

72nd Annual Scientific Meeting 2021

2 - 4 November 2021
ONLINE

HOW TO RECORD YOUR PRESENTATION IN TEAMS

BRIEFING NOTES

PLEASE READ CAREFULLY

PRE-RECORDED SPEAKER VIDEOS:

- To create your presentation, you will need to record yourself presenting your slides. The resulting video file will then be loaded into the virtual event portal to be played at the correct time during the live program or will be set up to be viewed as On Demand content.
- Please ensure you note your allocated presentation time and do not exceed.
- Any recordings that exceed the time limit will be cut at the 10 minutes mark.

GETTING READY TO RECORD YOUR PRESENTATION:

- Make sure your recording is in **Landscape** format (not Portrait).
- For videos where you will record yourself and share your screen to show your presentation slides, you can use a Zoom meeting to make your recording / record the audio of yourself presenting via PowerPoint / use a Teams meeting to record yourself presenting.
- **You can use any software or method to create your recording, as long as the final video file you supply is a .mp4 file.** Details on how to make a recording using Zoom are provided below.

HOW TO SET UP YOUR PRESENTATION AREA:

LIGHTING

- Natural lighting is best, and your FACE must be lit.
- Do not have light or a window behind you otherwise your face will be in a shadow and not easily visible.

BACKGROUND

- Ensure your background is clear from clutter and distractions.

SOUND

- Present from a room that can be closed off and is free from outside noise. Small spaces produce better sound quality.
- If your sound is not very loud when you do a test, you can check your sound on your settings. On a PC go to settings / System / Sound.
- Headset is preferred to ensure your voice is picked up well.

CAMERA

- You might need to *allow your camera* to be used your recording software.
- On a PC go to Settings / Privacy / Application permissions / Camera.
- Ensure you are in the middle of your screen when presenting. Your eyes should be looking at your camera and you should remain central to the shot.



MINIMISE DISTRACTIONS

- Make sure that people know you are presenting to minimise distractions and noises.
- Turn off your phone notifications.
- Turn off your computer notifications.

Don't have any pets in the room with you.

YOUR SPEAKING STYLE – TIPS

- Appear engaged and vary your tone as you speak so that the presentation does not become monotonous.
- You should not have to raise the volume of your voice if you are in a quiet space.
- Do not speak too quickly, give people a chance to absorb the information. Pause briefly every now and then to give the attendees and yourself a little break.
- Speak to/look at the camera, even intermittently if reading notes, this way you will be looking at the people watching.
- Refer to the Speaker Introduction Advice supplied for guidance on how to start your presentation at the bottom of this document.

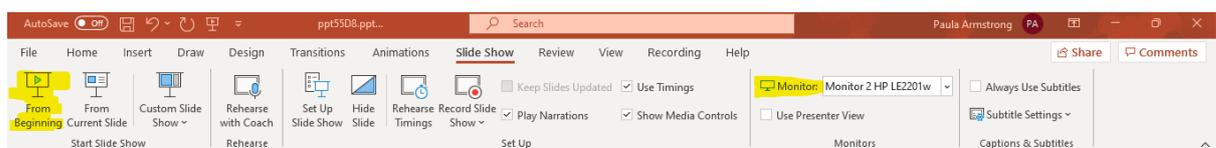
PRACTICE AND TEST

- Know where your camera is and **speak to the camera**.
- Do a test run first to know the length of your presentation – is it over or under time, do you need to adjust?
- It is best to wait for a few seconds at the start of your presentation, then introduce yourself and start your presentation.

