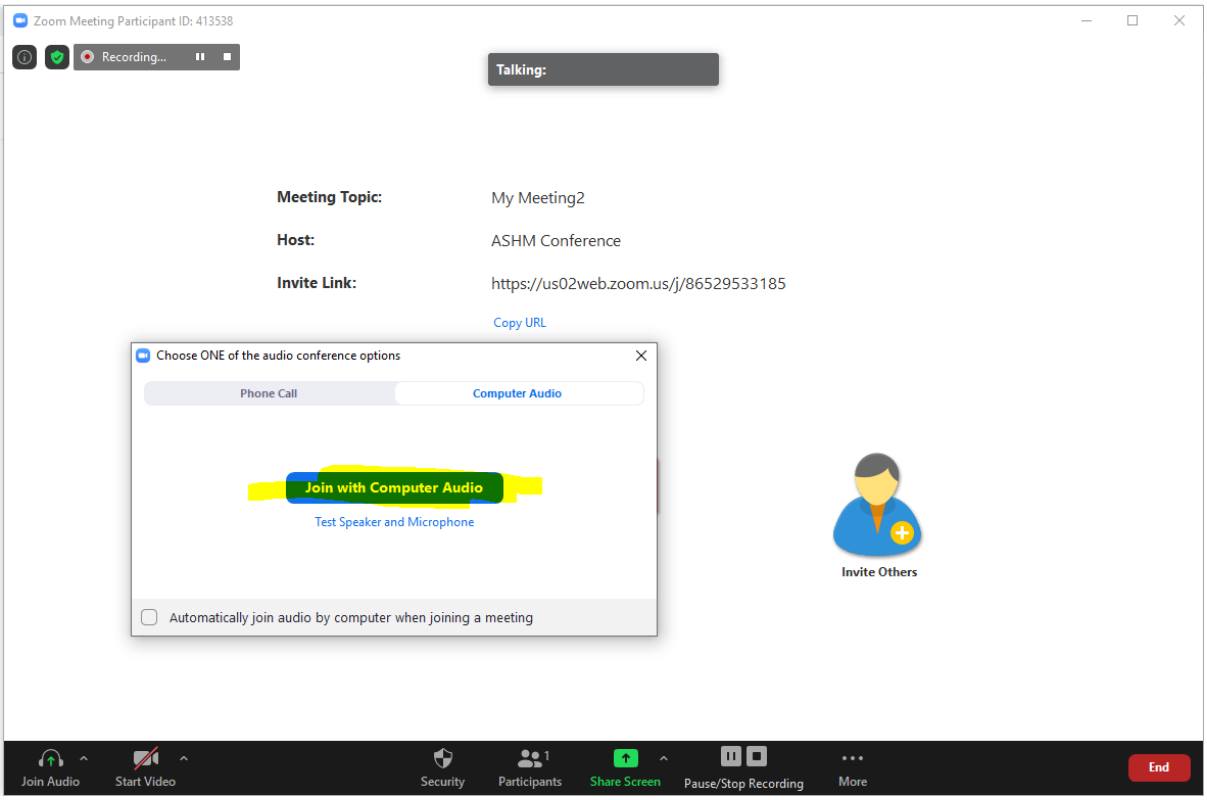
2. Set the meeting time etc. and **choose the security, audio and recording settings** as below (you must **save the file to your local computer**). Select **Save**.



