

Filming your presentation for EBPOM

Introduction

There are many ways to film your presentation for EBPOM World Congress or EBPOM Ireland. To help you get started we have included some tips below.

Three of the most common ways to do this are via Zoom, Teams or Microsoft Powerpoint. We would prefer you to use powerpoint as the quality of the recording is better. If you have a preferred alternative software package that you wish to use, this is fine as long as we can open the file sent to us.

Instructions for recording your video

Recording should contain a prominent view of the presentation slides along with audio and a headshot of the presenter. Many presentation software formats allow recording audio and video directly in the application and can export appropriate video files.

The presentation recording should:

- Not exceed the time you have been allocated - 3 minutes long
- Not exceed the slides you have been allocated - 3 slides
- Set for HD format (1280 x 720 or other "720p" setting)
- Use simple (Arial, Calibri) and large (30+) fonts on your slides
- Avoid using hi-res images
- Saved using the word WC or Ireland and your last name as the file name. For example: "WC - Hayden" this allows EBPOM Admin to match the video with the submitter. If you submit your video with a different saved title it will be rejected and you will be asked to resubmit.

Please record and send your presentation to us at admin@ebpom.org If the file is large you may want to use [WeTransfer](#) or [MailBigFile](#) to achieve this.

Different ways to record

The following gives hints and tips in recording in Zoom, Teams or Powerpoint.

ZOOM

How to record in Zoom

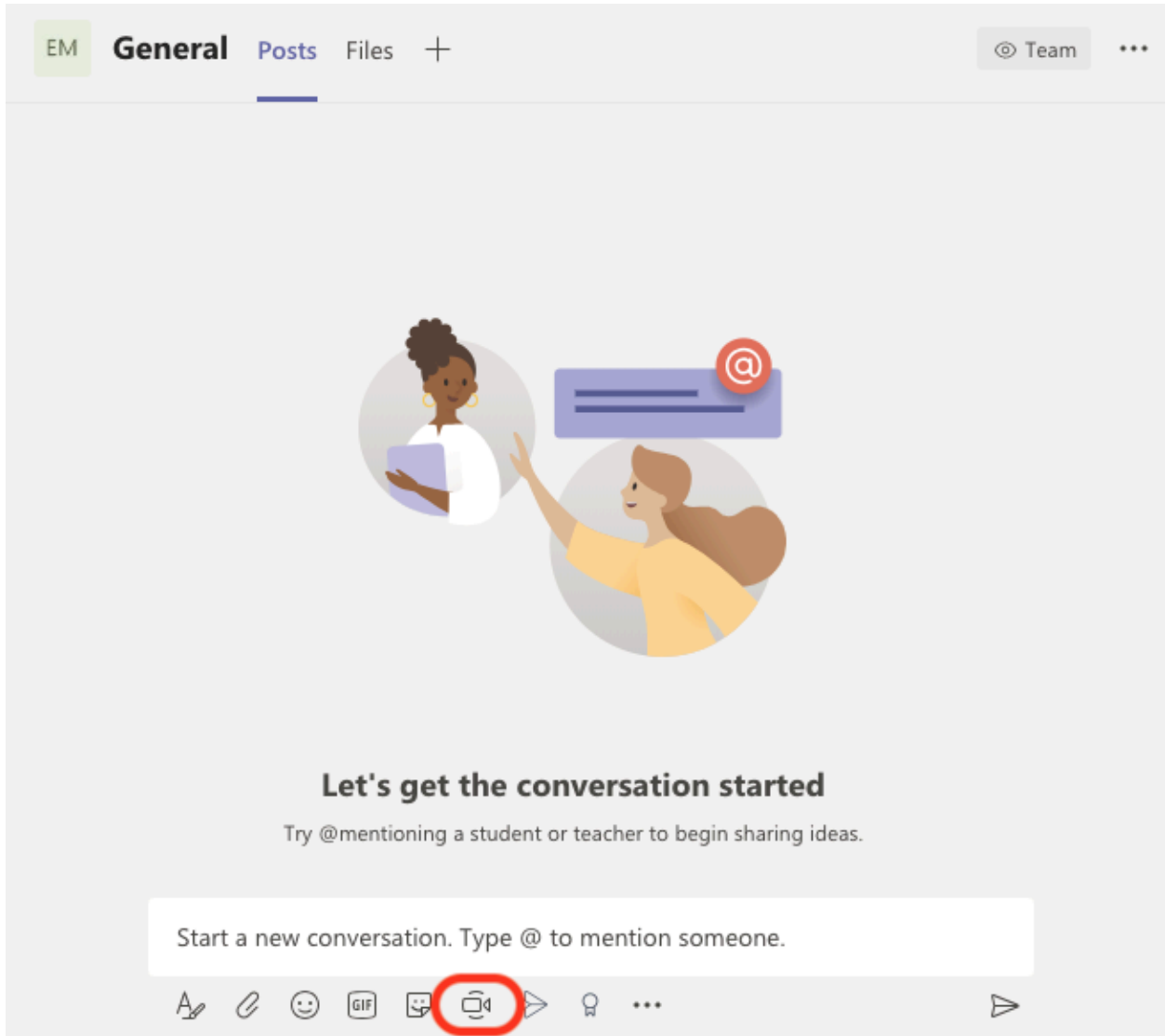
For instructions on creating a FREE Zoom account (if you do not already have one), [Click here.](#)

