



Speaker Instructions for Pre-Recording a Presentation

*ASA2026 – Annual International Conference May 29-31
Gold Coast Convention & Exhibition Centre*

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Contents

I.	Overview	2
II.	Preparation of Slides	2
III.	Before Recording	3
IV.	Submitting Your Recording	3
V.	Recording your Presentation using PowerPoint	4
VI.	Recording your Presentation using Zoom	7
VII.	Tips & Shortcuts for Presenting	10
	Moving your window displaying your video feed	
	Presentation Shortcuts	
	For Windows PC users	

Overview

All speakers pre-recording their presentations are required to submit these to asa.conference@sonographers.org no later than 5pm (AEST) **Friday 8th May 2026**. Instructions on how to record are provided below.

Please ensure that your recordings meet the following guidelines:

1. Presentation saved as an MP4 file format
2. Video recording quality is set at 720p or 1080p
3. PowerPoint slides formatted in 16:9 ratio to maximise visibility
4. Include the video of yourself in the left-hand side of the presentation (refer to tips & shortcuts for presenting section)
5. Presentation does not exceed the allocated time for your presentation
6. Ensure to name and save your file using the following convention: *"PresentationTitle_firstname_lastname.mp4"*. Do not include any spaces in the file name.

Preparation of Slides

Please download the provided **ASA2026 PowerPoint template** (available via the Speaker Portal)

- Slides should be created in a 16:9 ratio
- Ensure the ASA2026 branded title page is the first slide of your presentation
- The template advises the space to keep clear for your presenter video feed
- The template includes two Disclosure Statement slides

After the title slide, it is a requirement to include your presenter Disclosure Statement. Please select the ONE disclosure slide from the slide deck that is appropriate and delete the other.

Following these two slides, the remainder of styling is at presenter discretion. Remember to be mindful of viewing in a large auditorium and online ensuring adequate text size, font and colour contrast with background.

The use of inappropriate images and language, including derogatory and inflammatory content is not condoned by the ASA and will see the withdrawal of your presentation. We ask you to please be considerate of your audience and wherever possible be mindful of cultural and religious sensitivities.

Before Recording

- Be mindful of your background – keep it as plain as possible otherwise it can be distracting
- Choose a place which is quiet, avoiding places with background noise.
- Speak clearly and slowly – embrace the pause.
- Test your audio & video before recording.
- Built-in cameras and microphones are suitable for most tasks. But if you want a more professional-looking video, consider using an external web cam.
- Look straight into the camera – not into the screen. If you prefer – standing can help you stay focused and be a little more animated.

Submitting Your Recording

Please submit your recorded presentation to events@sonographers.org using a share link. The ASA recommend using *WeTransfer*, a free file sharing service.

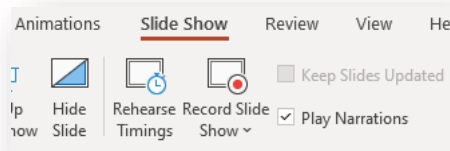
Sharing your video via WeTransfer:

1. Go to www.wetransfer.com
2. Select “Upload Files” on the right of the home screen
3. Skip through the prompts to register and select to send files for free.
4. Add your video with the file name: “*Presentationtitle_firstname_lastname.mp4*”
5. Enter events@sonographers.org into the “Email to” box.
6. Add your email and a short message confirming your name and presentation title.
7. Select Transfer.

You will then be prompted to enter a verification code that will be sent to your email address.

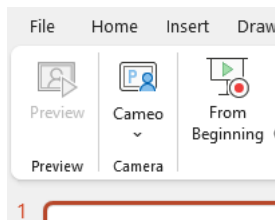
Recording your Presentation using PowerPoint