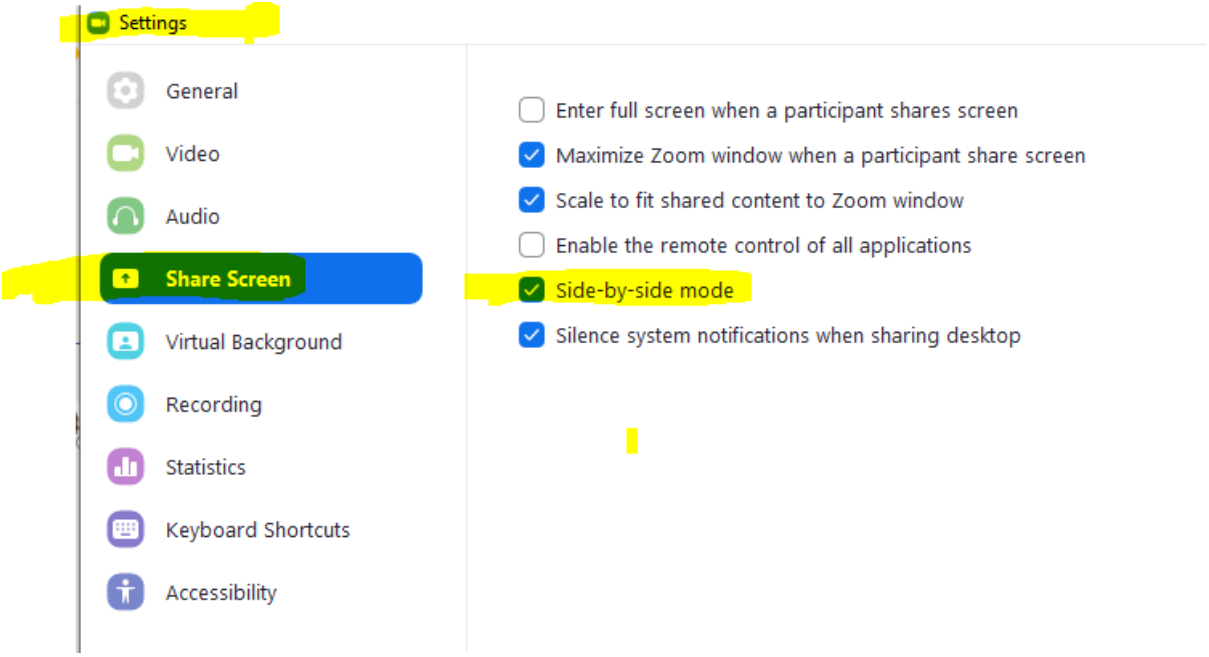
3. We recommend you set up the meeting for 1 hour so that you can start the meeting, do a short test recording with your settings, then stop the meeting and check the layout in the recorded file is as you would like it.
4. You can the go back to your meeting list and start the same meeting again using the remaining time to record your full presentation.

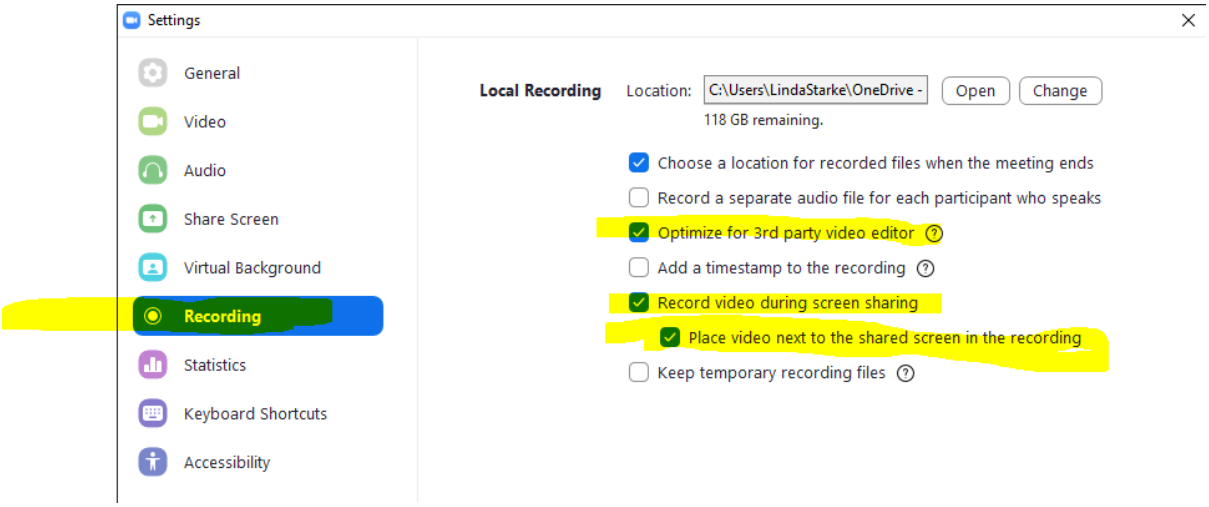
To start your meeting:

1. In the left-hand **Meeting** Menu – you should see a list of meetings with the one you have just created.
2. Click **Start Meeting** to begin.
3. This will open a new Zoom popup window. Choose to **Join with Computer Audio**.



