How to Record your Presentation

Pre-Recorded Speaker Videos:

To create your presentation, you will need to record yourself presenting your slides. You will be able to upload it to the Whova virtual conference platform to be played at the correct time during the live program and will be set up to be viewed as On Demand content after the conference.

· **Please ensure you note your allocated presentation time of 12 minutes so that there is time for questions!**

If you have slides, ensure the text on the slides is 20pt font or larger so people can read them! Keeping slides simple is always better.

Getting ready to record your presentation:

Make sure your recording is in <u>Landscape</u> format (not Portrait). You can use a familiar software to create your recording. Zoom, PowerPoint, and Teams all have options to record video and audio of yourself presenting with slides.

· **You can use any software or method to create your recording, as long as the final video file you supply is a <u>.mp4 file</u>.** 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 should be well lit, and your mouth should be clearly visible to the audience.
· Do not have light or a window behind you otherwise your face will be in a shadow and not easily visible.
· If there is not enough natural light, you can include multiple points of light to improve visibility (such as an overhead light and a lamp).

BACKGROUND

· Make sure your background is tidy and not distracting. You can always use a <u>Zoom background</u> to keep focus on you, the speaker. If you would like to use a background, check your wardrobe does not have the shade of green that will cause issues with the background.

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, unless you plan to introduce them to the audience.

YOUR SPEAKING STYLE – TIPS
- Bring your passion and enthusiasm for your topic to 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.
- Try to have your camera placed at eye height, or slightly above, and speak to/look at the camera, even intermittently if reading notes, this way you will be looking at the people watching.

PRACTICE AND TEST
- [Test your computer or device audio.](#)
- [Test your video](#).
- Know where your camera is and speak <u>to the camera</u>.
- 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 recording, then introduce yourself and start your presentation.

How to record your video using Zoom:

You can create a Zoom meeting to record your presentation, which will be appropriate for uploading to the Whova platform.

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**.

How to record your video using PowerPoint:
You can create a recording using the **PowerPoint 'Record Slide Show' feature**. Make sure you record in 16:9 format and output as HD MP4 (1920 x 1080px). Instructions on how to do this can be viewed
here:
https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33