<u>Recording a Video Presentation: The Basics</u>

The following is a brief outline of the steps involved in preparing your AME 2020 video presentation:

1. **Prepare your presentation materials and remarks.**

2. **Decide if you want your recorded presentation to include video of you, in addition to your remarks.** Please note that the detailed instruction guides we have prepared for recording presentations in PowerPoint and Zoom assume that you would like to include both audio and video of yourself. If you prefer your presentation to consist only of your slides and your voice, all you need to do is disable your webcam when you record your presentation.

3. **Record your presentation.** There are numerous ways to record presentations, but we recommend using PowerPoint as an all-in-one solution for both preparing and recording your presentation. We have prepared a brief guide on how to record using PowerPoint, Zoom and Prezi, which you can find below.

4. **Save/Export your presentation as an .mp4 format video file.** Presentation videos MUST be in .mp4 format in order to be uploaded to the conference app, Whova.

5. **Upload your presentation video to Whova.** Presenters will be sent a link that will allow them to upload their recorded presentation to the virtual conference app Whova.

Recording a Presentation with PowerPoint

If the basis of your presentation is a PowerPoint slide deck, recording your video presentation directly in PowerPoint is the option we recommend for AME 2020 presenters. To record your presentation in PowerPoint, follow the steps outlined below:

1. Open your PowerPoint slides.

2. Click the "Record Slide Show" button under the "Slide Show" tab.
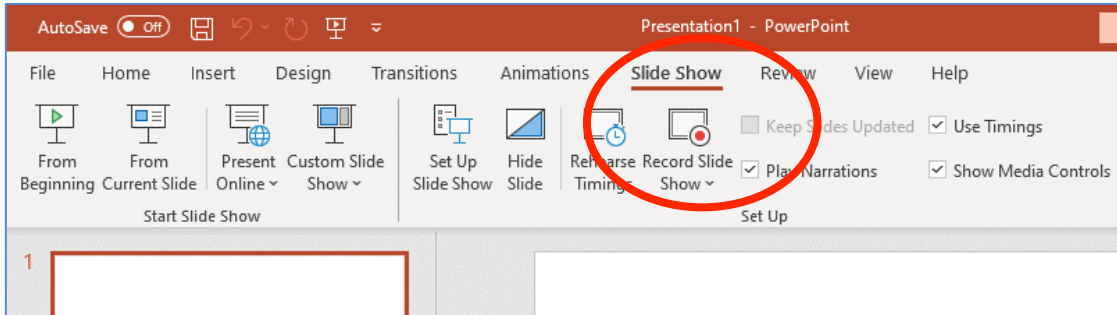
3. Ensure that you have selected the correct microphone and camera in the "Settings" option in the top right corner of the screen.
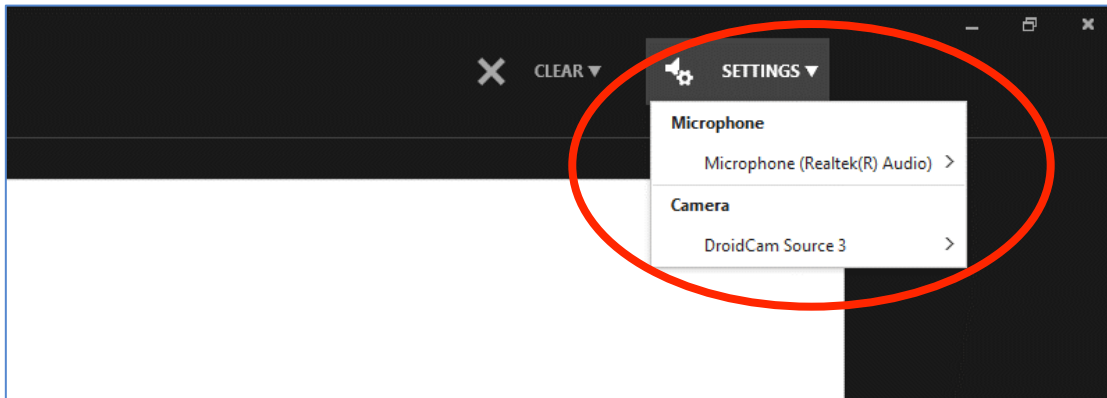

4. You should now see your slides along with a camera feed in the bottom right corner of the screen. Don't worry about the position of the camera feed at this point, you will be able to move it around once you have completed your recording. When you are prepared to begin recording, click the "Record" button in the top left corner of the screen.