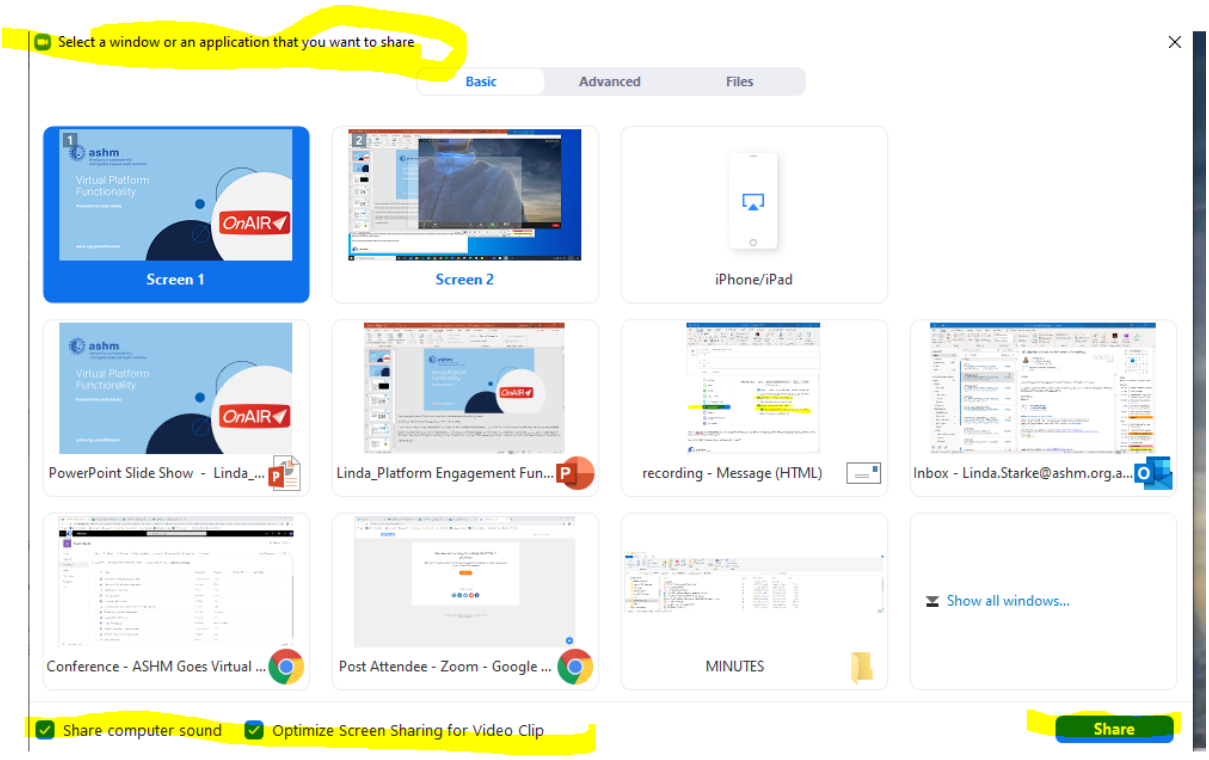
4. Click **up arrow next to Join Audio to set your audio** – are you using a headset?
5. Click **the up arrow next to Start Video**, then click Video Settings…
6. Choose the **settings as below on Share Screen menu**, the settings on the **Recording** menu
7. You can choose to have the video recording sitting side by side or over the top of your slides – an explanation is shown below.