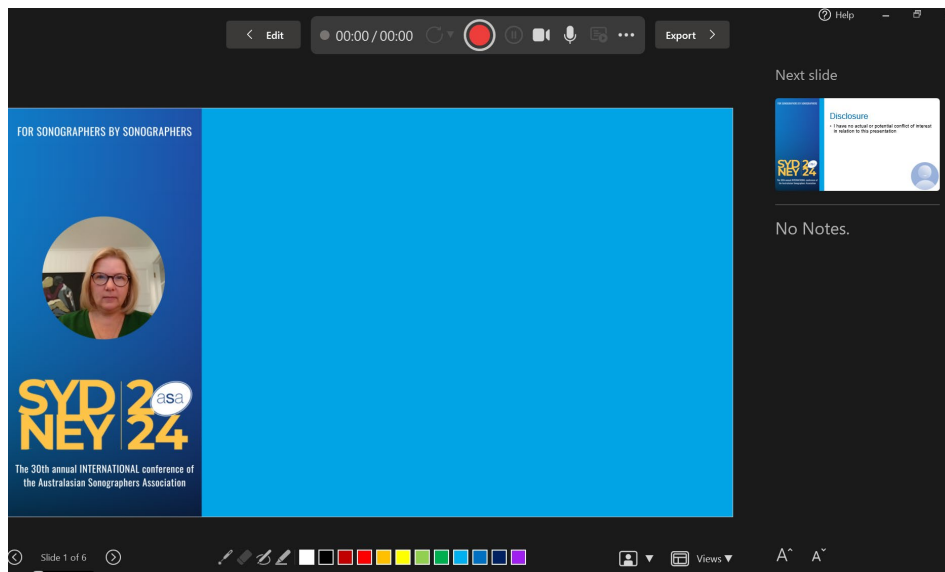
- Complete your slide deck using the **template**
- Ensure you have allocated space on the slide for your presentation video. Please note our preference is for far left of template which does not interfere with the content on your slides.
- When ready to record, navigate to **Slide Show** and click **Record Slide Show**:



You will enter a recording view:

You can also select cameo view and reposition the recording at the far left of the slide





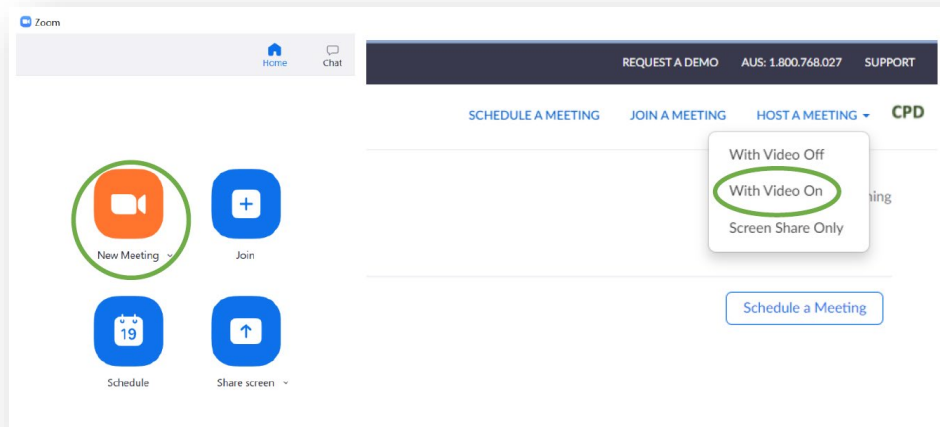
- Ensure your audio and video are on using the icons (*you should not have a line through them as this indicates inactive/turned off*)
- Use the top left to Record, Stop, Pause and Replay your recording
- Please note, the recording will automatically split up across slides, pause speaking briefly as you transition slides.
TIP: If you make a mistake, you can re-record one slide, rather than your whole presentation
- When you exit the recording view, your video will appear in the bottom right of your slides. Resize your video to fit the boxes provided
- Save your recording in .mp4 format with Save As using the naming convention *“Presentationtitle_firstname_lastname.mp4”*
- Save a copy in PowerPoint format in case edits are required

