

# ePoster

## RECORDING YOUR PRESENTATION

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Your ePoster must be submitted in two formats: as a recording and as still slide images. Please download the slide template.

You have 2 slides to include information, and a maximum of 2 minutes for your recorded presentation.

The recording includes slides, voice narration and must be submitted via the Submit Abstract portal.

### TECHNICAL REQUIREMENTS

1. Microphone – most internal device microphones are sufficient, including laptops, tablets, and smartphones. Bluetooth or USB headsets are recommended for filtering-out background noise.
2. Slide presentation – there are a number of options to capture your slides with your voice or narration. Usually, recording directly in your presentation software of choice, such as PowerPoint or Keynote, is convenient. If you experience any issues in this process, please review our troubleshooting guide below for solutions.

### RECOMMENDATIONS

1. As with any presentation, please start by introducing yourself (“Hello, my name is [full name], I am a [title], with [company/institution], and today I am presenting our work on...”)
2. Conclude with summary/takeaways, your lab acknowledgements and thanking your online audience.
3. The audience will find it easier to follow your mouse movements if you use the optional “LaserPointer” display option. In PowerPoint, use the keyboard shortcut CTRL-L (Win) and CMD-L (Mac) to enable this option.
4. Avoid recording in locations with excessive background noise.
5. Use a Bluetooth or USB headset for best audio quality.
6. Please review your talk after recording for typos, title changes, and long periods of silence.

*You may encounter an issue where PowerPoint does not have system “permission” to access your laptop’s internal microphone. To correct this, follow these steps:*

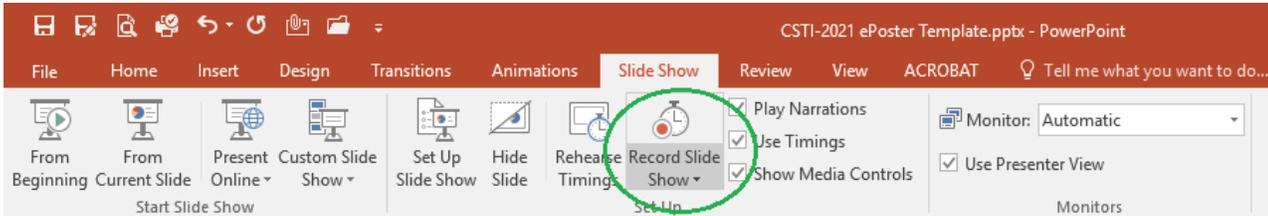
- Click on “System Preferences” (the gear icon).
- Click on “Security & Privacy.” *Note you may need to click the padlock icon in the lower-left corner to make changes.*
- In the panel to the left, locate and click “Microphone” in the list.
- In the panel to the right, locate “Microsoft PowerPoint,” and make sure the box is checked.

## POWERPOINT INSTRUCTIONS

1. Click on the “Slide Show” tab in the Microsoft PowerPoint ribbon

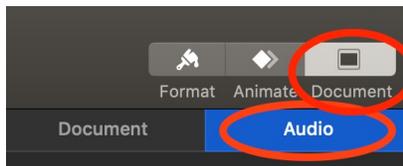


2. Click on “Record Slide Show” in the PowerPoint Slide Show ribbon.

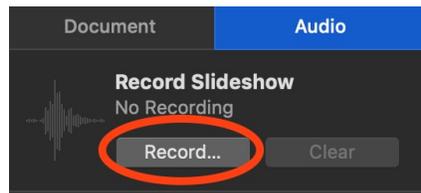


## KEYNOTE (OSX) INSTRUCTIONS

1. Click on the “Document” button in the upper-right corner of the Keynote application, then “Audio.”



2. Click the “Record” button to prepare for recording your presentation. Note that if you would like to re-record your narration, clicking the “Clear” button will erase any audio present.



3. Please note that the recording does not automatically start. Presenter view will open. First ensure that audio is being picked up by your microphone by checking your audio levels in the lower left-hand corner. When you are ready to record, click on the record button, indicated by the red dot.