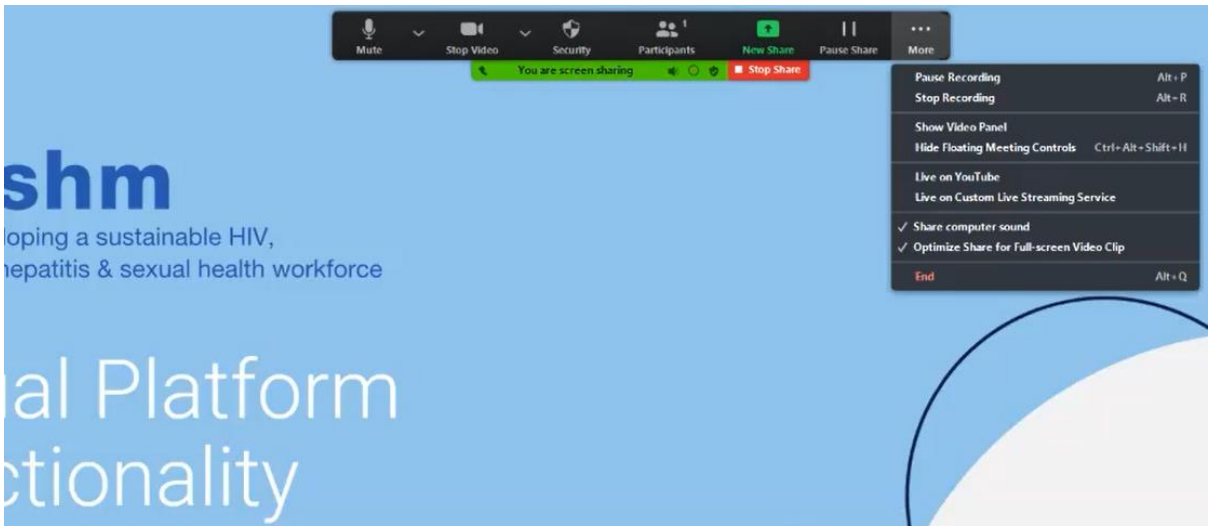
8. Once the settings are made, **click the Start Video** button in the bottom left to share your video. This will show you as full screen, or you **can share your screen to show your slides** (click **the green button** in the bottom middle of the screen).

IMPORTANT: Click the two check boxes on the bottom of the Share Window screen to record the computer audio if you have sound in your PPT e.g. a video or audio file that you want people to hear.