Tips

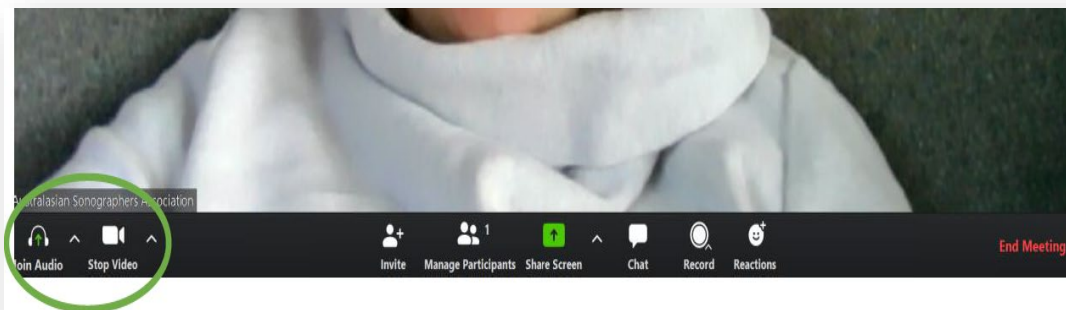
- Use video preview to make sure everything is set up correctly before recording.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide.
 - Include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.
- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only need to re-record the affected slide(s).
 - You can also rearrange the order of slides without having to re-record anything.
- You can't record narration in PowerPoint using a web version. Use a desktop version of PowerPoint to record your narration.
- As soon as you finish your first slide recording, play it back. Ensure you are happy with settings and appearances before continuing with narration.

Recording your Presentation using Zoom

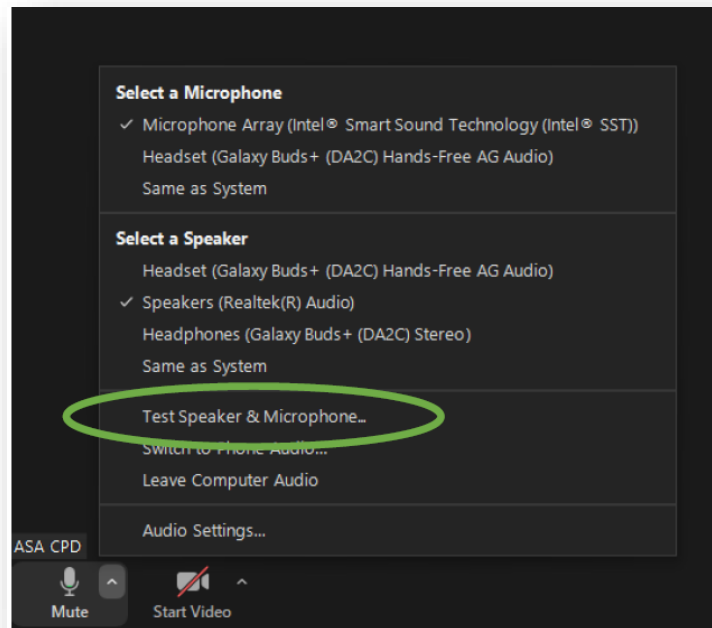
1. Open Zoom via your desktop app or web browser, and sign in (If you do not have Zoom, you can download the free basic version here: <https://zoom.us/signin>)
2. Select “New Meeting” (desktop version) or “Host a Meeting” (web version). This will open in a new window.



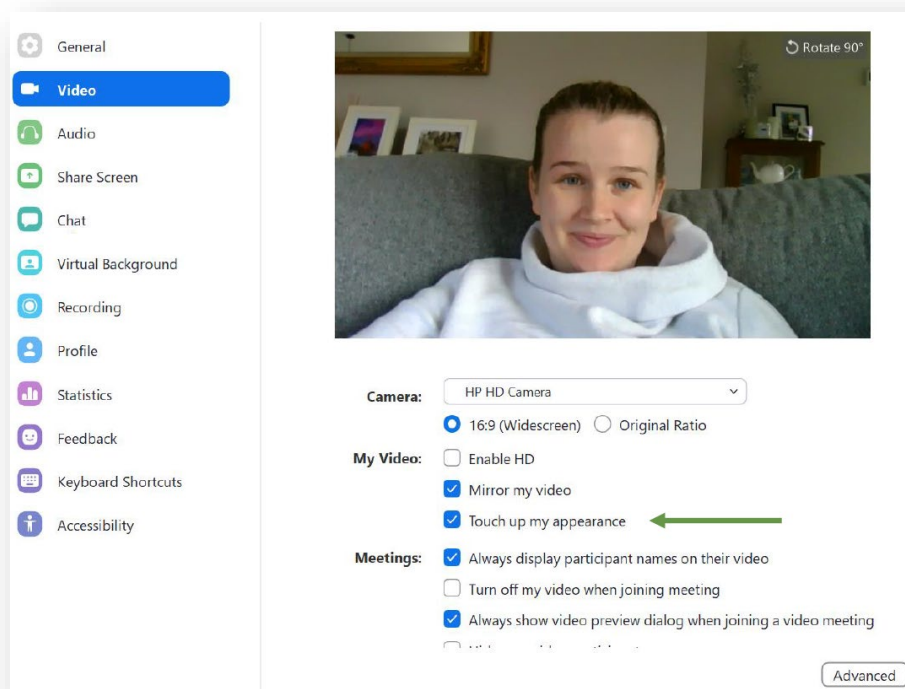
3. Prior to recording, check your audio & video settings:



Audio: Navigate to the bottom toolbar and select the (^) arrow next to the audio icon. Select the speakers and microphone you wish to use, then *Test Speaker & Microphone*



Video: By clicking on the up (^) arrow next to the video icon the below pop up will appear. Here you may wish to touch up your appearance, change the video background (blur background or green screen) or change the video settings.

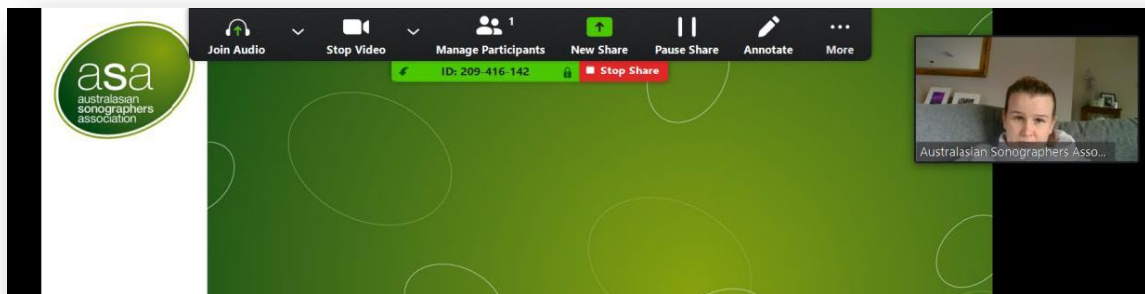


Once you are happy with the audio and video, ensure your PowerPoint

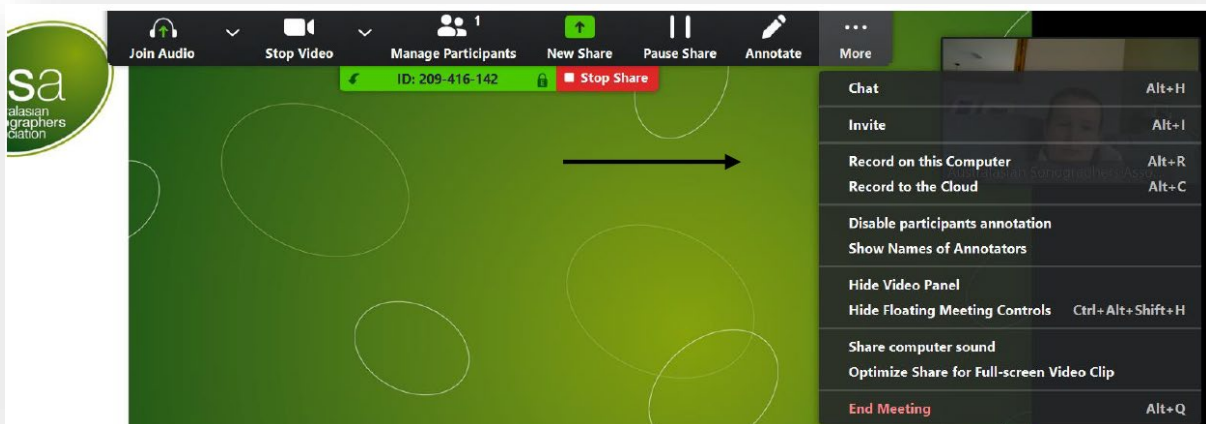
presentation is open in the background.

