2021 SPT Recording your presentation

Presenters will upload their pre-recorded video (that are less than 20 minutes in length) by June 18th. During the parallel sessions each presenter will be introduced, their video will be viewed, and then there will time for a live discussion in the time remaining. For a standard 4-person panel, each participant will have a total of 30 minutes for this process. The videos will not be available to the other participants until after the scheduled presentation time. Then, the video will be available—to registered participants only—for several months after the conference. Anyone not wishing their video to be available in this manner should send their request to 2021spt@univ-catholille.fr. A few months after the conference the videos will be deleted. Each participant is welcome to share and host their own videos on their own web site.

As a participant, you are welcome to use any process you would like to create your video, but we encourage you to use either **ZOOM** or **PowerPoint**:
- A Zoom video recording is "filmed" in one continuous shot, though you can pause the recording while you are making it.
- The second way is through PowerPoint, which connects your audio and video recording to each slide. This way, if you need to edit just one or two slides, it is very easy to do and you don't have to re-record your entire presentation. Once you are satisfied, you will export the slideshow in the MP4 movie format.

You will find more information about these two options at the bottom of this document/email. Again, you may use any other video recording method if you prefer as long as you save it as an MP4 and use the proper filename format (see below).

Video format, length, and procedure to send:
- The video you upload for SPT will be in an MP4 format
- The video will be less than 20 minutes long in order to allow at least 10 minutes of questions and answers with the other participants.
- Save your videos files using this structure: LASTNAME_Short presentation title.mp4. If you have more than one presentation at the conference, add a sequential number after your last name. Example: LEWIS1_Agency and AI.mp4
- Send your finished videos to 2021spt@univ-catholille.fr using a file transfer site like https://wetransfer.com/. Please indicate in the subject line of your email containing the wetransfer download link: "My video - LASTNAME". Example: "My video – LEWIS"
- If you have questions, please feel free to email them to: 2021spt@univ-catholille.fr

Best practices:
- To obtain a quality sound, use a microphone (microphone that goes with a headset or goes with cell phone earphones) and test it with the tool you are going to choose for your recording;
- Remember to try and speak animatedly in your video…show your interest in your own topic to increase the audience's attention. Extra emphasis and gestures are often a very good strategy to compensate for the communication loss of an online conference, compared to the conditions of an on-site conference.
- Relax, everything will be fine!

Further information about Zoom and PowerPoint video recording tools:

Option 1: Zoom (*in addition to the instructions below, you can watch this12-minute tutorial:* https://youtu.be/LfQYZ_3gCb4).

Zoom makes it quite easy to record your presentation. If you do not have a Zoom account, you can create a free account at https://zoom.us/. You will need to download the Zoom application onto your computer in order to record your session. You will want to practice making your video a couple times (don't expect to sit down and make your video on the first attempt). Practice pausing and restarting. For instance, you can begin by introducing yourself into the camera. Then pause the video in order to setup the screenshare and make sure the PowerPoint is advancing properly. Take a deep breath and resume the video recording when you are ready.

1. Open the Zoom app and select "New Meeting" or "Start". If Zoom enters full screen mode, you might want to click on the arrows in the upper right corner of the screen to bring it out of full screen, which will make it easier to begin PowerPoint (if you will be sharing a presentation). Make sure your video camera and audio microphone and speaker options are all correctly selected (go to the top of the screen and click on "Zoom" and select "Preferences").

2. Once you have started your meeting, there will be a menu bar along the bottom with various options, one of which is "Record". After selecting record, it is replaced by a "Pause" and "Stop Recording". When you stop the recording, Zoom will convert and save both a video recording (with sound), an audio-only recording, and even a transcript. You will only be uploading the video for the conference. Zoom will either save it in "the cloud" or on your computer.

3. The two main ways of presenting are simply speaking into the camera as you give your presentation, or you can share a PowerPoint presentation, which will record both a thumbnail of you talking along with your slides. It might be helpful to quickly pause the recording. You can use the menu bar to do so, or you can use "Alt+P" on a Windows PC or "⌘+shift+P" on a Mac. You might want to practice this a few times.

4. To record yourself and your PowerPoint (or anything else you would like to share), you will need to click on the green "Share Screen" button on the lower menu bar. Before doing this, open your PowerPoint presentation and on the top menu bar click on "Slide Show" and select "Setup Show". Then, select "Browsed by an individual (window)" and click "Ok". This will allow your PowerPoint to be "full screen" but only inside one window. Thus, you will be able to share your presentation more easily within Zoom. You can now start your PowerPoint slideshow (it should open up as full screen inside of a window).

5. Go back to your Zoom session. You are now ready to make your recording. You might begin the recording by introducing yourself and your topic. Then pause your video and share your PowerPoint by clicking on "Share Screen" and select the PowerPoint window that shows your presentation. Then, click "Share". The window you are sharing will have a green outline around it. The menu bar should move to the top of the window you are sharing and will be reduced in size. You can hover your mouse over it to see the full menu. If your PowerPoint presentation doesn't respond to going forward by using your keyboard arrows, click once inside the presentation area and try the arrows again. Un-pause and

record your presentation. When you are finished you can end the recording. If you are saving your video to the cloud, you will receive an email when it is ready. It will take several minutes to process, depending upon how long it is. If you are interested in more advanced options, you can look through Zoom's help center.

Option 2: PowerPoint (*In addition to the instructions below, you can watch this 6-minute tutorial:* https://www.youtube.com/watch?v=selYsj94RQg).

Depending upon what version of PowerPoint (PP) and whether you are using a Mac or a PC, the exact steps and options will vary. You can search YouTube for videos using the specific version of PP and how to record a slideshow. Older versions might not have an option that creates a thumbnail video of the presenter in the corner of the slideshow. You might find it helpful to read Microsoft's instructions.

1. Open your PowerPoint presentation. A very general rule of thumb is to not have more than one slide per minute of presentation…though this is very generalized.

2. By clicking on the "Slide Show" tab at the top, you will see the option to "Record Slide Show". If you use the video camera option, a thumbnail video of yourself presenting will appear in the lower right corner of your PowerPoint slides. If you use this option, you will want to make sure there is nothing on any of your slides that is critical in this area since it will be covered up. You can also turn off this option by clicking directly on the video camera icon: ▭◁ . There are pull down arrows next to both the audio and video icons that allow you to choose which input you would like to use.

3. Each slide will have its own narration (audio and, if you are using it, video). Do not talk while you are transitioning from one slide to the next because there will be a slight cut between slides. This allows you to edit each slide easily rather than having to re-record your entire presentation. After doing a couple slides, check to make sure everything is working.

4. Once you have made all your edits and are happy with your entire recorded slideshow, you will export it as a movie. To do so, go up to "File", "Export". Select where you want to save the movie you will create and change the file format to "MP4". Then change the quality to "Internet Quality" (which is 1280 x 720). Leave the checkbox marked in front of "Use Recorded Timings and Narrations" and then click "Export". Watch the finished video to make sure everything exported properly.