1. Open the Zoom application and sign in to your account. In your profile, click "Settings", then "Recordings". Make sure you make a note of where the recording will be saved to on your computer. (Screen shot).
2. Click on "Host a Meeting with Video". A pop up will appear. Click on "Join with computer audio".
3. Be sure that your audio and video are both on and working. You should be able to see yourself if the video is working and the microphone on the bottom left should have a moving green image when you speak.
4. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
5. Become familiar with the Zoom tools available at the top of your screen which will appear once you start screen sharing. We encourage the use of the spotlight pointer during the recording.
6. Put your slide set into presentation mode before starting to screen share
7. Press the "Record" button. Then select "Share Screen" and begin your presentation. As a reminder, your presentation should not exceed the time we have allocated to you.
8. Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting--which will stop the recording. It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.
9. Find the .mp4 file and rename using the word WC or Ireland and your last name as the file name. For example: "WC - Hayden" this allows EBPOM Admin to match the video with the submitter. If you submit your video with a different saved title it will be rejected and you will be asked to resubmit.

TEAMS

How to record in Teams

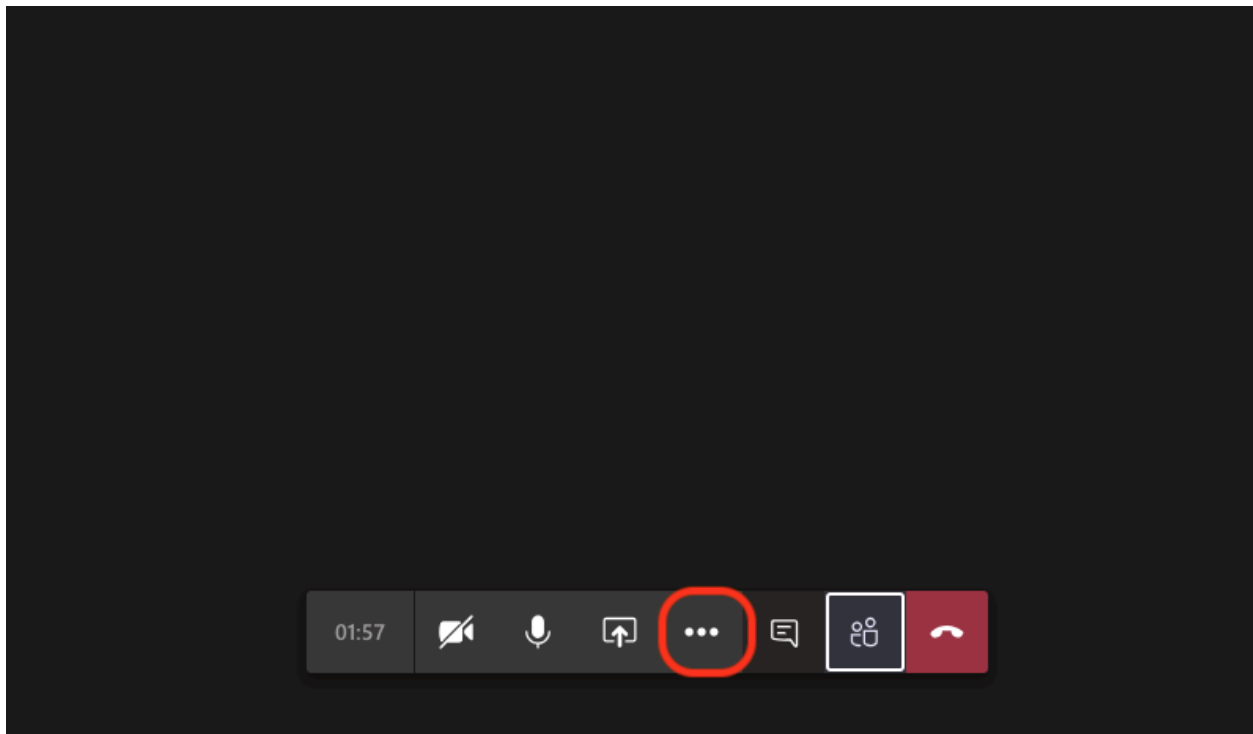
1. Open Microsoft Teams on your computer or [on the web](#)
2. Click on the camera icon.