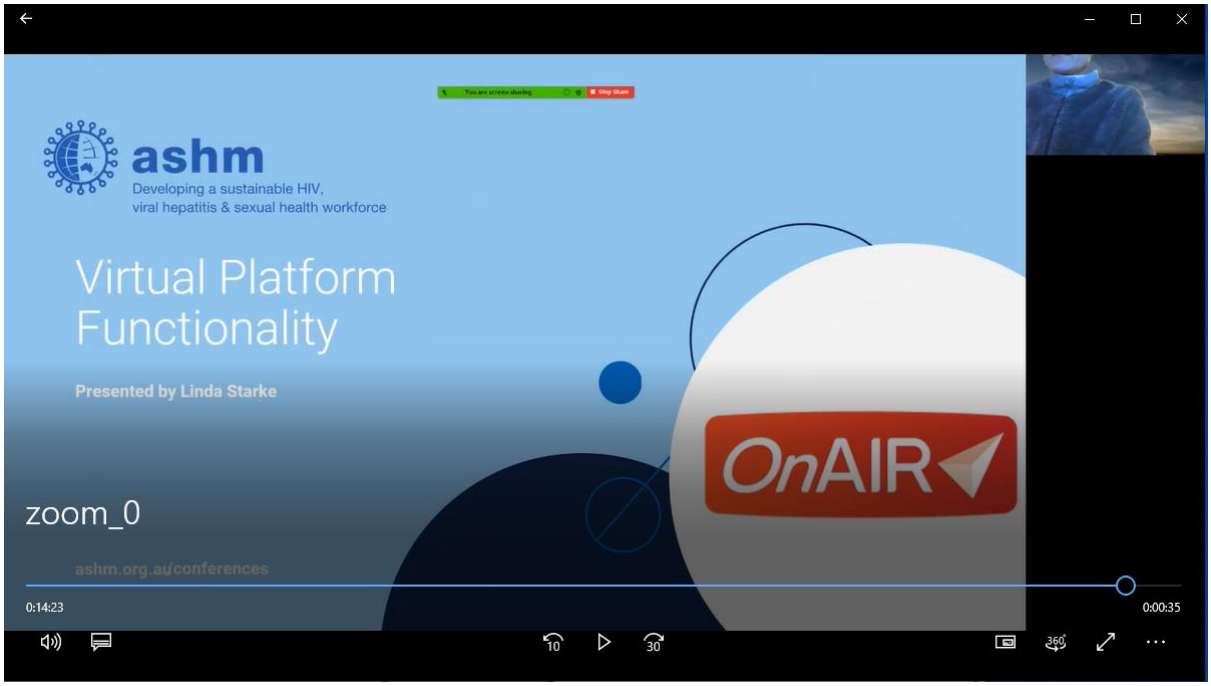


9. Once your screen is shared the menu bar will move to the top of the screen.

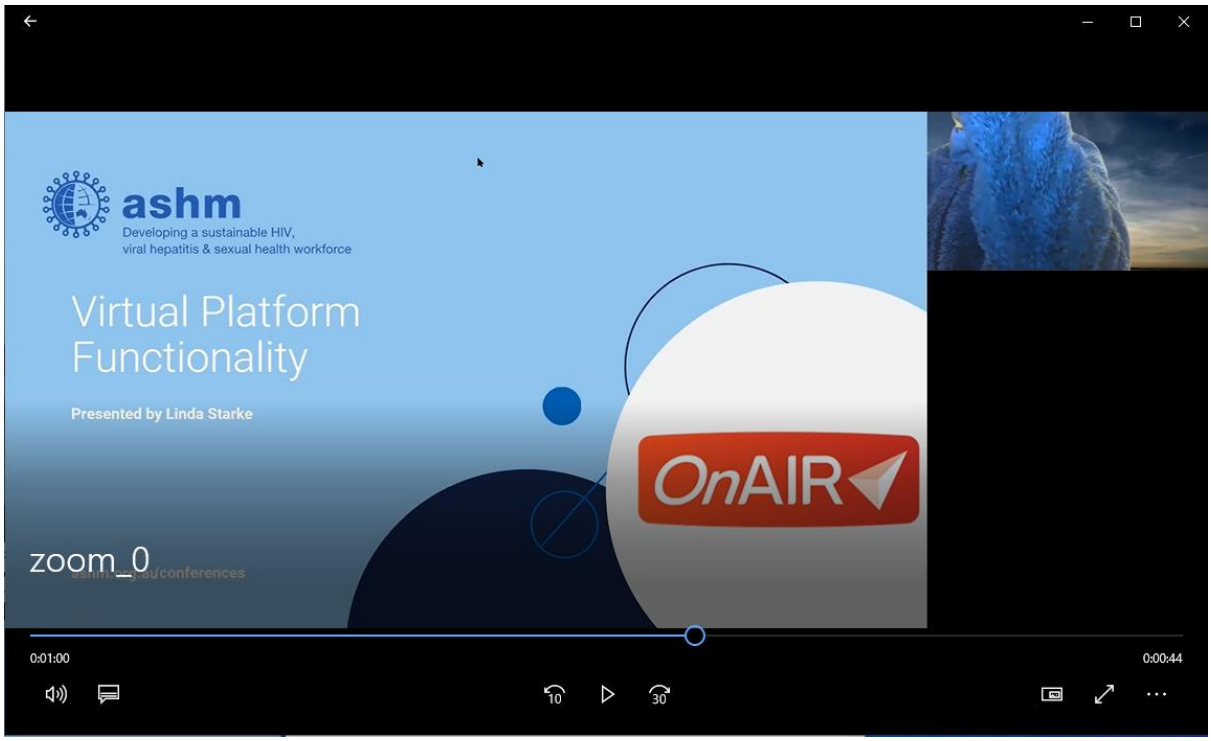
10. Click to the three dots **More** menu on the right side of the menu panel, and you can toggle on / off to **SHOW VIDEO PANEL or HIDE VIDEO PANEL** (third item down on the list)



