

Antibody Engineering & Therapeutics VIRTUAL

December 14-16, 2020

HOW TO RECORD YOUR POSTER POWERPOINT PRESENTATION

Please click [here](#) for a video guide or please follow the step-by-step instructions below on how to use PowerPoint to record your slides with video narration. You may also use alternative software as long as the final video file can be saved in **MP4 Format**.

Presentation length **should not exceed 5 minutes** and should be submitted in English.

BEFORE YOU START, HERE ARE SOME TIPS:

Camera (optional)

- Lighting – We recommend sitting facing a soft light source, e.g. a window or table lamp. Do not sit with you back against a window or have a light source directly above you and avoid harsh lighting from any angles.
- Background – Try to have a neutral background with nothing distracting behind you as this may detract your audience from your presentation.
- Camera level – Sit roughly an arm's length away from the camera during your session with the camera at roughly eye level (try by propping your device on a shelf/ textbooks etc). This will make a big difference to the overall look, also when recording looking straight into the camera will help engage your audience.

Microphone

- Computer – Switch off computer notification noises, e.g. Skype, email. Ideally close any unused applications whilst presenting.
- Microphone – The computer in-built microphone is not usually the best quality, if possible, use an external plugin microphone/headset.
- Background noise – Find a location that is quiet with limited background noise. If there is a lasting background noise in your environment, please mute your mic when you are not speaking.

Presentation Guidelines

- Presentations in PowerPoint format are preferred with a minimum font size of 24 so that text is easily legible; please use a 16:9 format.
- Please do not upload sensitive files that may contain personal, medical or financial information about yourself or another individual. If that's unavoidable, use a password to secure the file before uploading.
- Please do not use transitions in your PowerPoint presentation. If you record your presentation with transitions between the slides, your voice could fall out of sync

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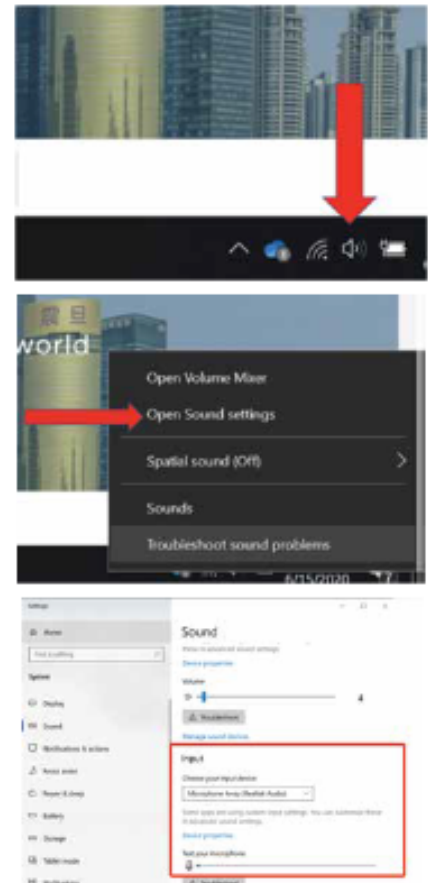
STEP ONE: Check Your Microphone and Your Recording Setting

Windows

1. Connect your headset or external microphone into your computer. This will give the best sound. You may also use your computer's internal microphone.
2. At the bottom-right of your computer screen (in your taskbar) select the icon that resembles a speaker.

You may need to click on the icon that looks like an up arrow, which will show you icons that have been hidden from your taskbar.

3. Right-click the speaker icon and select "Open Sound Settings."
4. Scroll down to "Input."
 - Windows will show you which microphone is currently your default. This should be set to the microphone device you are using now.
 - The blue bar shows your volume levels. Try talking into your microphone. If the blue bar jumps/moves around as you raise and lower your voice, your microphone is working correctly.



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5. If your computer is using the wrong microphone, you can change it by clicking on the drop-down menu and selecting a new option — make sure the right microphone is plugged in correctly, or it won't appear in the drop-down menu.

Mac

1. Click "System Preferences" on Dock.
2. Select "Sound".
3. Verify your device is shown under "Output" as "Headphone port" and "Input" as "Microphone port".



STEP TWO: Set up to Record Your Narration on PowerPoint - Recording WITH Webcam

1. In PowerPoint, open the finished presentation you would like to narrate.
2. Go to the "Slide Show" tab.
3. Select "Record slideshow" and choose the "Recording from Beginning" option.



4. Once you select "Record from the Beginning", the PowerPoint will automatically display presentation mode.
5. Please ensure your camera is clicked, ON. You can turn on the camera at the bottom right of the record screen.



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STEP THREE: Saving the recorded PowerPoint Presentation

Windows

1. Once finished recording the PowerPoint Presentation select "File" on upper left-hand corner of screen.
2. Select "Export" > "Create a Video" > "Full HD (1080p)" > "Use Recorded Timings and Narrations" > "Create Video".



3. Select a location and name your file "First Name Last Name, Company Name"
4. Select File Format MP4.
5. Select Save.

Mac

1. Once finished go to "File" and "Export".
2. 3. Select a location and name your file "First Name Last Name, Company Name"
3. Select File Format MP4.
4. Select Quality "Internet Quality".
5. Select "Export".



NOTES

- Individual steps may vary slightly due to different PowerPoint versions.
- Video make take some time to save; do not try to close PowerPoint until the file is saved completely.