

SSSR2021: Virtual Conference 13 – 16 July 2021

Instructions on how to prepare your presentation

Context

- All presentations will be pre-recorded and uploaded in advance of the conference.
- The 'live' content will be scheduled Q&A sessions for the presenters of each symposium and the presenters of each group of individual spoken papers.
- All presentations will have an asynchronous Q&A 'chat' function.
- The content can be viewed on demand before, during, and after the conference: from 12 July 2021 for 60 days.

Instructions

Papers in each symposia and individual papers

- Each talk should be a short presentation, e.g., powerpoint or other;
- You should record a narrative for your presentation of **not more than 15 minutes**;
- To enhance accessibility, we encourage you to include captions (subtitles);
- We also encourage you to include a headshot of yourself;
- Export to **mp4 format** for uploading to the conference website;
- Check the final recording carefully: animations and other features do not always play in exported formats.

Please be a good SSSR citizen and stick to the maximum recording time. We all need to plan our time carefully to view pre-recorded talks, just as we might dip in and out of sessions at an in-person conference; talks that run over time will disrupt the plans of others!

Posters

Rather than the traditional single-page poster format, which does not always translate well to a virtual setting, poster presenters are asked to prepare short presentations.

- Each 'poster' should be a presentation of **not more than 4 slides** (powerpoint or other);
 - We propose up to 4 slides to align with the 4 sections of the abstract;
- You should record a narrative for your presentation of **not more than 3 minutes**;
- To enhance accessibility, we encourage you to include captions (subtitles);
- We also encourage you to include a headshot of yourself;
- Export to **mp4 format** for uploading to the conference website;
- Check the final recording carefully: animations and other features do not always play in exported formats.

Please be a good SSSR citizen and stick to the maximum recording time. We all need to plan our time carefully to view pre-recorded talks, just as we might dip in and out of sessions at an in-person conference; talks that run over time will disrupt the plans of others!

SSSR2021: presentation preparation instructions

Deadline

All presentations should be uploaded no later than **mid-night BST Friday 9 July 2021**. We will make the site live on Monday 12 July to facilitate on-demand viewing in advance of the conference.

****We will circulate instructions on how to upload by end June****

Top tips

Now we know that after a year+ of blended learning delivery and online conferences, many of you are experts in recording talks, but here are some top tips for those who are not.

How to save a powerpoint presentation as a movie file:

<https://support.microsoft.com/en-us/office/save-a-presentation-as-a-movie-file-or-mp4-4e1ebcc1-f46b-47b6-922a-bac76c4a5691>

How to add captions/subtitles to a powerpoint presentation:

<https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f>

Top tips

- When a presentation plays as a movie, each slide appears for a uniform amount of time unless you set individual timings, or record the slide show to establish timing for the entire presentation. For more information about setting slide timings, see [Rehearse and set slide timings](#).
- Several transitions play differently in a movie than they do in a presentation. Animation effects don't play in a movie at all.
- In PowerPoint for Mac 2011, narration is not saved when you save a presentation as a movie.

And some helpsheets from ExOrdo who are supporting the online conference planning.

Tips for recording audio and video

General

Creating a video version of your presentation isn't entirely different from a regular, in-person oral presentation. These are some things that you'll always want to do:

- Speak in a slow, clear manner
- Make sure that your points are concise and easily digestible.
- Pause where appropriate.
- Have someone else read the presentation to ensure that the structure makes sense.
- Practise.

Recording your voiceover

You may only be recording voiceover on your slides and generating that as a video. Here, the focus will be on the audio quality.

- Getting the audio right is key to a great recording. Avoid using the built-in microphone on your computer or camera. Instead opt for an external dedicated recorder, or microphone, if possible. Alternatively, even using a headphone microphone will give you much better audio quality than a built-in mic.
- Identify random noises and try to block them out. Interior noises could be things like fluorescent lights, computer fans, projectors and air conditioning units. Exterior noises could be things like weather, street traffic, construction/gardening tools. Consider placing a sign on the door to alert people to the fact that you're recording.
- Take a sample recording so that you can better understand what your recording will sound like.

Recording your video

You may be recording yourself presenting, either with or without slides. Here, you must also consider the environment where you are presenting as well as the audio quality.

Tips for using your computer camera or webcam

- Use a solid coloured background - avoid brightly coloured backgrounds like orange, yellow or red and instead opt for more muted tones like gray and dark blue. Make sure the background you choose is not distracting or messy.
- Use the right lighting, pick a room that gets a lot of natural light through big or multiple windows. If you're filming in natural light, do your best to get your footage in the morning or evening, when the light is softer.

If you have to use an additional light source, avoid overhead lighting as it can cast unflattering shadows. It's better to use a large lamp or two to cast the right type of light.

- Film in shorter takes. This way you'll have fewer things to remember and more opportunities to reshoot something you didn't like.
- When recording your screen, be mindful of your mouse cursor movement. It's an important element, which shows people where to look on the screen. Therefore don't move your cursor around and around, as if you're talking with your hands. Instead, move your mouse cursor deliberately and with purpose.

Tips for using your phone

- Use the camera on the back of your phone as the front camera's quality is not as good on most phones.
- Record in landscape mode. This will ensure that the footage is in the correct format for larger devices.
- If your phone has a feature that allows you to overlay a grid on your screen, use it. This will help you keep your phone level and avoid tilted footage. Note: If you have an iPhone, you can turn on the grid by going to Settings > Photos & Camera > Grid.

