



## 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.**
- Any recordings that exceed the time limit will be withdrawn.

### Poster Overview Audio Clip:

- Create a 3-minute overview audio clip– introduce yourself and your work 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 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. Details on how to do this are provided below.
- **You can use any software or method to create your recording, as long as the final video file you supply is a .mp4 file.**

### Presentation Recording

Your **Presentation Recording** must not exceed the time allocated to your presentation. Please set the aspect ratio of your PowerPoint slides to **16:9**.

You are free to record your video with any software you feel comfortable with. You can use any software or method to create your recording, as long as the final video file you supply is a .mp4 file.

If you have little experience recording videos, we recommend using Zoom to complete your recording.

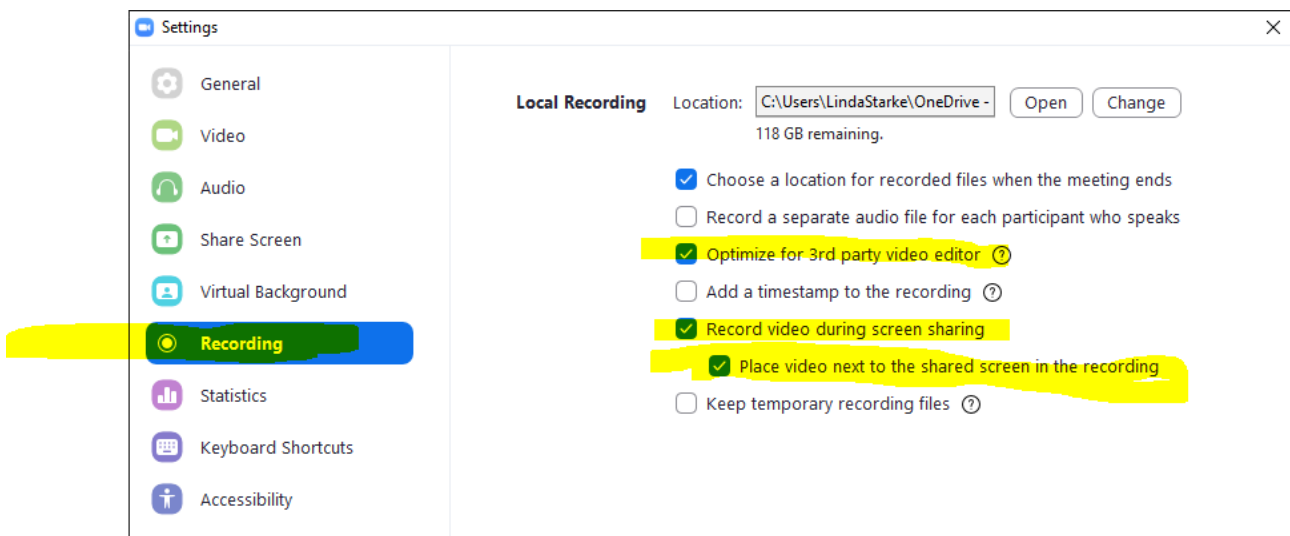
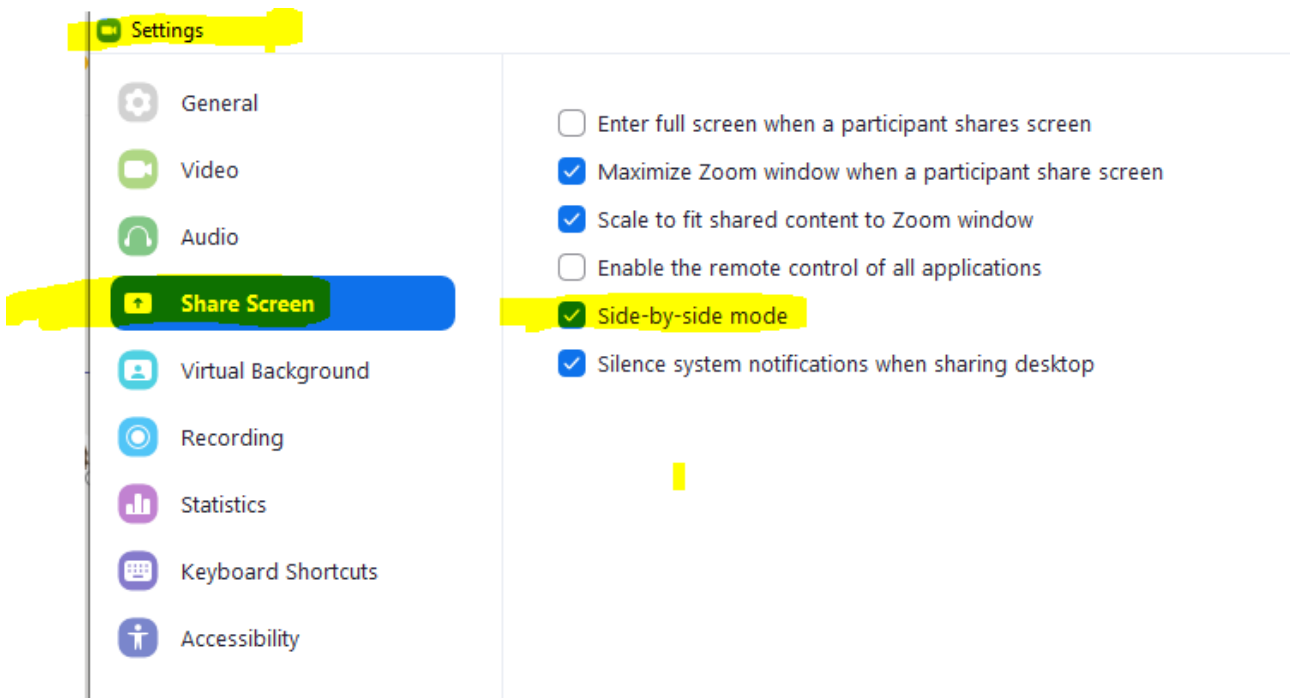
### Zoom

If you have created a Zoom account (including the free version), you can simply start a Zoom meeting and record the meeting to your local hard drive. **NOTE:** Please do not place information in your slide design in the top right hand corner, as your web camera video will cover it up in the recording.

### The basic process is as follows:

- a) Start a new Zoom meeting.
- b) “Exit Full Screen” if the meeting window has covered your whole screen by default.
- c) If you are using a slide deck, open it in a new window. In PowerPoint, you can set the slide show to begin in a window (instead of taking up the whole screen) by following these steps:
  - i. Go to the “Slide Show” tab
  - ii. Click the “Set up Slide Show” button
  - iii. Select “Browsed by an Individual Window”
  - iv. Click the “From Beginning” button to begin the slide show.
- d) In the Zoom toolbar, click “Share Screen” and select the “PowerPoint window”.

- e) In the Zoom toolbar, navigate to the video button, select 'video settings' and the share screen menu settings. You can choose to have the video recording sitting side by side or over the top of your slides – an explanation is shown below.



- f) Click "Record" in Zoom (it may be under the "More" button). You can also start recording by using the Alt+R combination on your keyboard.
- g) The recording will begin immediately. Go through your presentation. When you are done, click the "Stop Recording" button, or the Alt+R key combination again.
- h) End your meeting.
- i) Wait for the recording to be processed. It will be saved on your computer, and Zoom will open the folder with the recording.

## Presentation Tips

### Tips for setting 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.

#### 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 by 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.
- Do not 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.

#### NOTE:

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

#### Presentation Consent

By submitting a virtual presentation, you agreed that we can load and display your presentation in the virtual platform for registered APSAD 2021 delegates.