

Pre-recorded Presentations Guidelines

General Guidance

1. Select the title of your presentation based on your research abstract, quality improvement project or topic you want to discuss.
2. Decide if you want to use PowerPoint to support your presentation or not. Prepare the PowerPoint if you are going to use it.
3. Prepare the script of your presentation. Your recorded presentation should be 5-10 minutes long. It usually takes about 1 minute to say 100 words. Your script should therefore contain approximately 500 – 1000 words.
4. Practice giving your presentation and check how much time it takes to present, adjust the length if necessary. Your presentation should be clear and concise.
5. Allow enough time to record your presentation, it may take a few attempts until you are satisfied with the result.
6. Prepare the environment for the recording. Choose quite area without distractions and select plain background without too much furniture or clutter such as a plain wall. Do not record outside to control light and sounds.
7. At the beginning of the presentation introduce yourself, say where you work or worked, and say the title or topic of your presentation.
8. Try to get the attention of the audience from the start by describing an experience or asking a question, and keep the audience engaged during the presentation. You should not read your presentation from the notes or PowerPoint.
9. Use body language effectively to support your presentation. Be careful about the tone and speed of your voice.
10. At the end of your presentation, give a short summary and thank your audience.

Presentation recording on the mobile phone

1. Use your mobile phone in landscape mode and take a medium close-up shot
2. Do not use any beauty filters
3. Make sure the sound quality is proper
4. Use a solid background (not too bright or pure white)
5. Make sure you have good lighting conditions
6. The angle of the camera should be neither too low nor too high
7. Wear appropriate clothes (not too casual)

8. Use the sample photo below as a reference



Presentation recording using Zoom application

1. If you do not have Zoom application, you need to download it on your PC
2. Open your computer's internet browser and navigate to the Zoom website at **Zoom.us**.
3. Scroll down to the bottom of the page and click "**Download**" in the web page's footer.
4. On the Download Center page, click "**Download**" under the "**Zoom Client for Meetings**" section.
5. The Zoom app will then begin downloading. You should then click on the **.exe file to begin the ...**

If you want to record your presentation without the PowerPoint, please use the following instructions:

- 1) Schedule the meeting at the time of your choice, each meeting can only last 40 minutes. If you do not manage to do your recording during this time you can schedule another one.
- 2) At the scheduled time, start your meeting and your video and audio.
- 3) Check that your environment is ready for recording.
- 4) When you are ready, click on the **Record** button and choose **Record on the computer** option. This will start your recording.
- 5) If you need to pause the recording click on the **Pause** button at the bottom of your screen.
- 6) To restart the recording click on the **Resume** button.
- 7) When you finish, click on **Stop recording**.
- 8) End the meeting.
- 9) Your recording will be converted to MP4 file and saved into Zoom folder in your documents.

If you want to record your presentation with the PowerPoint, please use the following instructions:

1. Schedule the meeting at the time of your choice, each meeting can only last 40 minutes. If you do not manage to do your recording during this time you can schedule another one.
2. Open your PowerPoint presentation on your desktop. (not in the slide show mode.)
3. Check that your environment is ready for recording.
4. When you are ready, click on the **Record** button and choose **Record on the computer** option. This will start your recording.
5. Record the part of your presentation until you are ready to share the PowerPoint. (greeting, introducing yourself, topic of your presentation.)
6. Pause the recording and click on the **Share screen** button at the bottom of your screen.
7. Select your presentation and click **share**.
8. Click on the **slide show** button on the PowerPoint to show the full screen.
9. Move the cursor to the top of the screen and when the black strip appears click on the option **More** at the right corner.
10. Select **Resume Recording**.
11. Present your PowerPoint. Move between slides using the space bar.
12. When you finish your PowerPoint **pause recording** and **stop sharing**.
13. **Resume Recording** by clicking at the bottom of the screen.
14. When you finish, click on **Stop recording**.
15. End the meeting.
16. Your recording will be converted to MP4 file and saved into Zoom folder in your documents.
17. If you have any questions or difficulties recording your presentation, please contact us.