

## How to record your NEPPSC Lightning Talk or Section Presentation

Since we are going all virtual this year, and all of the non-student talks will be pre-recorded we want to provide some guidance on how to record your presentation. You can find loads of tutorials online by searching “how to record a presentation on Zoom” or whatever platform you like, but below are a few guides to get you started. Don’t wait until the last minute!

FAQs:

Q: What are the details of the recorded presentation?

A: 12min total length, 200MB maximum file size, must be uploaded by Dec 18 to the WSSA abstracts site.

Q: How do I record my presentation?

A: Lots of options actually. Below are some links on using various software platforms to record your presentation. You only need to record your slides and voice. **Do NOT turn your webcam on, just record your voice.**

**Zoom:** Here is a link to a tutorial on how to record yourself using Zoom, which most everyone has access to. There are 100s more of these online. The basics are below:

- 1) Open your presentation file and Zoom.
- 2) Make sure Zoom is using the audio input you want. Click the microphone and choose your input.
- 3) Click the green Share Screen button and choose your presentation.
- 4) Put the presentation in Presenter Mode.
- 5) Click the 3 dots (...) menu and choose “record to this computer”.
- 6) Give your presentation.
- 7) Stop the recording and export to your computer.
- 8) Review and then upload.
- 9) Piece of cake!

[https://www.uhd.edu/computing/services-training/training/Documents/zoom\\_record\\_presentations.pdf](https://www.uhd.edu/computing/services-training/training/Documents/zoom_record_presentations.pdf)

**PowerPoint:** Below is a link to a YouTube tutorial on how to record a video presentation in PowerPoint. You do NOT need to turn your camera on as this may make the file size too large.

<https://www.youtube.com/watch?v=7nmdH2SFlas>

Q: What next?

A: Review your recorded presentation and make sure the audio is clear and you are happy with the results. Keep re-recording until you are happy with the final product. You can of course edit the clip with software like iMovie, Adobe, etc, but may be easiest to simply re-record. Make sure your final file size is <200MB. If not, you will need to either reduce the length of the recording or reduce the image quality.

Q: Where do I upload my presentation?

A: Login to your account at <http://www.weedscimeetingabstracts.com> and upload your file.

Q: What if I have questions?

A: If you need help reach out to Jacob Barney ([jbarney@vt.edu](mailto:jbarney@vt.edu)).