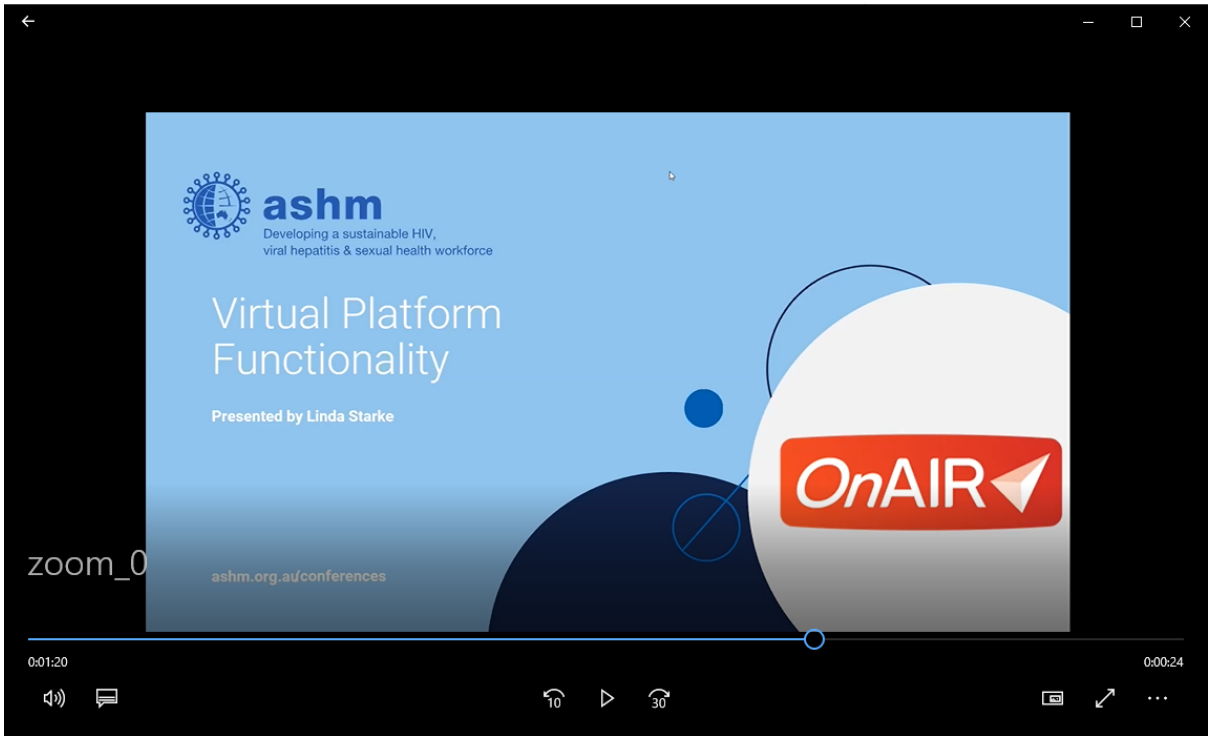
11. If you have chosen the **side by side setting** on your video recording, and you click to show your video panel, then you will **see your video alongside your slides** (see below). Your presentation slides will be smaller in this view.
12. You could choose to turn your video panel on and off for more data heavy slides