PowerPoint will give you a three second countdown, then begin recording.
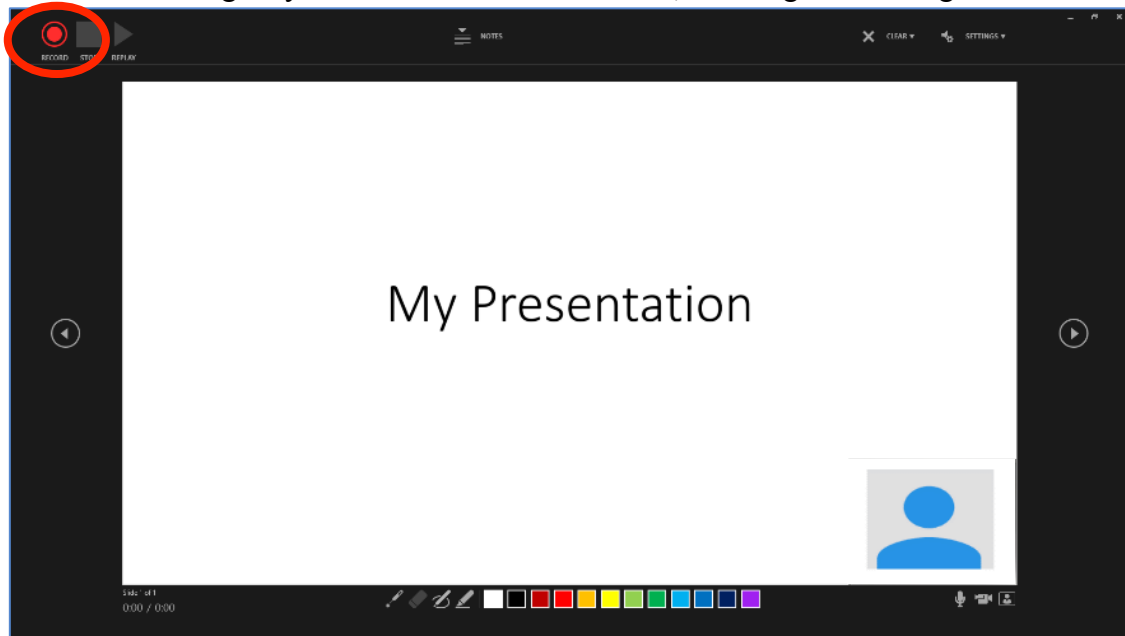

5. Present your slides. During the course of your presentation you may also want to use PowerPoint's laser point or marker tools to draw attention to particular portions of your slide.

6. Use the buttons in the top right of your screen to pause the recording at any time or stop the recording when you are done.
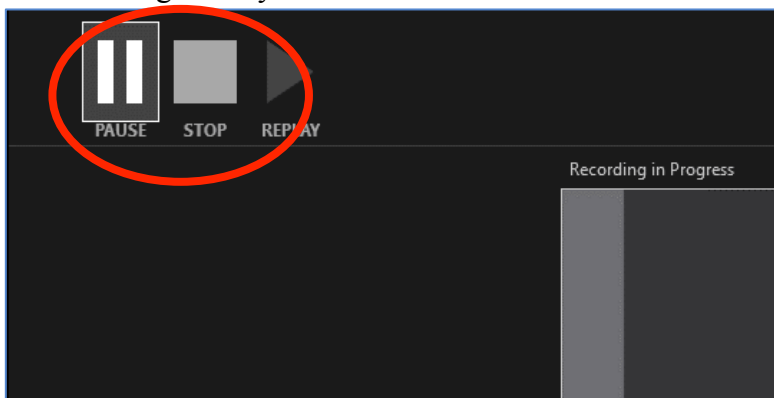

