

Instructions and Tips for Recorded Presentation Video Submissions

For: Poster Sessions and Invited Talks on TMRC 2022 post-conference online archive

Recorded Presentation Submission Instructions

Submit a video recording of your slide presentation narrated with your audio.

- Submit your video by **August 24th, 2022** here: <https://forms.gle/8uxjTgwgVme9swBf8>
- Submit your presentation as an MP4 file.
- Paper ID_FirstAuthorLastName_First Three Words of Title.mp4 (E.g., PB2_Greaves_Hysteresis loops of.mp4)
Presentations time is **5 - 10 minutes for poster sessions and 25 minutes for invited talks.**

Note: Maximum file size is 1 GB.

Getting Started

- Record your video in HD format (720P or higher)
- When recording from a smartphone, make sure you are shooting in landscape mode. (Recordings in portrait mode will not be accepted)
- If using a virtual background, try to shoot in front of a green screen.
- Name your presentation with this naming convention:
 - Paper ID_FirstAuthorLastName_First Three Words of Title.mp4 (PB2_Greaves_Hysteresis loops of.mp4)

Audio Tips

- Use a microphone and test audio before recording. A wired headset will generally produce the best quality audio and pick up less background noise
- Record presentation in a quiet location.
- Make sure your audio levels are recording at proper decibel levels.
- Speak loud and clear.
- A brief pause between slides may be needed with some of the suggested recording applications (below).

Suggested Recording Platforms

- Record using PowerPoint
PowerPoint (Windows, Mac): [Instructions](#) | [How-to-Video](#) | Or see step-by-step instructions beginning on the following page.
- Record using Zoom
Zoom - (Windows, Mac): [Instructions](#)
- Additionally, here is a link to an IEEE instructional video on how to use Zoom to record a presentation: <http://ieeetv.ieee.org/ieeetv-specials/recording-your-presentation-with-zoom>

Recorded Narration for PowerPoint

Step-by-step instructions for how to record your narration of your PowerPoint Slides

Step 1: Set up your Microphone

Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record. Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone. You can't change which device to record from or set volume levels for the microphone inside of PowerPoint, so make sure that it's ready for recording before you dive into PowerPoint.

Step 2: Press Record in PowerPoint.

To record narrations in PowerPoint, start off by finding the Slide Show tab on PowerPoint's ribbon. On the slide show tab, choose Record Slide Show to launch the recording options.

A new window will pop up with two options to set before you start recording:

1. Slide and animation timings.

Leave this option checked if you want to setup the timings for your slides. Basically, this option allows you to sync up your narration with slides. I recommend leaving it on.

2. Narrations, ink, and laser pointer.

Leave this option checked to record audio narrations, even if you don't plan to use ink or the pointer to add illustrations.

Make sure you're ready before you press Start Recording. PowerPoint does a count down and then will begin to record your screen and audio.

Step 3: Start Recording your Narration

Once you Start Recording, PowerPoint will go into a full screen presentation view. It also begins recording audio from your microphone.

In the upper left corner of the window, you'll see a Recording window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.

You can use the arrow keys on your keyboard to switch between slides while recording. Use the right arrow to jump to the next slide, or the left arrow to move to the previous PowerPoint slide.

Basically, PowerPoint is recording exactly what's on your screen along with the audio you speak into your microphone.

When you're finished, click on the X button in the upper right corner of the Recording window to complete the audio recording.

Step 4: Use Annotations (Optional)

While you're recording your presentation, you can also add annotations to your PowerPoint. You can use a digital pen, highlighter or laser pointer to add markings.

This feature is great when wanting to gesture toward something specific on the slide during your narration.

To use annotations, hover in the lower left corner of your presentation while recording the presentation. There are extra tools that you can choose from. For an annotation, click on the third icon of the left to choose from one of the tools.

Step 5: Reset Presentation Timings as Needed

Let's say that you had the perfect audio take, but the timings of your slide changes were off by a bit. That's no problem; we can readily restart the process of setting your slide timings.

To do that, make sure that you're on the Slide Show tab and click on Rehearse Timings. Your presentation will go into full screen mode and you can use the arrow keys to change slides to set new timings.

Now that you're finished, you can click on "Save As" or "Save a Copy" (or "Export File") and save your presentation as an MP4 file. When the presentation is played, your recorded narration will play with it, on the timings you've setup while rehearsing.

RECORDING PRESENTATION BEST PRACTICES

Set the frame of your video

Which general area will you be recording? Point your webcam toward this space, then adjust your computer to accomplish the frame you are looking for. Put your laptop further away from you. Your arms should be completely extended to reach the keyboard. This will put the camera roughly 30 inches from your face. It's a more pleasant distance for most people.

Ensure the audio is high quality

Before hitting record, test the audio. You can make adjustments to the microphone to limit background noise and normalize the volume so that there aren't major shifts in volume over the course of your recording. Test it a few times to make sure everything you're saying is clear. Make sure the room you are in is isolated from other people and if possible close the door.

Practice

Practice your presentation skills. If this is your first time doing a recording, a great way to do this is to pre-record a section of your presentation and re-watch it. Keep in mind that preparing does *not* mean a monotone, rehearsed speech. It should sound natural and conversational. Practice this until you get it right.

Record the webinar

Lights, camera, action! It's time to record. Be sure to speak clearly and stay within the frame of the recording.

Attire – clothes and colors to avoid

- Make sure you feel comfortable - avoid wearing stripes or other patterns on air
 - Don't pick a suit you hate to wear because you think it looks great. If you're uncomfortable, it will show on your face and in your body language on camera.
- Don't wear all black or all white. Wear neutral tones like gray or light pastels. The camera will boost contrast. White is a bad choice because it can be too visually overwhelming and "blind" the viewer.

Location

The Location you choose should be simple and uncluttered. A corner of your office or home is a good choice. It will eliminate anyone, or pet walking through your shot. Do Not have a window in the background, we will cover that more in lighting.

Lighting

Use either a desk lamp or a light with a lampshade and place it at directly behind your laptop. It will give you a great even lighting and not cast strange shadows on your face. Avoid windows, if behind you they will create too much backlight and the camera will adjust to the background. You will appear

dark. Window shades should be closed, direct sunlight can be very harsh.