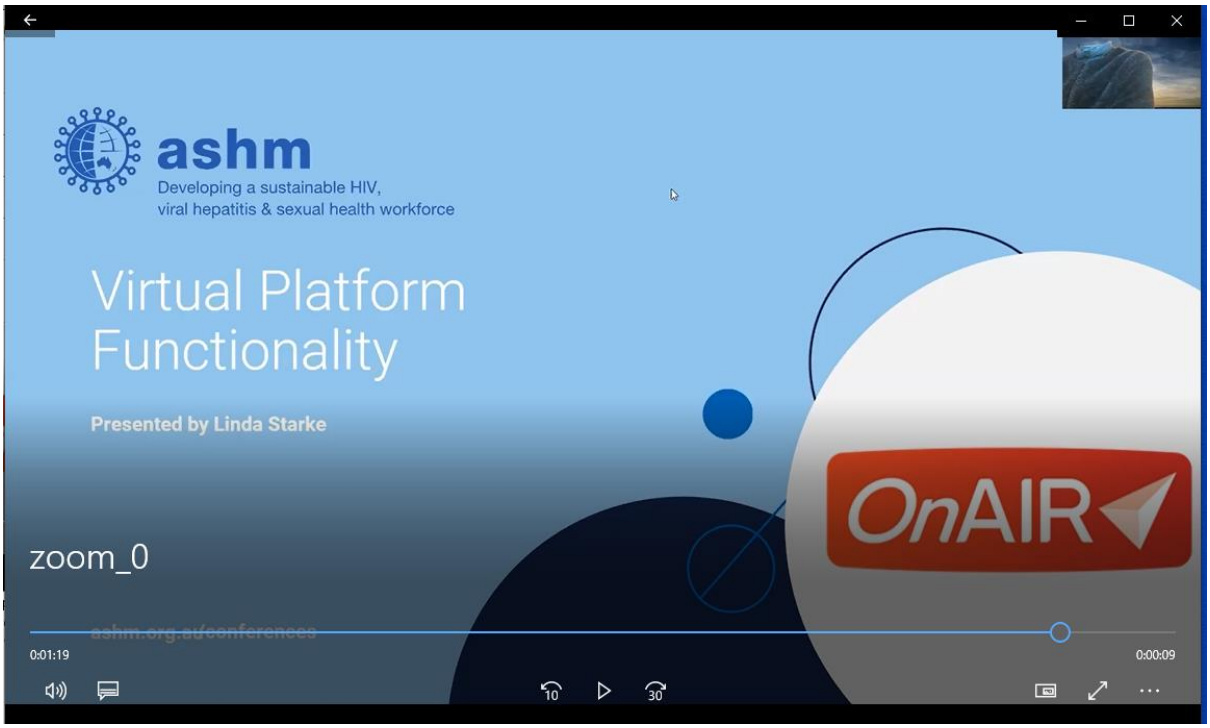
13. When you have your video panel showing it will pop open in it's own window on your computer screen. You can drag the corner of this video window to increase the size of your video which will in turn reduce the size of your presentation slides (see below).



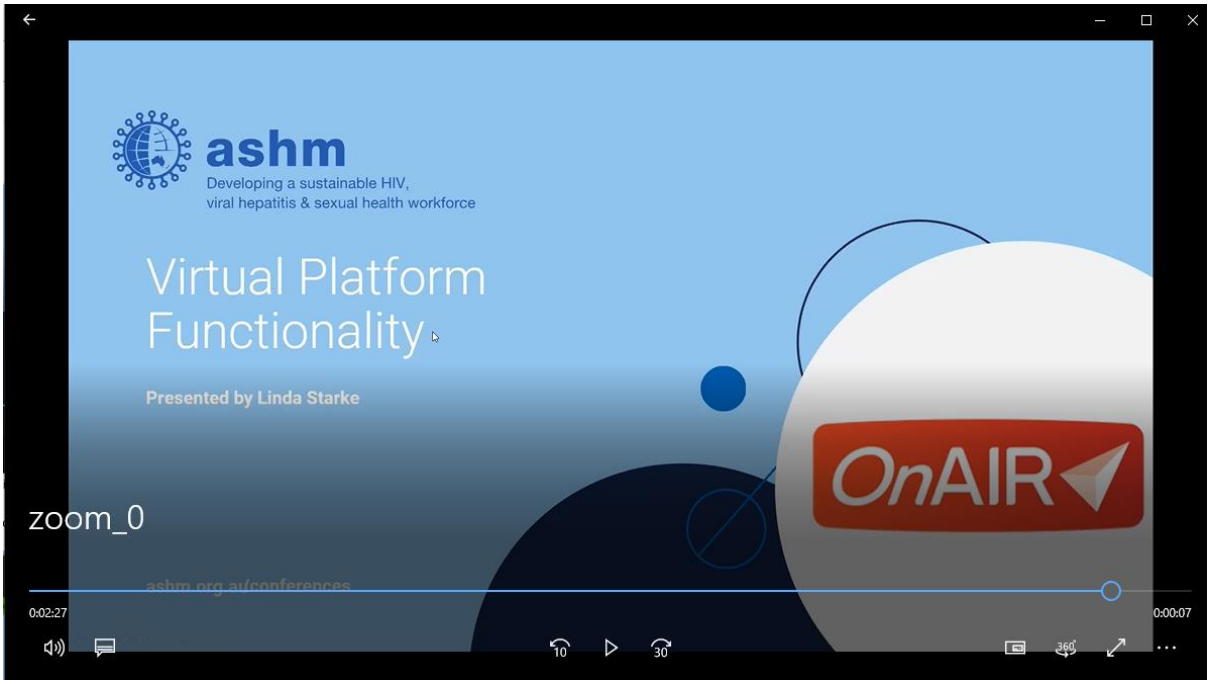
14. If you then turn off your video panel, you will only see your screen, but the size of the screen will be reduced.