7. When you have completed your recording, you can watch it using the "Replay" button to ensure everything is to your satisfaction. Once you are happy with your recorded presentation and have exited the slideshow, you should now see a webcam video embedded on each of your slides. You can now resize or reposition where the webcam

video will appear on each slide.
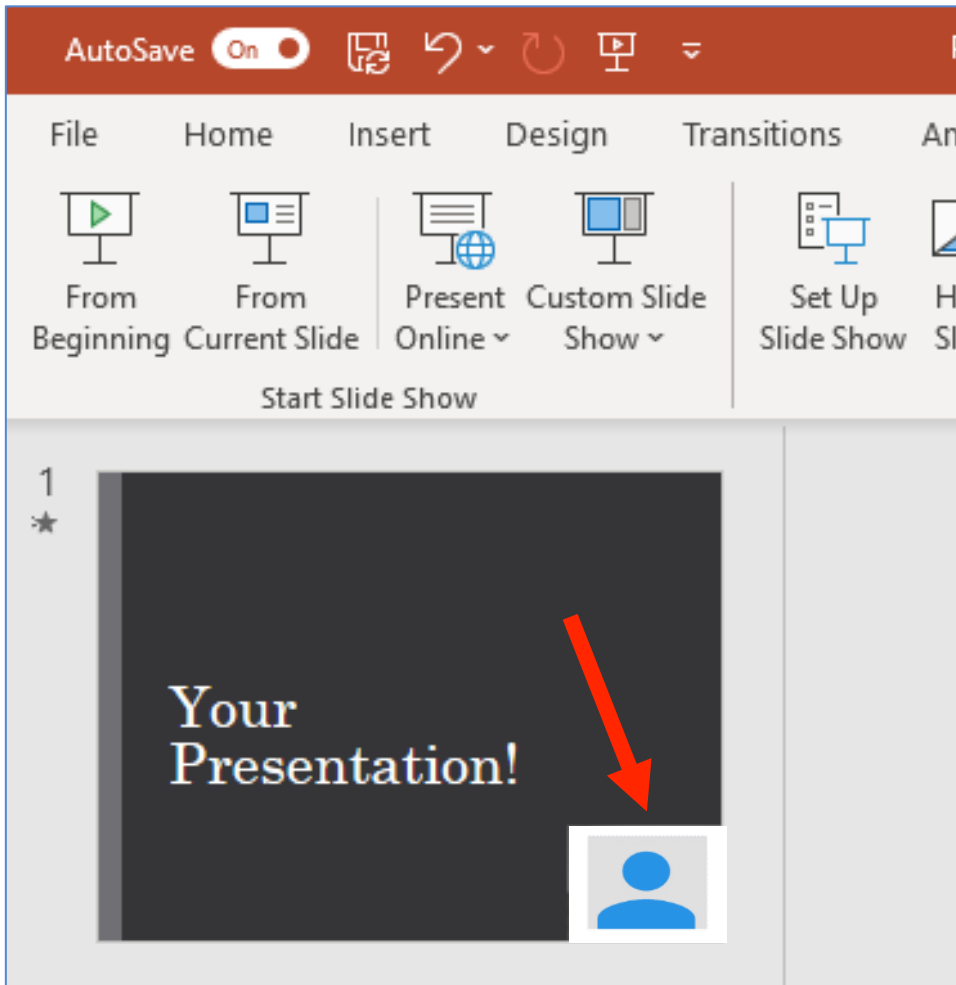
8. Once you are happy with your recording and the position of your webcam video, you are ready to export your presentation as a .mp4 format file. From the PowerPoint homepage click File > Export > Create a Video. Make sure you have selected "Use Recorded Timings and Narrations", then click "Create Video".
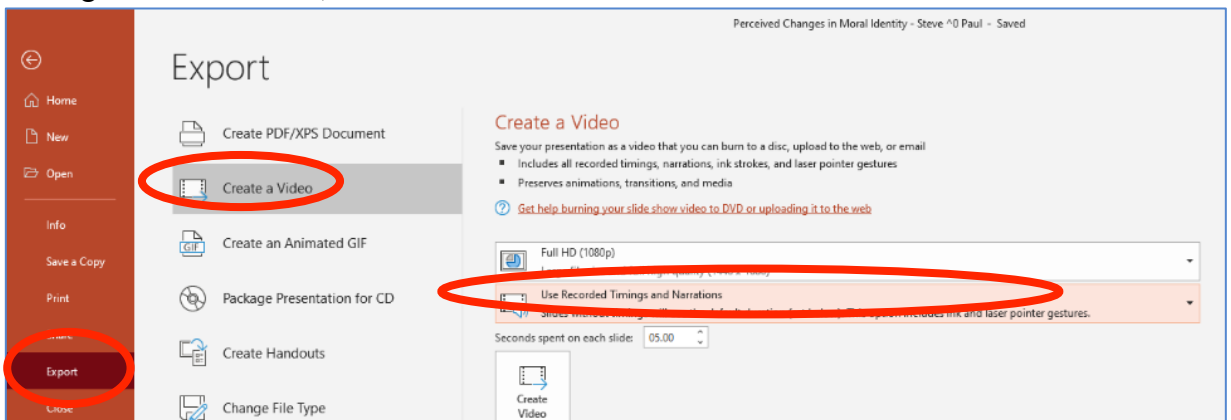
9. PowerPoint will now prompt you to select a file name and format. Make certain you select the "MPEG-4 Video" file format.
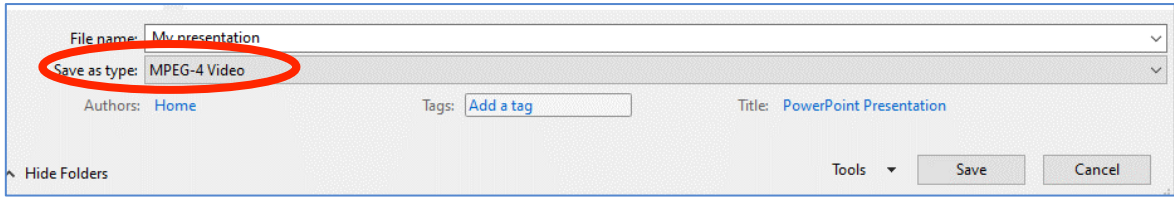
10. Review your recorded presentation and if everything is as it should be, upload your .mp4 format recording to the Whova conference app.