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Last updated on May 12, 2020

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How to record audio over your presentation (voiceover)

While you would normally create a powerpoint presentation for the conference, you won't have the in-person element. You can work around that though by recording a voiceover where you go through your presentation slides. This is easy to achieve using presentation software like Powerpoint or Keynote (Mac Only).

Microsoft and Apple both have extensive guides on how to use Powerpoint and Keynote on their sites, here (<https://support.office.com/en-ie/powerpoint>) and here (<https://support.apple.com/en-ie/guide/keynote/welcome/mac>).

Note: The conference organisers will confirm the length of presentation and/or number of slides allowable so be sure to stick to these limits.

How to record your voiceover presentation

1. Ensure your mic or external voice recorder is working correctly. You can check that your mic is working properly either via the input tab (<https://support.apple.com/en-us/HT201739>) on your mac or in the audio settings (<https://support.microsoft.com/en-ie/help/4027981/windows-10-how-to-set-up-and-test-microphones>) on the taskbar on your PC.

2. Create your presentation file in Powerpoint or Keynote.

3. You have two options with regard to your audio.

- You can record the full audio presentation as one file and attach it to the powerpoint.
- You can record separate audio for each slide.

Recording the audio presentation as one file

1. Record and save the file using the audio software on your computer, either voice recorder (<https://support.microsoft.com/en-ie/help/4028308/windows-10-how-to-use-voice-recorder>) or quick time (<https://support.apple.com/en-gb/guide/quicktime-player/qtpf25d6f827/mac>).
2. Ensure the length matches the limitations set by the organisers.
3. Open the Powerpoint file you created ahead of time.
4. Insert the audio into your presentation (<https://support.office.com/en-ie/article/add-or-delete-audio-in-your-powerpoint-presentation-c3b2a9fd-2547-41d9-9182-3dfaa58f1316>).
5. Save your file either in *.AVI, *.MP4, *.MPG, *.WMV or *.MOV (extensions format).

Recording separate audio for each slide

1. Open the Powerpoint file.

2. Select the slide.
3. Record the audio (<https://support.office.com/en-ie/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>) presentation for this particular slide.
4. Repeat for all the slides as needed
5. Ensure the length matches the limitations set by the organisers
6. Convert the file to a movie file (<https://support.office.com/en-ie/article/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>), and save it locally. This should be saved as *.AVI, *.MP4, *.MPG, *.WMV or *.MOV (extensions format)

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How to record presenting your slides

The conference organisers may ask you to record you presenting alongside your presentation slides. This is often called a "picture on picture" recording. There are a variety of options for software that you can use to record picture in picture and this is a great way to add additional engagement and personality to your content.

Note: The conference organisers will confirm the length of presentation and/or number of slides allowable so be sure to stick to these limits.

Using the Webex meeting software

Using Webex, you can record yourself and your slide presentation. Webex is the software that will be used later to access the live stages at the event so it's worth getting familiar with it now.

1. Create your Webex account: <https://cart.webex.com/sign-up-webex> (<https://cart.webex.com/sign-up-webex>)
2. Download Webex Events (<https://exordo.webex.com/ec3300/eventcenter/support/eventManager.do?siteurl=exordo>) - this will also be used later at the live event.
3. Start a Webex Meeting (<https://help.webex.com/en-us/nyiuyli/Start-a-Cisco-Webex-Personal-Room-Meeting-in-Modern-View>) in your personal room.
4. Refer to recording tips article (<https://support.exordo.com/article/906-tips-for-recording-audio-and-video>) before getting started.
5. While in your personal room, share your presentation/content (<https://help.webex.com/en-us/5ddww5/Share-Content-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events>) and have it open on the first page.
6. Record your video (<https://help.webex.com/en-us/jfgavq/Record-a-Cisco-Webex-Meeting-on-Your-Computer>), then start the presentation while moving through the slides. Both the video and presentation will be visible in the recording. Be aware your picture will appear at the top of the screen, with the content below it.
7. Download your video to your computer. (<https://help.webex.com/en-us/aplwwj/Play-or-Download-a-Webex-Recording-in-Modern-View>) It will be in MP4 format. Check the length against the limitations set by the organisers.
8. Upload the video when ready to the Presentations module in Ex Ordo: [Uploading Presentation Files](https://support.exordo.com/article/485-uploading-presentation-files) (<https://support.exordo.com/article/485-uploading-presentation-files>)

(<https://support.exordo.com/article/485-uploading-presentation-files>)Using recording software

If you are using a PC, you may wish to use Windows Moviemaker and on Mac you may use Quicktime Player.

Using specialised software

Another free option is Open Broadcaster Software or OBS (<https://obsproject.com/>) available on both platforms. This programme is very powerful, allowing you to set “Scenes” and have input from multiple sources at the same time.

This will allow you to record your Powerpoint on your main screen while simultaneously recording your webcam.

In addition to having your recording of the camera and the powerpoint at the same time, you can also add text or graphics on screen. It will also record the audio from your screen in addition to your microphone.

OBS have an extensive wiki (<https://obsproject.com/wiki/>) around what is possible with this tool.

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