15. If you have not chosen the side by side setting on your video recording settings, then your **video will appear on TOP of your slides**.
16. You can choose to **SHOW or HIDE your video panel** as before, but you cannot change the size of your video panel in this mode as you could in the side by side mode above.



17. If you choose to HIDE the video panel then you will only see your slides and hear your voice.

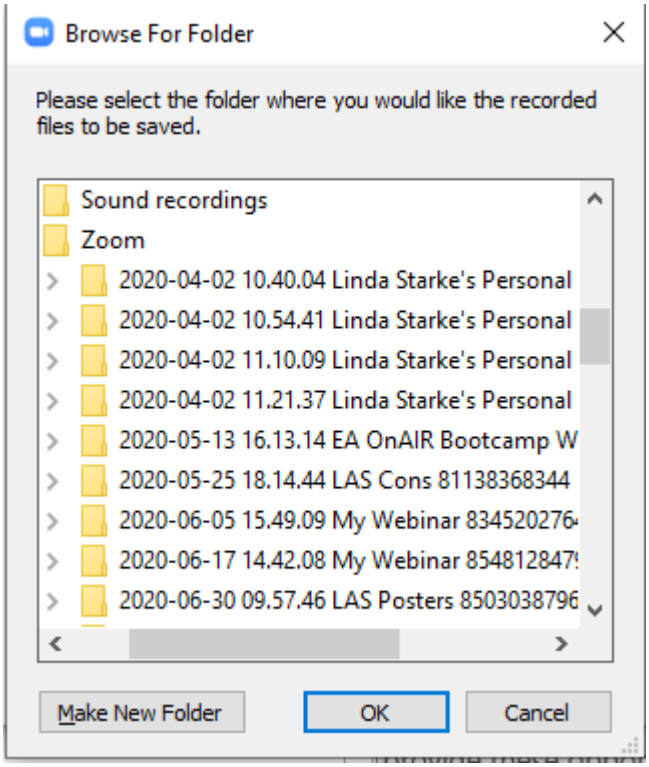


NOTE: You cannot switch between the Side by Side / Over the top of your slide settings once you have started sharing your slides / started recording. You will need to end the meeting / finalise

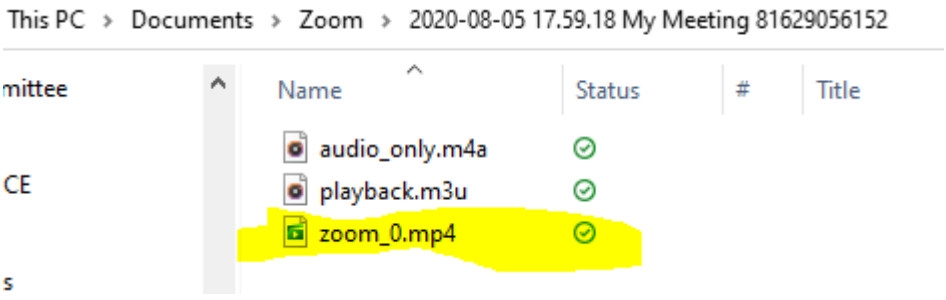
the recording, and then go back into Zoom and start your meeting again, and change the settings to what you want before you share your screen.

To finish your recording / get the .mp4 file:

1. Click to End Meeting For All when your presentation is complete and the recording will be processed to your computer.
2. There will be a popup box asking where you want to save the file.



3. There are usually three files in the recording folder – **we ONLY need the** Zoom…..**mp4 file**.



NOTE:

- **ASHM will <u>not</u> edit any 3-minute overview videos created by poster presenters.**
- **ASHM can "top and tail" the recording files for abstract oral presenters, invited speakers and keynote speakers i.e. edit off any part of the recording where you were getting ready/ after you were finished your presentation.**

Presentation Consent

The Conference organisers are making every effort to distribute information presented at the Conference.

By accepting your presentation, you consent to your presentation being available and downloadable via the virtual conference portal.

Please refer to our guide on How to Name and Supply your Files