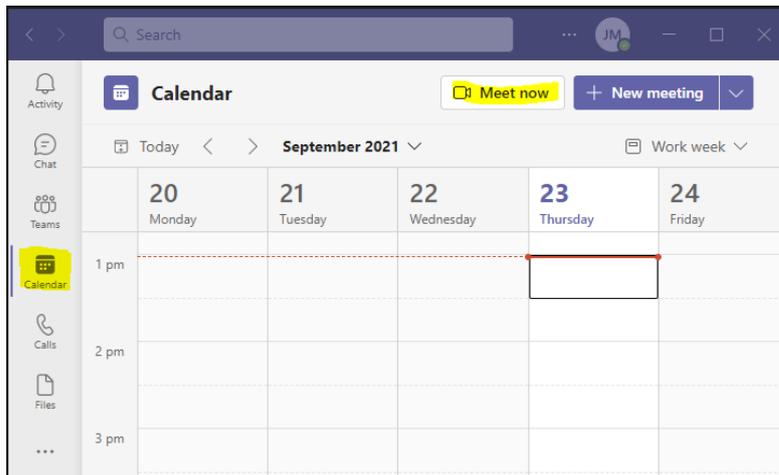
HOW TO RECORD YOUR VIDEO USING MICROSOFT TEAMS:

You can create a Teams meeting to record your presentation. The recording will be available to you as a **.mp4 file** for you to send to the organisers.

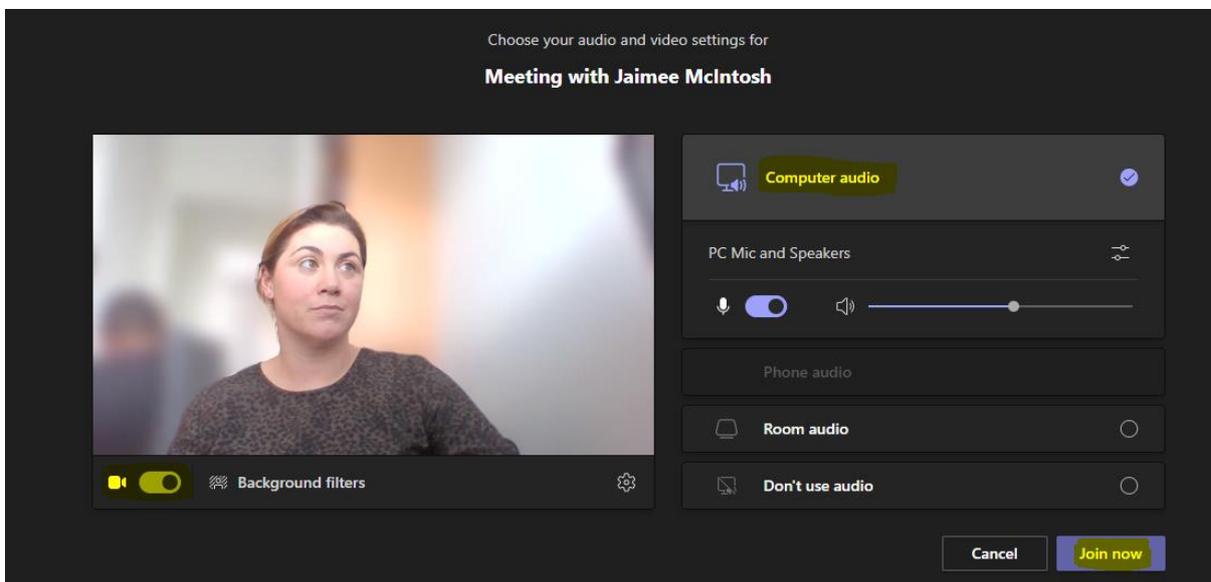
Firstly, ensure you have your Powerpoint open (on the device your webcam is on or a monitor close to the webcam. Please start your presentation by going to **Slide Show** in the menu bar and clicking **from beginning** so that you are ready to record.



