

SELF PRE-RECORDING



Guidelines

PRIOR TO RECORDING

Prior to recording, ensure that:



- Your **webcam** is of high quality. You may replace your built-in webcam with a separate webcam of higher quality.



- You use a **headset**, earphones or external microphone to exclude background noise and sounds.

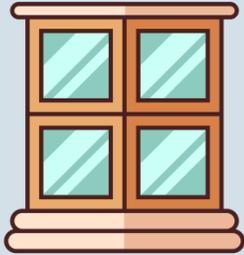


- Your face and the camera are at **eye level**. If you are using a laptop, you may place it on books or a shelf.



- Place yourself in the centre by **adjusting your camera angle** both horizontally and vertically, ideally from mid chest to above your head, like in a passport photo.

PRIOR TO RECORDING



- **Lighting** should be facing you and not coming from behind you, as it will make your face darker.



- Consider sitting facing a **window**, or placing a small **LED light or lamp** on your desk facing you.



- You're sitting in a **neat space with a tidy background**, eliminating any items which may distract you or the audience.



- Your **internet connection** needs to be at least 0.5 mbps. A secure wired connection is recommended. You may check your internet speed at: www.speedtest.net

PRIOR TO RECORDING



- Your slides need to be in **16:9 format** (widescreen), as per the attached template.
- We recommend using **Microsoft Powerpoint**, if possible the most advanced version (.pptx). Note that some versions allow video recording and others only voice recording.
- Consider using a **personal timer** to ensure you stay well within your allocated presentation time.

RECORDING

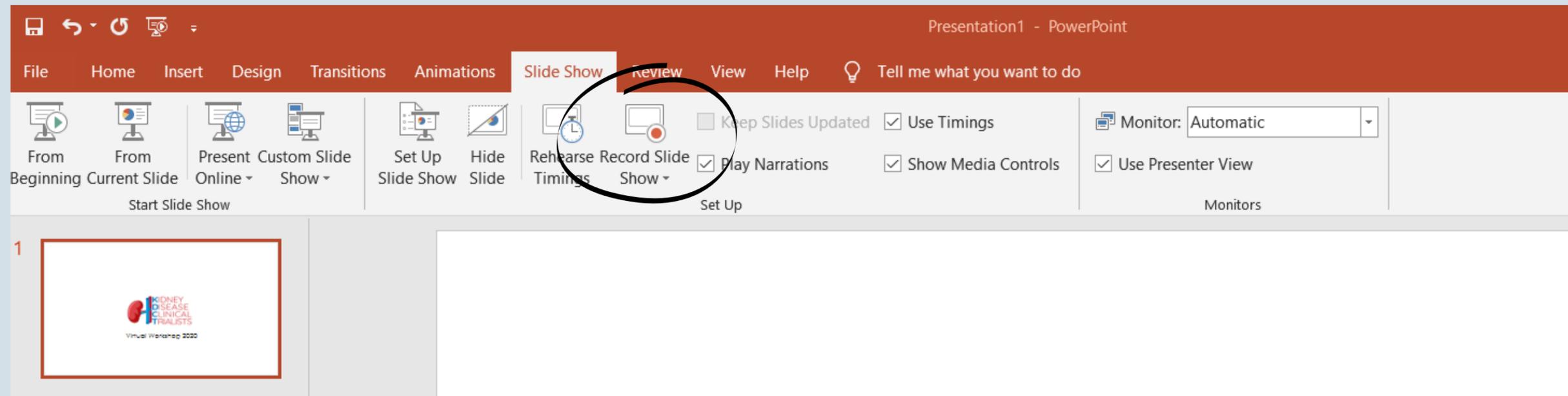
RECORDING USING MICROSOFT POWERPOINT



Preferred method for presentation recording is MS Powerpoint (Office 2019 version). Once your presentation is ready, go to Slide Show, and click on Record Slide Show.

Record Slideshow is an option for both Mac and PC versions of Powerpoint. Brief instructions are provided for the PC version. Correct presentation set up may differ between Mac and PC versions. Your presentation should be saved as a PowerPoint file and also as a .MP4 video file. Office 2019 Mac is required to Export your presentation to a .MP4 Video File.

For our conference, the Powerpoint Slideshow should be recorded as Full Screen for best display of Graphic Data. This must be specified using Slideshow Set Up on the MAC version. Set Up Show must also specify Play Narrations and Use Timing on the Mac version to ensure proper playback of your presentation. Note that different versions of PowerPoint may not have the same functionalities presented below.



