

RECORDING YOUR PRESENTATION

A step-by-step guide

Before You Record

1. Ensure you have a quality microphone.
 - a. The microphone that's attached to your computer does not work well when recording professional presentations.
 - b. Invest in a microphone that's separate from your computer.
 - c. This can be a headset or a tabletop microphone.
2. Ensure you have a quality camera.
 - a. The camera built into your laptop or tablet will work fine.
3. Find a quiet place.
 - a. Find a quiet place and time to record.
 - b. Listen to the "room noise" by closing your eyes and focusing on any sound you hear.
 - i. Examples of room noise can be
 1. Fans or air conditioning
 2. Yard work
 3. People talking
 4. Pets
 - c. The best time to record is early in the morning because it's usually quiet.
 - d. A smaller room at home like a clean bedroom or home office works better than a large room or a public space.
4. Look around you
 - a. Make sure your background looks clean and professional.
 - i. Look for anything unprofessional on the walls.
 - ii. Tidy up the space.
 - b. Close the blinds and turn on the lights.
 - i. You want to ensure your audience can see you clearly.
 - ii. Sunlight can come and go as clouds move.
5. Practice, Practice, Practice
 - a. Recording a presentation is different than presenting live in front of an audience.
 - b. Do a few dry runs before you record to ensure you get it right.
 - c. Time yourself to ensure you stay within your time.
 - d. This is also a good opportunity to record a small section to ensure your microphone and camera are working properly.



Recording Your Presentation

Dress business casual.

Record narration and timings

1. Using PowerPoint, select Slideshow > Record Slide Show
 - a. Choose from two options:
 - i. **Record from Current Slide** - to record from a specific slide.
 - ii. **Record from Beginning** - to record from the beginning of a presentation.
2. When you're ready, select **Record** and start speaking.
 - a. To record from a specific slide, go to it, and then select **Record**.
 - b. **Note:** Narration won't record when slide transitions happen so let these play first before you start speaking.

Manage narration and timings

1. There are different ways to manage recordings in your presentation:
 - a. **Pause** - to pause a recording.
 - b. **Stop** - to end a recording.
 - c. **Replay** - to replay a recording.
 - d. **Pen, Highlighter, or Eraser** - use the pen, highlighter, or eraser tools to mark up your recording.

Remove narration or timings

1. An audio icon appears on a slide when narration's available.
2. You can also remove narration or timings from your slide.
3. If you're in record mode, select **Clear**.
4. Choose from two options:
 - a. **Clear Recording on Current Slide** - to delete narration and timings on the current slide.
 - b. **Clear Recording on All Slides** - to delete narration and timings from all slides at once.

Save a recording

1. When you're done recording, save and share your presentation as a PowerPoint file or video.
2. Select **File**.
3. Choose an option like **Save** or **Export**.
4. Title the file of your presentation as LASTNAME-FIRSTNAME-PRESENTATION TITLE.
5. Save as an MPEG-4.

****For instructions on uploading your recording, [please view the "how-to" video.](#)**



PANEL DISCUSSIONS

To avoid any potential issues during Resilience Week, we have decided to pre-record the panel discussions. Here are a few key points to keep in mind.

Before the Panel Discussion

1. Ensure you have a quality microphone.
2. Ensure you have a quality camera.
3. Ensure you have a quiet place, free of distractions.
4. Check your internet connection.
 - a. If possible, connect your computer through an ethernet cable instead of Wi-Fi.
5. Close other apps on your computer.
 - a. Having additional programs open can slow your computer down and effect your connection.
6. Come early.

During the Panel Discussion

1. Ensure your microphone is muted. Unmute your microphone only when you speak.
2. Keep your camera on.
3. Try not to talk over moderator or other panelists.

The moderator will schedule the recording with you. You will receive an invite and a link. During the conference, there will be live Q&A sessions after the pre-recorded panel discussions have played as well as an active chat. Please be ready, available, and active during your block at the conference.