



Virtual BSID Annual Meeting

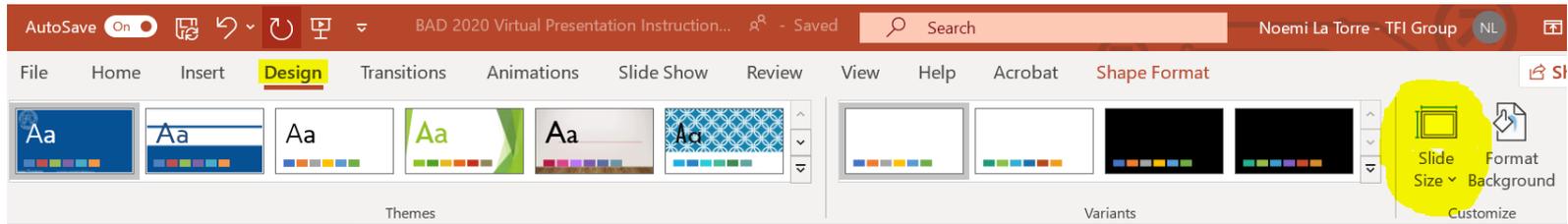
Monday 29th – Wednesday 31st March 2021

*Virtual Presentation Instructions:
Recording your presentation*

Virtual Presentation Guidelines

Your presentation should be recorded in accordance with the following guidelines:

- Please use PowerPoint with a 16:9 Slide Size for your presentation, which you can set as shown below:



- Speakers should include a brief introduction, followed by their declaration of interests which should be visible to attendees (this is usually on a speaker's first or second slide)
- There should be a clear view of presentation material and clear audio
- Speakers should ensure they have all relevant consent and approvals for any images used or data presented
- Speakers should keep to their allocated time

Tips for virtual presentations

- Check that your microphone is working and does not have any interference. You can test the microphone using your computer.
- Ensure the camera is at eye level and in front of you. Maintain eye contact with the audience - look at the camera while presenting.
- Choose your room and background carefully. A quiet room where the speaker won't be interrupted is a must. We recommend organising the space so the backdrop is clear of too many distracting objects i.e. bookshelves, photo frames etc.
- Lighting is also important. Where possible, natural light is best. Windows/lights directly behind the speaker should be avoided.
- Consider clothing choices - dots, stripes and small patterns can interfere with the camera and create a distracting, distorted effect.

How to record your presentation

There are many platforms you can pre-record your presentation on. The following instructions relate to the Record Slide Show tool in Microsoft Powerpoint.

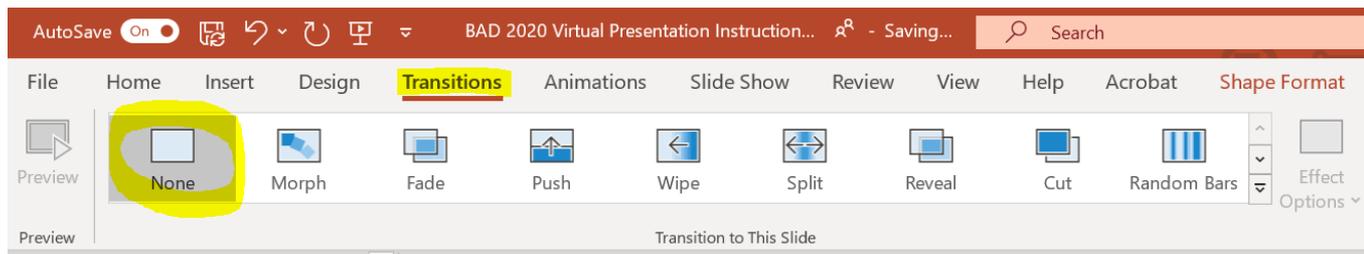
The main benefits of using this tool are:

- Connectivity issues will not affect your recording, as your presentation is recorded using your computer's camera and microphone and does not rely on bandwidth
- You are already familiar with using PowerPoint and you can deliver your presentation using only one tool
- You can rehearse and save your video recording within your PowerPoint presentation

PowerPoint pre-recorded presentation

Before you record your presentation:

- Ensure your presentation slides have room for the speaker's Picture in Picture (PIP) frame on the bottom left corner
- Ensure your Transitions are set to "None". To do so, click on the **Transitions** tab and select **None** as shown below. Select **Apply to All**