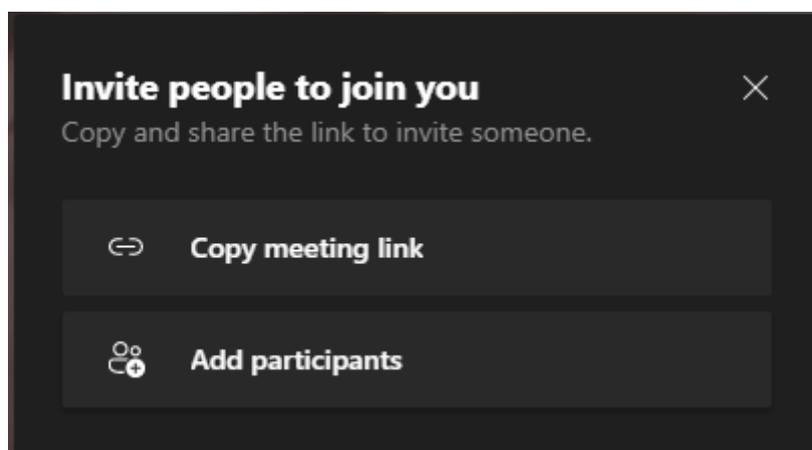
1. To Create a meeting in Microsoft Teams select the Calendar tab in the side menu **MEET NOW** and select **START MEETING**



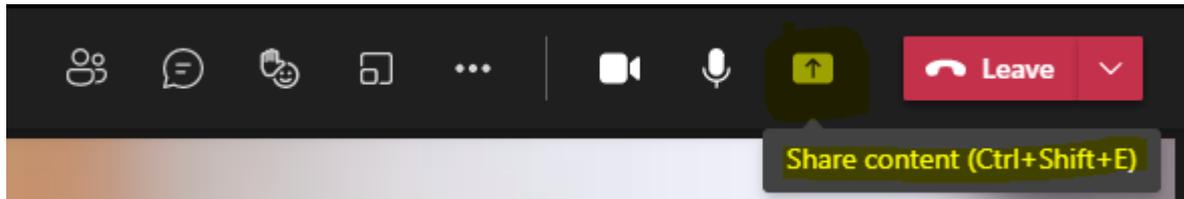
2. Choose your Video and audio settings for the meeting – ensuring that your video and audio controls are turned on. Then select **JOIN NOW** to start your meeting.



3. If you have more than one presenter you can add or send the meeting link for them to join or send them the meeting link. If you are presenting alone you can click the X icon to cancel out of inviting additional participants.

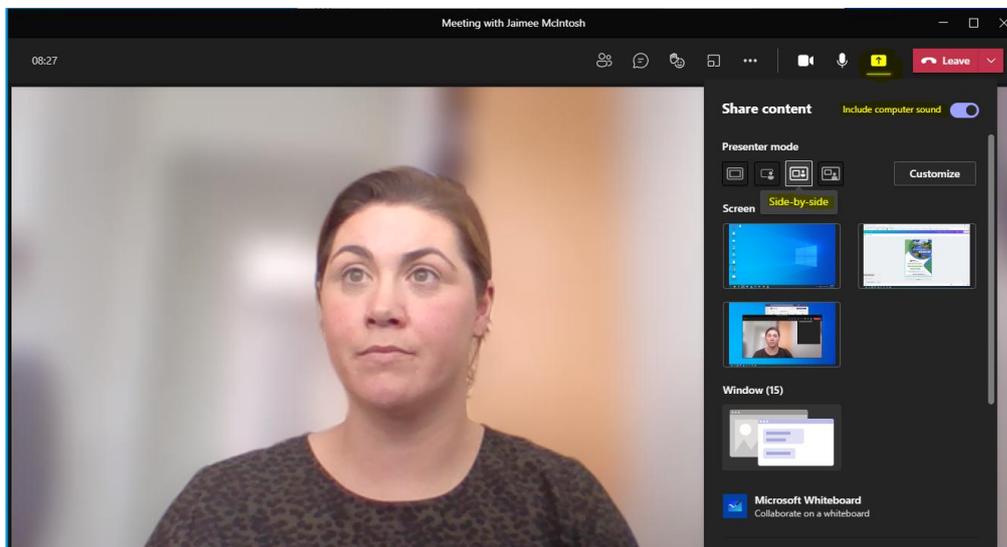


4. This will open the camera screen. In the top right-hand corner of the screen you will see the menu. Select the **SHARE CONTENT** icon