3. Give the video meeting a name and click "Meet now" to start.



4. To begin recording the meeting, click the three dots and choose "Start recording".
5. You can now open up your powerpoint presentation and present as you normally would in a lecture.




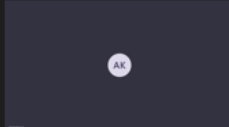
- When you wish to stop recording, you can either end the meeting or press the three dots again and choose "Stop recording".
- You will receive an email from Microsoft Stream when the video is ready. This can take a while (depending on the length of the video). Click on the link in the email to go to the video.

Your meeting recording is here! — "EMNE1234 Forelesning X"

MS Microsoft Stream <no-reply@microsoftstream.com> Today at 12:41
To: ○ /

⚠ To protect your privacy, some pictures in this message were not downloaded. [Download pictures](#)

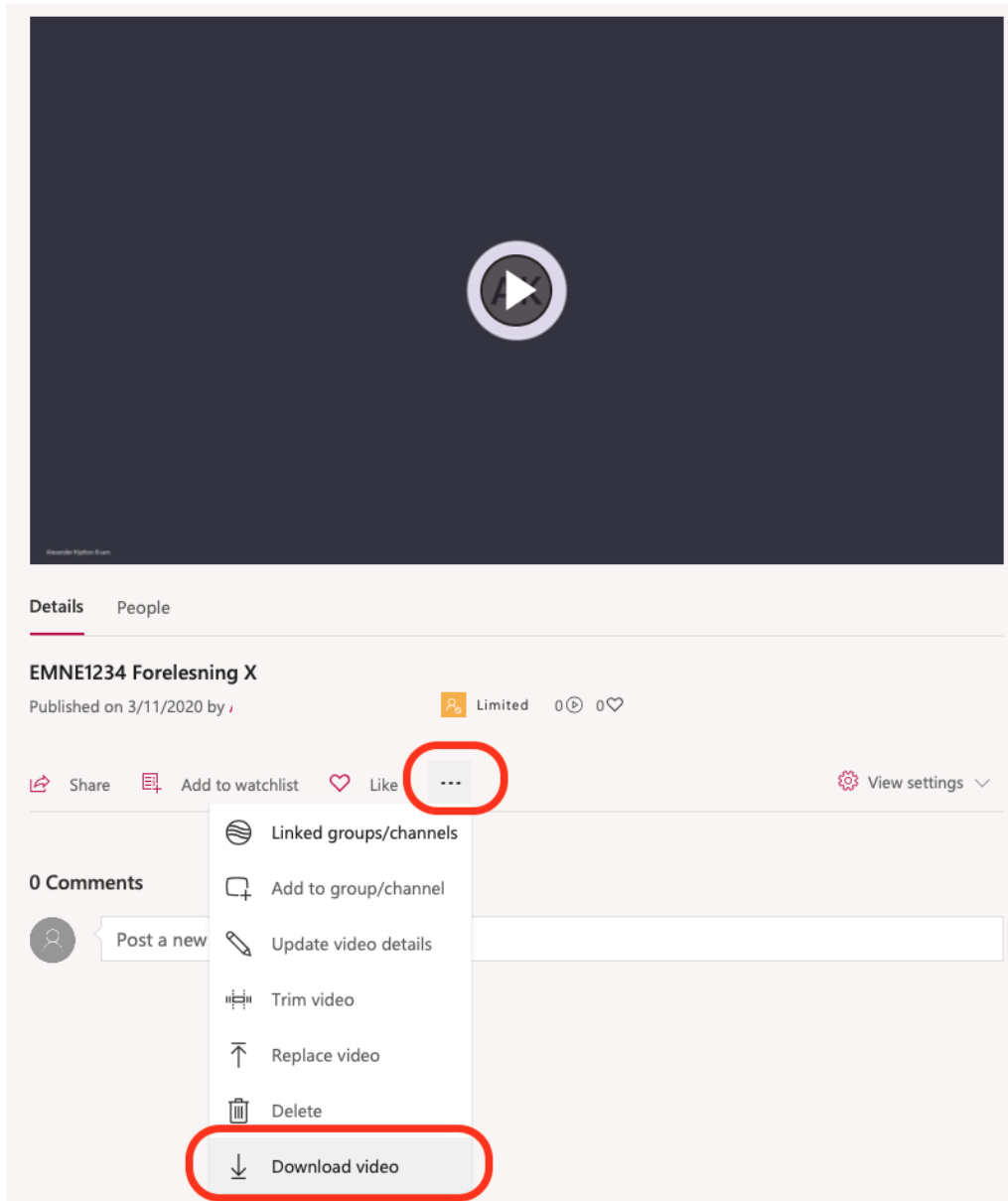

Your content is ready to stream!