<u>Additional PowerPoint Recording Resources</u>

- Microsoft Support Center – Recording a presentation: https://support.microsoft.com/en-us/office/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33
- Video Tutorial – How to record a PowerPoint presentation with webcam video: https://www.youtube.com/watch?v=03NRbHpm-JE

Recording a Presentation with Zoom

The Zoom video conferencing software is one easy way to record your AME 2020 presentation. Once you have prepared your presentation slides and remarks, follow the steps below to use Zoom to create a recording:

1. Open PowerPoint (or whatever software you prefer to use to present your presentation slides, e.g. Keynote, Prezi, Impress, etc…).

2. Install the Zoom application on your device. Zoom can be downloaded at http://zoom.us/download. Once you have installed Zoom, open in and either Sign In (if you have an existing account) or Sign Up (to create a new free Zoom account).

3. Once you are logged into Zoom, click the New Meeting button to host a meeting. Make sure the "Start with video" option is selected. You can check that you are starting with video by clicking the small arrow next to the New Meeting button, as shown below:
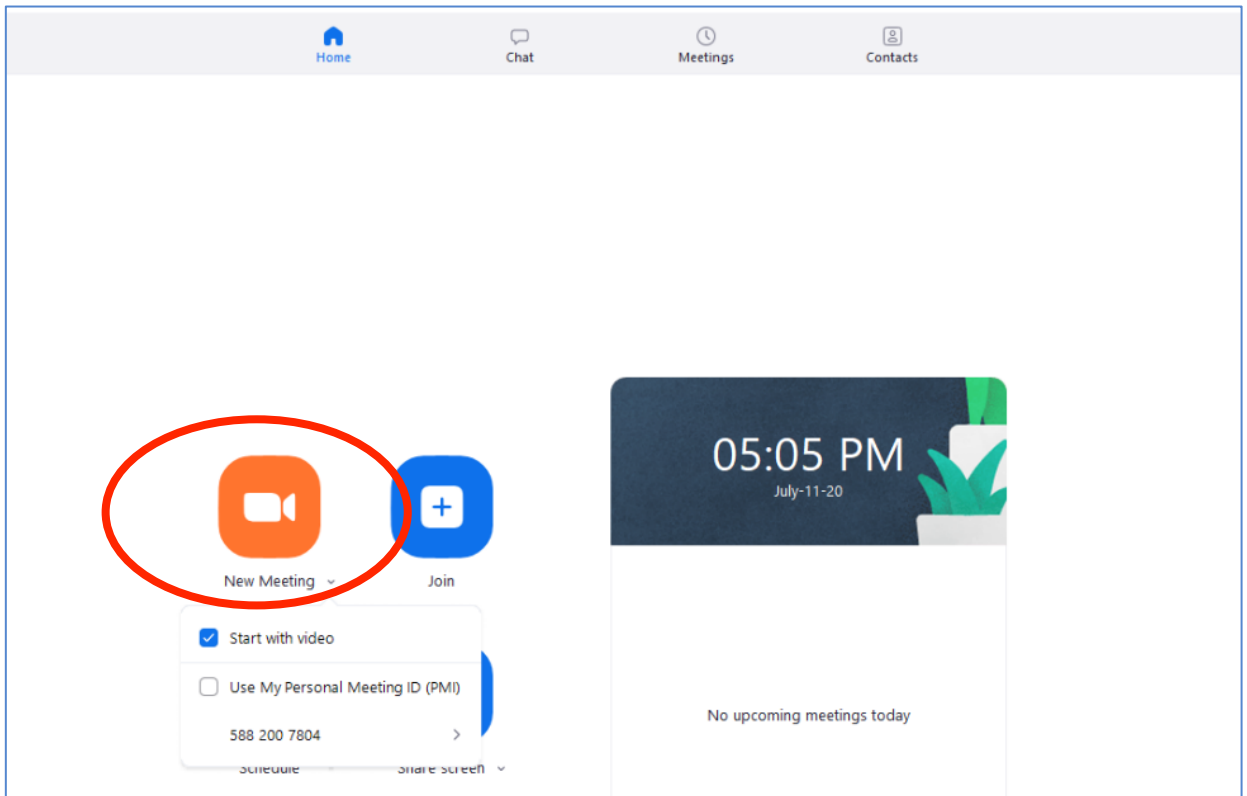
4. Zoom will now launch a meeting. Make sure you choose to "Join with computer audio". You can also test that your microphone is working to confirm Zoom will pick up your

voice.
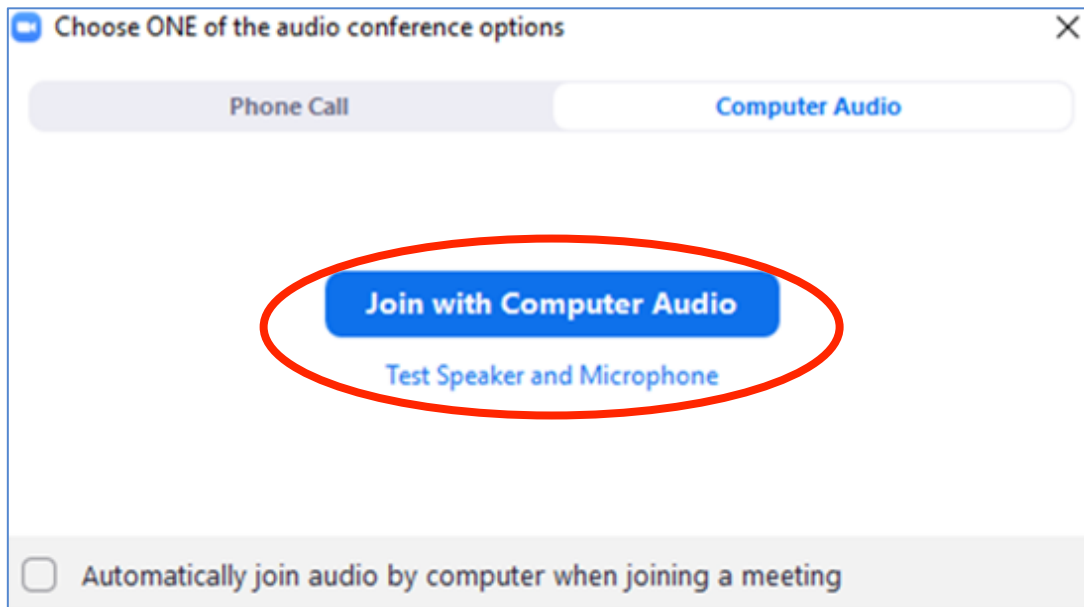
5. If your audio or video is not working, you can check your settings by clicking the arrows next to the audio or video buttons.