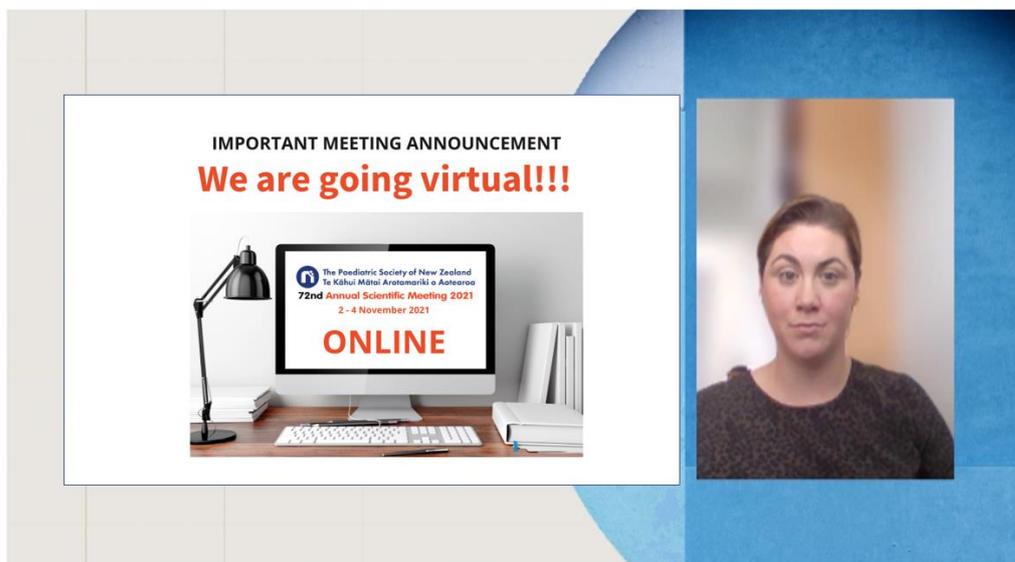


Select the following settings:

- Turn on **“Include the Computer Audio”** if required and are playing a video or audio within your presentation
- Select **“Side by Side”** in the presenter mode for your presentation slides to appear next to you
- Select your screen you wish to share and present. Once selected this will populate the presentation and speaker side by side

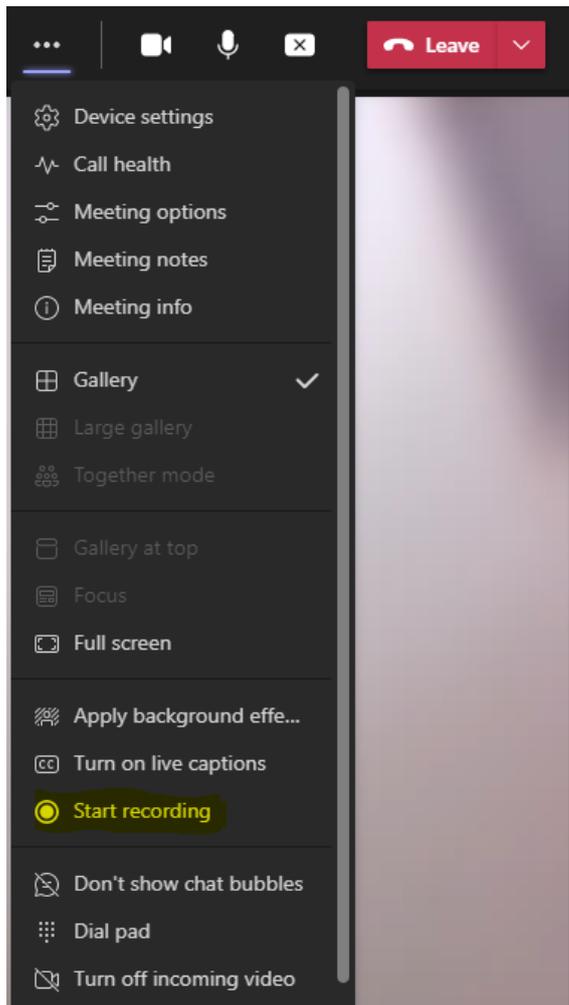


3. Your screen will display with your shared screen on the left and you will see yourself on screen in the right hand side.