(Note: any speaker notes underneath your PowerPoint slides will not appear whilst recording in Zoom. If you require these, simply print a hardcopy or connect a second computer monitor)

- In Zoom, click **Share Screen** in the toolbar and select your PowerPoint presentation.
(The menu bar will now move to the top of the screen and a small window displaying your video feed will also be seen. To access the menu when in share screen mode you will need to hover over the ID.bar).



- Now that you are ready to record, go to the **“More”** button (last on the top right). Click **“Record on this Computer”** and begin your presentation.



- When you’ve finished presenting simply press **End Meeting** (or Alt + Q). Recording will stop and automatically save to your computer (this may take some time).

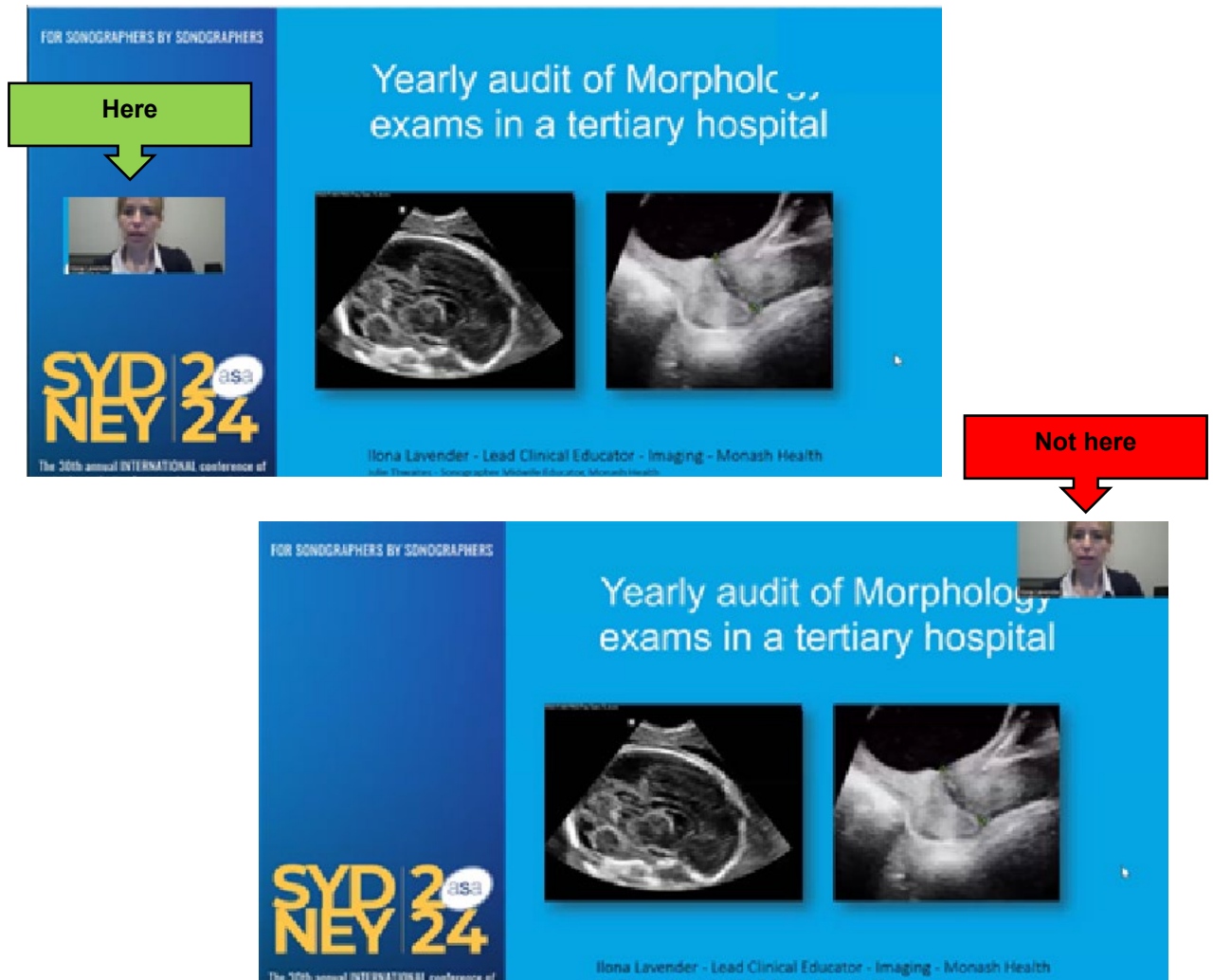
Depending on your PC this will save to: “This PC>Documents>Zoom>*date of recording*”

If you cannot find the recording search zoom in your PC Start menu. Please review your recording before submitting.