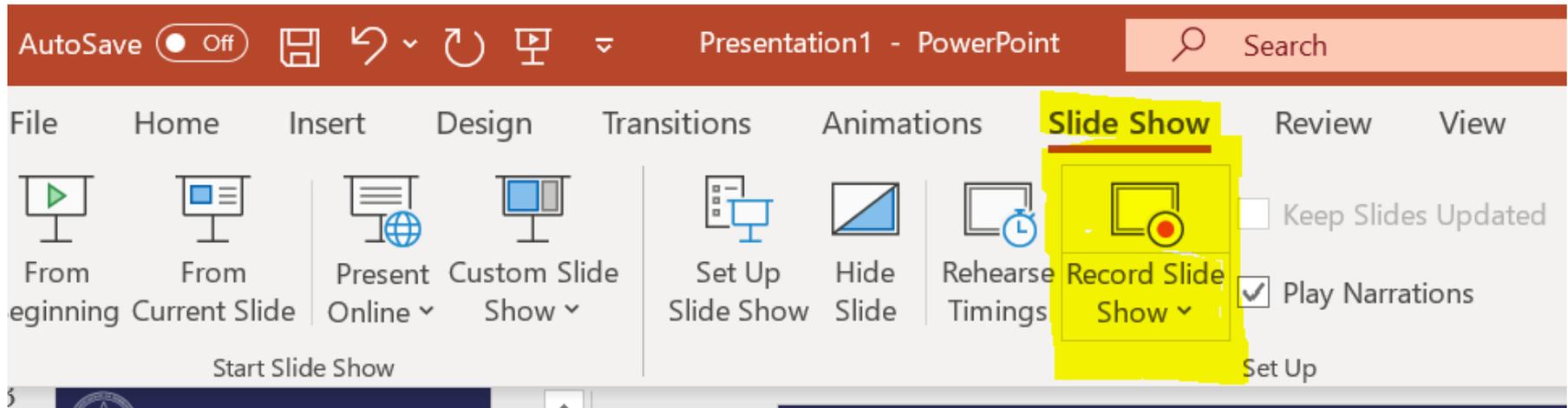
- Please note that you can access your Notes during the presentation recording

PowerPoint pre-recorded presentation

When you are satisfied and ready to record, open your PowerPoint slides.

- Go to the **Slide Show** tab.
- Click on **Record Slide Show**.

In general, you will want to click on **Record from Beginning** to go through the whole presentation. If you pause your presentation at any point, you can resume by clicking on **Record from Current Slide**.



PowerPoint pre-recorded presentation

Your screen will switch to presentation view.

You will now see a number of options and tools you can use during your recording.

1. On the top right corner, you can click on the Settings icon to select the Microphone and Camera you wish to use. This will be set by default to your computer's microphone and camera. If you are using a headset microphone, you will need to select that audio source here.
2. At the top, you can see the Notes section. Your audience will not be able to see this in the recording.
3. On the bottom bar, you can see a number of tools you can use to point/highlight content within your slides as you present.
4. Finally on the top left corner, you can control the recording (Start, Pause, Stop).
5. To start, click on the **Recording** button. This will set off a 3-2-1 timer, after which you are live and can start presenting.
6. If at any point during the presentation you wish to pause, you can click on the **Pause** button. When you are ready to resume, simply click on **Recording** again and continue.
7. When you reach the end of your presentation, click on **Stop** and exit the presentation view. The recordings will automatically be saved within the relevant slides.

PowerPoint pre-recorded presentation

Your screen will switch back to the slides editor.

You will now see your video recording broken down into video clips attached to each slide. To play the presentation with the video recordings:

- Click on each video clip on each slide OR
- Go into Slide Show mode.

If you are not satisfied with your recording and wish to record again, please follow these steps.

Go back to the **Slide Show** tab.

- IF you wish to re-record only some video clips, you can select the slide you want to re-record, click on **Record Slide Show** and **Record from Current Slide**. Please note this recording will overwrite the previous video clip attached to this slide.
- IF you wish to re-record the entire presentation, click on **Record Slide Show** and **Record from Beginning**. Please note this will overwrite the entire recording.

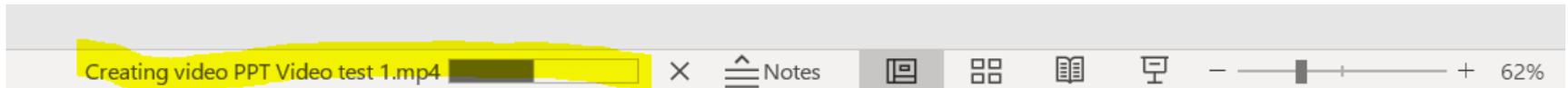
To avoid overwriting previous recordings, we suggest that you copy and save your presentation as a new version (e.g. Video Presentation V2).

PowerPoint pre-recorded presentation

When you are satisfied with your video recording, follow the next steps to save it.

To save your video presentation:

- Click on the **File** tab and **Save As** and save it in PowerPoint on your computer.
- Please name the file as follows: *First name Last Name Talk Title*
- Then click on the **File** tab and **Export**. Now select **Create a Video** and leave the settings as they are by default: *Full HD with Use Recorded Timings and Narration*. Save the file with the same name as above.
- It will take some time for the video to render. You will see the progress in the bottom bar.



- Please then send the presentation onto myself (sally-ann@bad.org.uk) via email, or if it is too large to send this way, via a file sharing system (eg WeTransfer or Dropbox)