6. Once you are in video mode and can see your image on your screen, make sure your webcam is oriented so you are happy with your recording angle and background.

7. Next, you are ready to share your slides. Find the "Share Screen" icon at the bottom of the Zoom screen and click it. Zoom will present you with a number of options to share to the meeting, select the PowerPoint slides you opened earlier.


8. Now you should see you your PowerPoint slides and a video feed of yourself in the top right corner of the screen. Begin your PowerPoint slideshow and make certain you are
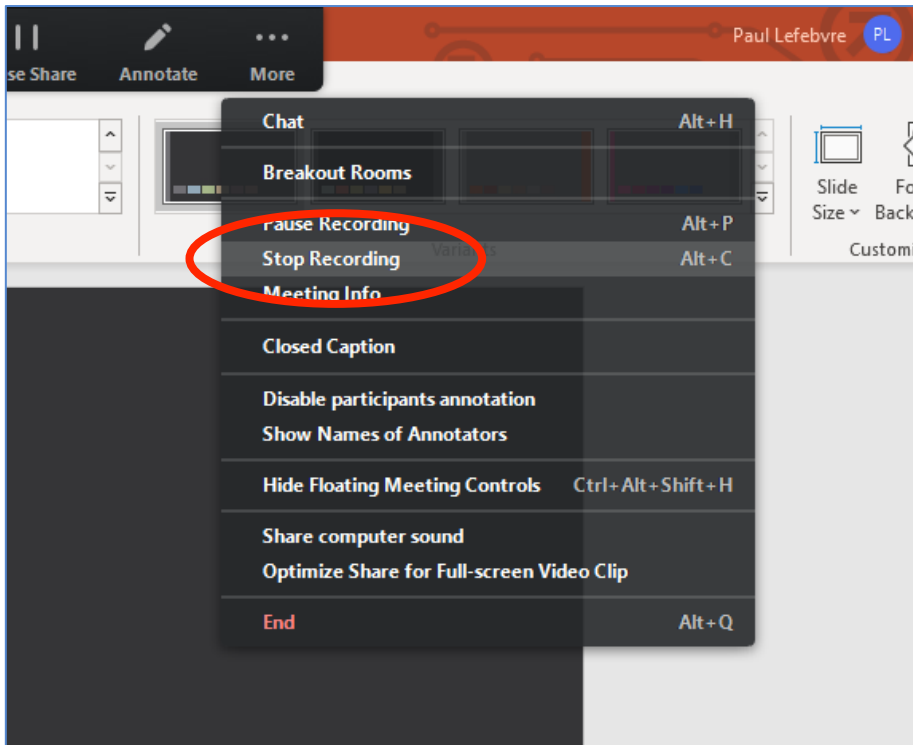
able to navigate through the slides.
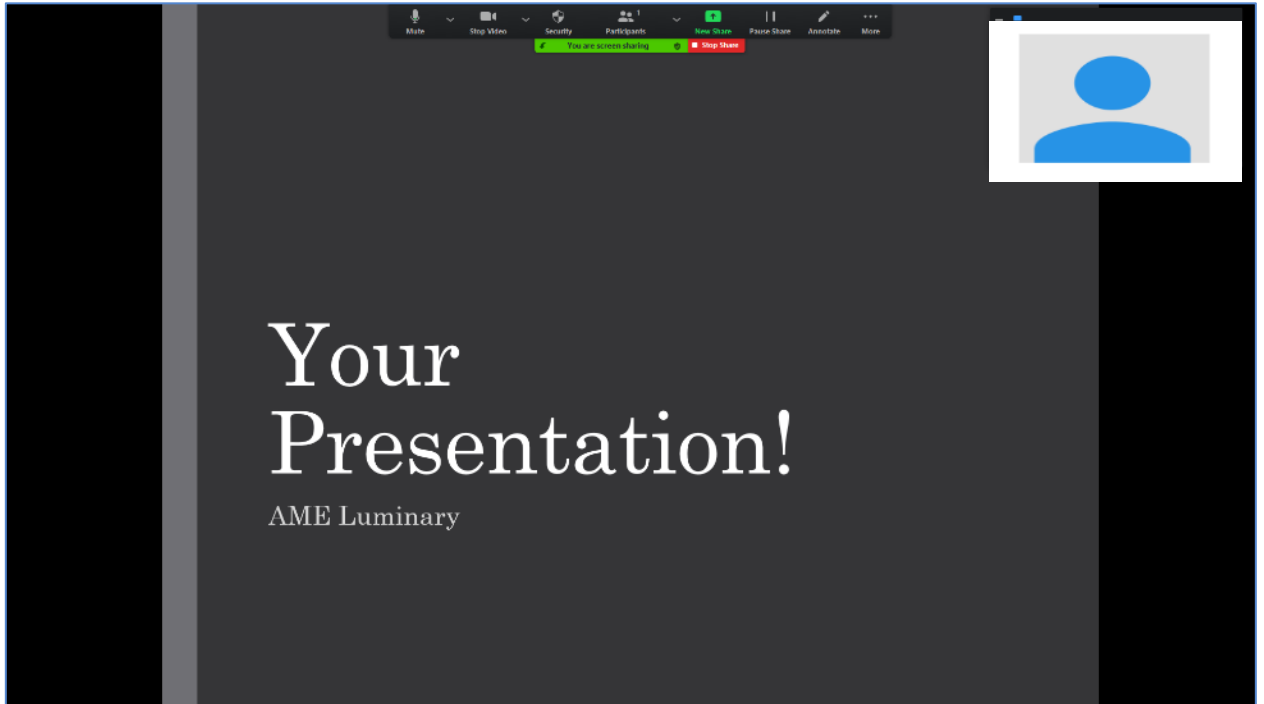
9. Now you are ready to begin recording your presentation. At the top of your screen, find and click the "More" button, and then select "Record" to begin your recording.
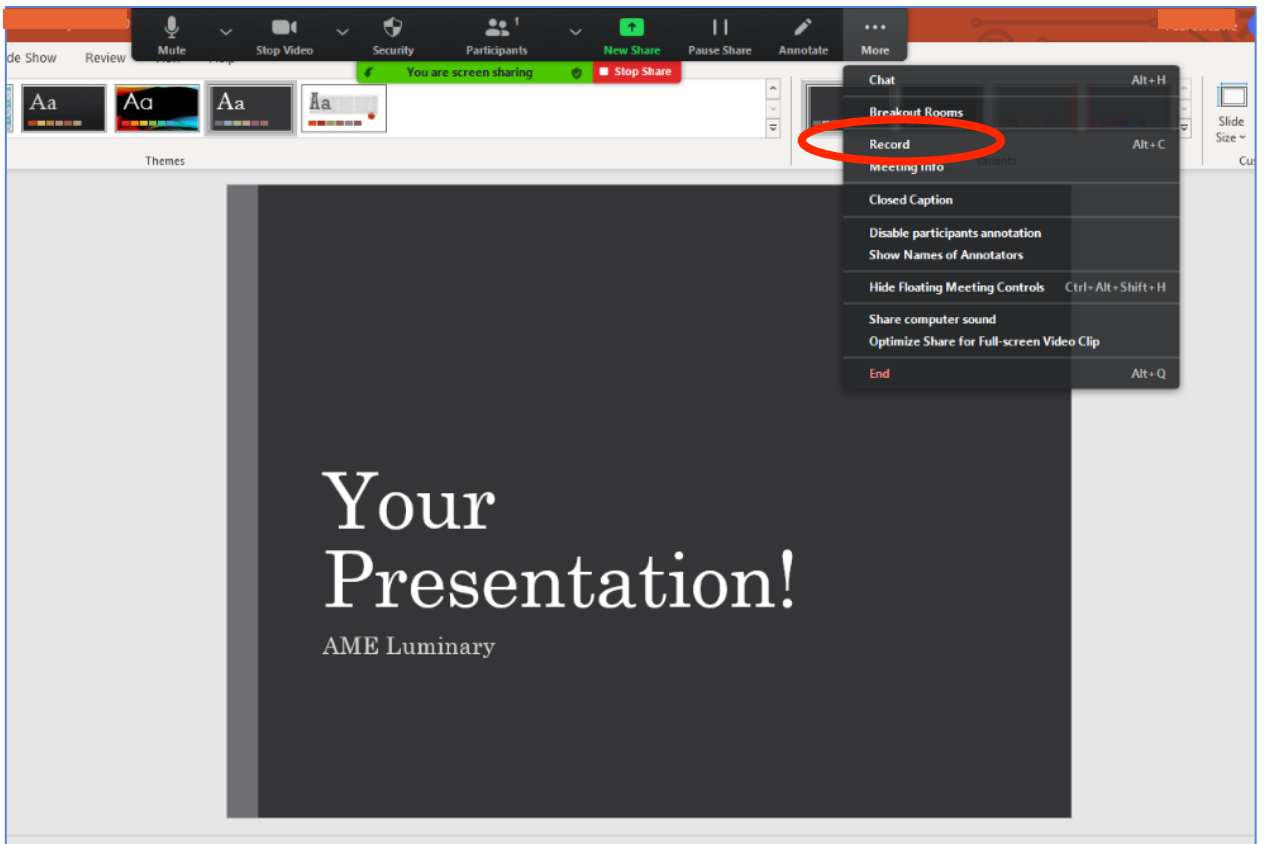
10. Once you have completed your recording, click the "More" button again, then select "Stop Recording".