Tips & Shortcuts for Presenting

Moving your window displaying your video feed

When sharing slides, please also include the video of yourself in the left-hand side of the presentation. Below is an example of where your video feed should be located when presenting.



Presentation Shortcuts

When you are in presenter mode on PowerPoint there are a few keyboard shortcuts that help you to interact with the presentation more and highlight different parts or demonstrate different items.

Start and Stop Recording: *Alt + R*

Activating the Laser Pointer: *Ctrl + hold down mouse button*

When giving your talk, you may have specific elements on your slide that you want to point out to your audience. One great way to do that is to use a laser pointer.

To activate the laser pointer while in Slide Show Mode, hold down the CTRL key on your keyboard and click and hold down the left mouse button. Doing so turns on the laser pointer, allowing you to point out things on your slide and focus your audience's attention.

Drawing and highlighting areas on your slides:

Some of the best tools when presenting in front of an audience – whether on a webinar or in a room – are the inking tools.

You can use these tools to highlight parts of the slide, add notes, underline text etc. such as the below:



Here are the shortcuts you need to activate when in slideshow mode:

Ctrl + P

- will activate the pen, allowing you to write / draw on your slides. Hitting CTRL + P a second time will turn the Pen off.

Ctrl + I

- will activate the highlighter, allowing you to highlight / draw on your slides.

Ctrl + M

- will hide all the ink on your slide. If you use the shortcut a second time, you will make the ink re-appear.

Press E

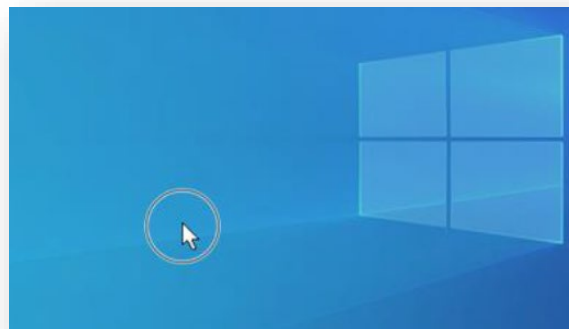
- will erase all the ink on your slide. Be careful when erasing the Ink on screen as there is

no way to un-erase that ink.

The ASA recommends integrating these into your presentation as they are useful in engaging a virtual audience, particularly in demonstrating or highlighting key points.

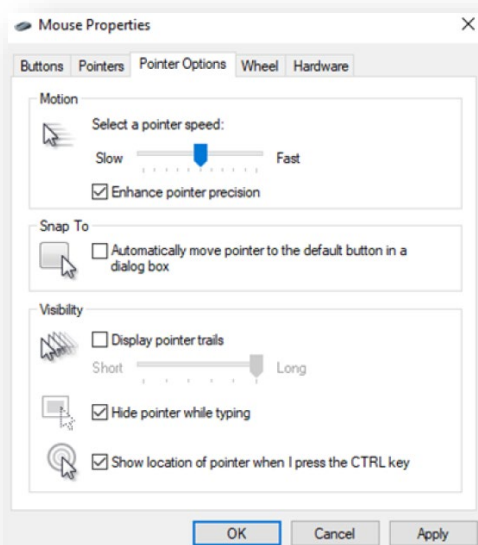
For Windows PC users

Another option some people find helpful is using a moving circle to highlight where your mouse is. Looks like this



To do this you need to change your settings on your computer. Go to the search box on your task bar, search for Mouse Settings, and select it from the list.

- Once you're in Mouse settings, select Additional mouse options from the links on the right side of the page.
- In Mouse Properties, on the Pointer Options tab, at the bottom, select Show location of pointer when I press the CTRL key, and then select OK.



- To activate, press CTRL (you do not need to click the mouse button just hit CTRL). Note: Mac users this application is not as straightforward and requires downloading an app from the Apple Store. We recommend you research this before making any changes.