RECORDING

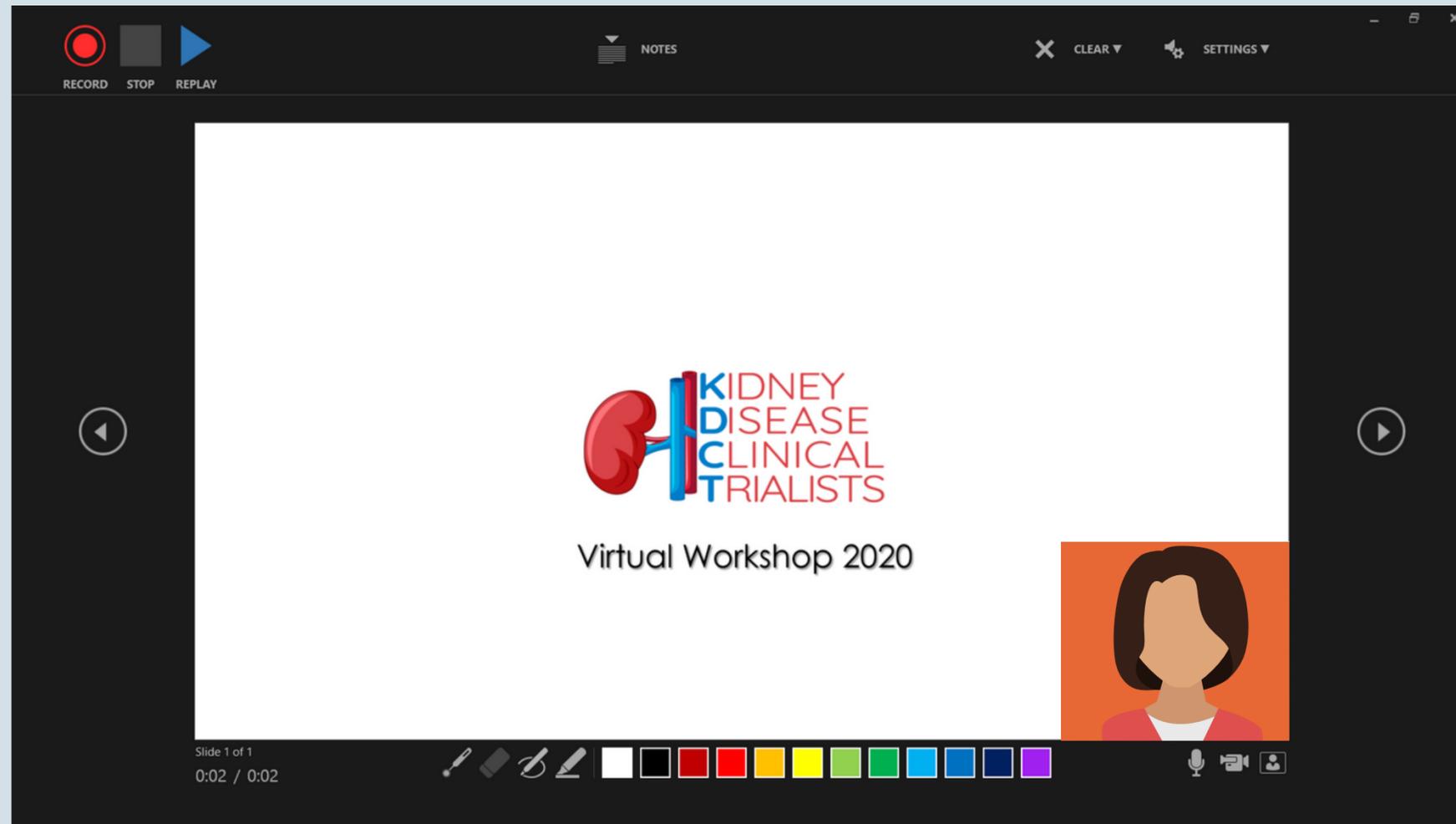
RECORDING USING POWERPOINT

You may use personal notes in your presentation using the "Notes" icon in the top, they will not be displayed in the final recording.

To begin recording, press the red button, then you may pause using the same button, or stop when it's finished.

Tip: Allow a few seconds to ensure your introduction is not cut short.

You may use the icons in the bottom to add notes and highlights.



The icons in the bottom right of the screen are used to enable your camera, microphone, and face preview.

Tip: Try looking at the camera rather than reading from a printed copy. If your face preview is blocking your slide view, you may disable it by using the bottom right key.

Make sure you save constantly to avoid losing your previous draft.

Once completed, your face recording will appear automatically in your presentation slides, you may move it to an empty section of your screen and control its size. The recording will play automatically in the Slide Show of your presentation. Once finished, please save your presentation as a movie (.mp4) NAMING CONVENTION: Surname_Name_Abstract Type_Length_Abstract ID# Recordings are due no later than April 15, 2021. SEE FULL INSTRUCTIONS for information on how to submit.