11. Now end the Zoom meeting and your video recording will download and be available in your "Documents" folder in a folder name "Zoom". Note that Zoom is also able to record to the cloud instead of locally to your computer. If you chose this option, Zoom will notify you via email when your recording is ready to download from the cloud (there is a short processing time for cloud recordings). We recommend recording locally, but if you require additional details about cloud recording, you can find them at https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording.

12. Review your recorded presentation and once you are happy with it, upload your .mp4 format recording to the Whova conference app.

Additional Zoom Recording Resources

• Zoom Help Center – Recording : https://support.zoom.us/hc/en-us/sections/200208179-Recording

• Recording a Zoom Meeting – Video Tutorial: https://www.youtube.com/watch?v=lZHSAMd89JE#action=share

• A host of excellent how-to guides on recording PowerPoint presentations in Zoom are available on YouTube.

<u>Recording a Presentation with Prezi Video</u>

Prezi is a free web-based presentation app which, like PowerPoint, allows users to both create and record presentations. While we recommend PowerPoint, Prezi is a viable alternative for presenters who do not have access to PowerPoint. Presenters who wish to use Prezi to create their AME 2020 presentation can consult the following resources for more information:

- Prezi Support: https://support.prezi.com/hc/en-us
- Recording a presentation with Prezi: https://support.prezi.com/hc/en-us/articles/360036562753-How-to-create-a-video-when-using-Prezi-Video-online

<u>Uploading Your Presentation to the Whova Conference App</u>

Once you have recorded your presentation in .mp4 format, you are ready to upload your video file to the conference app we are using for AME 2020, Whova. Each presenter will receive an email inviting them to add information about themselves and their session directly to Whova. This is also the way presenters upload their presentation videos:

1. Click the bio and session information link, it will bring you to the following webpage.

2. Update your profile and session information. Under the session information section you will find a button that allows you to add a video to your session.

3. Click the button and choose the option "Upload file from your local computer".

4. Give the video a title and then choose the video file you would like to upload from your local computer. Once you have selected your mp4 format presentation file, click "save".

The upload process may take a few minutes.

Upload Video

Maximum video size of 300 MB allowed for videos uploaded through Whova.

Video Title *

    Welcome message

Video File *

    No File Selected   Choose File

                        Cancel   Change Upload Option   Save

5. Once the upload is processed, you may view your uploaded presentation by clicking on it. We recommend you double check your presentation has correctly uploaded to Whova by viewing it.

Documents (If you would like to include any documents such as abstracts, slideshow presentations, etc., please upload them here.)

    Add Document   Maximum 3 documents with 10 MB file size limit

Virtual presentation (Add a link to live stream your session or upload a recorded video for your session)

Recorded Video

AME Presentation   ✎ Edit

    Add Video

Maximum video size of 300 MB allowed for videos uploaded through Whova.