TO START RECORDING YOUR PRESENTATION

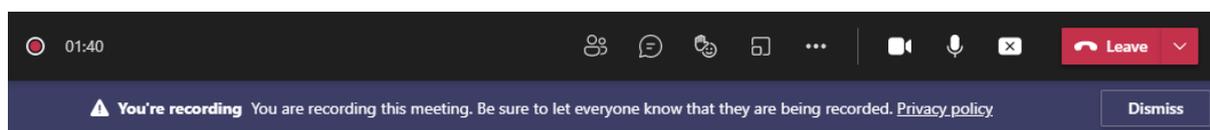
1. Go to the meeting controls and select **More actions** **⋮**.



2. Choose one of the following:

Start recording: Starts the recording and live transcription. Once the recording has started (there may be a delay in this activating) you will receive a notification on the top of your Microsoft Teams window to advise that you are recording

Stop recording: Stops the recording and live transcription.

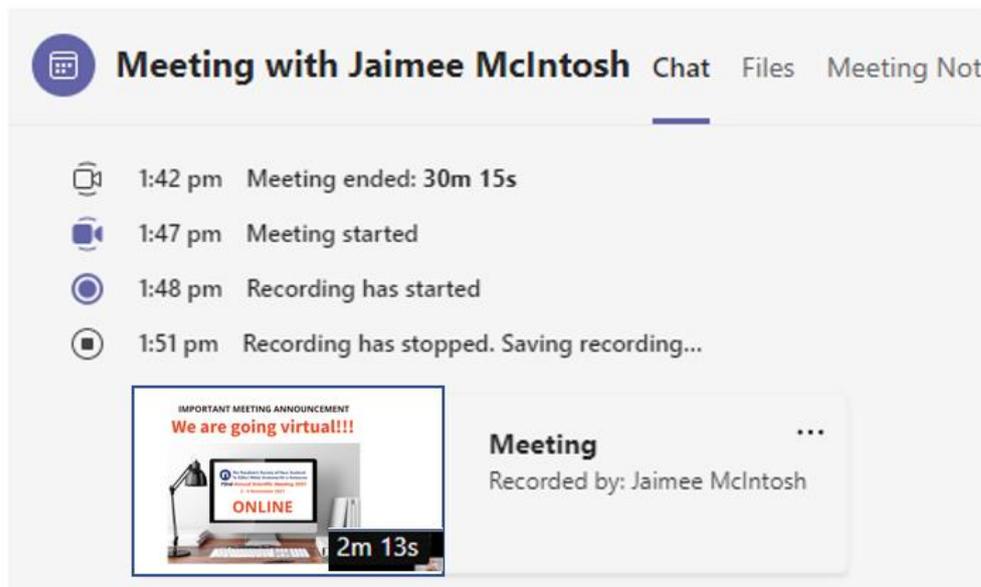


3. Once you have finished presenting Click **LEAVE** and this will end your meeting where you can now access your recording

HOW TO FIND YOUR RECORDINGS

Recordings are available in different places depending on the type of meeting.

- The recording is processed and saved to SharePoint if it was a channel meeting or OneDrive if it was any other type of meeting.
- The meeting recording shows up in the **meeting chat** or channel conversation (if you're meeting in a channel). The recording doesn't expire.



- Click into the Meeting recording thumbnail and this will open a web version for you to download and save to your local harddrive to send through to the organisers.

NOTE: The Conference Organisers can “top and tail” the recording files for abstract oral presenters i.e. edit off any part of the recording where you were getting ready/ after you were finished your presentation.

PRESENTATION CONSENT

The Conference organisers are making every effort to distribute information presented at the Conference.

By accepting your presentation, you consent to your presentation being available and downloadable via the virtual conference portal and maybe loaded to the members only section of the PSNZ Website.

SUPPLYING YOUR FILE

Please refer to our guide on [How to Name and Supply your Files.](#)

Please contact the team at ForumPoint2 Conference Partners if you have any questions.

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