 **EMNE1234 Forelesning X**
to publish, view, edit or share!

[Manage your Stream notification preferences here.](#)

Do not respond to this email. This mailbox is not monitored.
Microsoft respects your privacy. Please read our [Privacy Statement](#)

8. Click the three dots on your video to download it, save as your session number and surname ie "S1.4 - Hayden"



POWERPOINT

How to record in Powerpoint

1. Open your PowerPoint presentation
2. Click 'Slide Show' on the top menu bar
3. Press 'Record Slide Show'
4. You will see your camera come up in the bottom corner of the page
5. Click the RED Record button at the top left, on a MAC this is located in the centre of the screen at the top
6. Record your presentation
7. Click through each slide and record your presentation
8. When you reach the end your deck the recording will stop automatically and you will be asked to click the screen to exit
9. You will now see your video embed on each page.
10. Click File in the top left
11. Click Export
12. Click A Create Video – Select 1080p and press create video, select a save location
13. Find the .mp4 file and rename using the word WC or Ireland and your last name as the file name. For example: "WC - Hayden" this allows EBPOM Admin to match the video with the submitter. If you submit your video with a different saved title it will be rejected and you will be asked to resubmit.
14. The export will take around 10 minutes depending on the length of your presentation

Microsoft 365 Powerpoint tips

- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, 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.
- You can adjust and edit the size of video and ink in the edit view.
- If it's possible that your audience may use PowerPoint for the web to experience the recording, use the transitions that are supported by PowerPoint for the web (Cut, Fade, Push, Wipe, Split, Random Bars, Shape, Morph).
- Presentation recording works best with touch-screen PCs that have a web camera.
- Use video preview to make sure everything is set up correctly before recording.

- For slides that you want to record gestures (such as ink) on, make multiple copies of the slide so that you can easily record multiple takes. Then delete the extraneous slides when you're done.
- Record a few seconds of silence by turning off audio and video to advance after a set time.
- For higher quality, use an external web cam and/or microphone.
Built-in cameras and microphones are suitable for most tasks. But if you want more professional-looking video, consider using an external web cam, if you're able. If you're using PowerPoint on a tablet or laptop and you're inking with a stylus, an external camera and microphone allows you to minimize stylus noise.
- As soon as you finish your first slide recording, play it back.
Before you get too far down the road of recording your presentation, make sure your audio and video sound and look the way you expect.

Tips to make your presentation better

Filming Location Tips

- **Location** – find a quiet location to record. This will prevent any unwanted background noise from being picked up on the recording (which will be distracting for your viewers).
- **Background** – a cluttered background can be distracting for viewers. Try to record on a plain, clean background.
- **Lighting** – Giving a little thought to lighting will greatly improve the look of your video. Don't position the light directly behind you, unless you want to appear in silhouette. And avoid lighting from directly beneath or directly above your head to avoid unflattering shadows. Try to position yourself so your face is well lit, a ring light or lamp can help with this.
- **Privacy** – remember to protect your privacy. Be mindful of what might be in the background of your recordings, avoid displaying anything private/personal or that may offend your viewers.
- **Comfort** – creating a recording can be stressful. Arrange your working environment in a way that makes you feel relaxed and comfortable. Being uncomfortable will lead to you moving and fidgeting whilst recording which may be distracting to some viewers. It may also generate some unwanted audio.

Filming Tips

- **Camera position** – try to line the position of the camera at eye level if you are recording picture in picture. This way the recording will look more natural to the viewers.
- **Camera position** – when framing the shot, try to position yourself so that everything from your shoulders to just above the top of your head is in the shot. Remember, you're trying to make the shot to look as natural as possible.
- **Sound 1**– use an external microphone if possible. This will improve the quality of your audio. If you are using the built-in microphone on your recording device, the quality of the audio will be affected by how far away you have to place it from yourself – too far and it may sound tinny.
- **Sound 2** – turn off the speaking on your recording device to avoid any unnecessary audio interference (feedback).
- **Test** - Do a short test recording first (recite a short poem or the words of a song?) – to ensure you are happy with the quality of the audio, video, lighting etc.