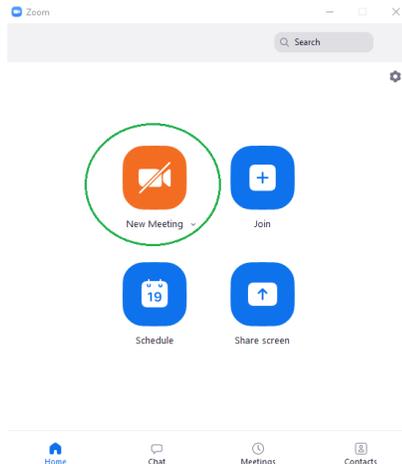
4. To review your recorded talk, exit presenter view and click the “Play” button, then “Play Recorded Slideshow.”



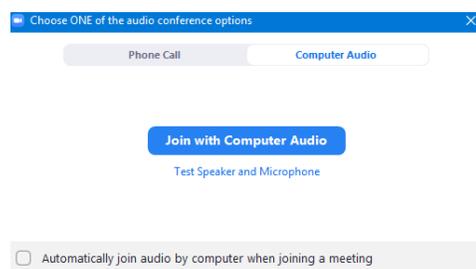
## ZOOM INSTRUCTIONS (DESKTOP APP ONLY)

If you don't have Zoom, download it free here: <https://zoom.us/>

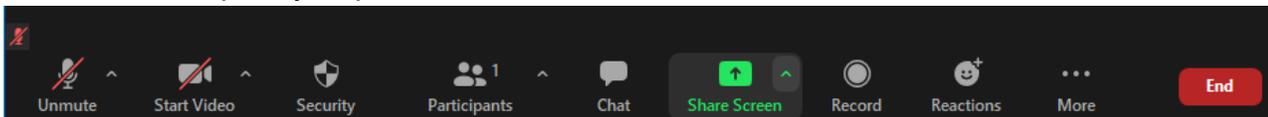
1. Open the Zoom app on your Mac or PC. Click on **"New Meeting."**



2. Click on **"Join with Computer Audio."** Test your audio with the link "Test Speaker..." if needed.

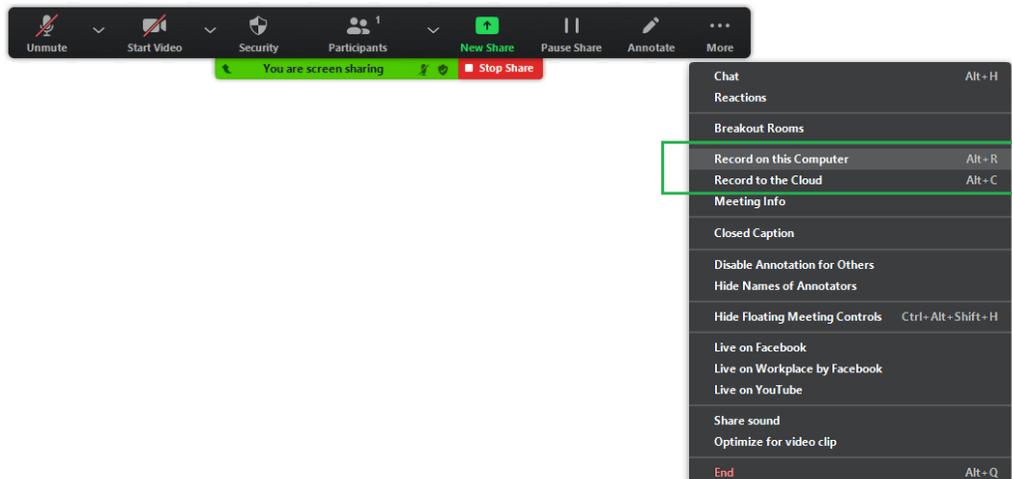


3. Open your PowerPoint or Keynote presentation.  
Return to the Zoom window and click on **"Share Screen."**  
Choose "Desktop," or your presentation software window.



You will see a message along the top of the screen that you are now screen sharing.

4. Next, click on the **"More"** icon and **"Record on this computer"** or **"Record to the Cloud."**



You are now recording. You will see a small flashing red circle.

5. In PowerPoint or Keynote, play your presentation from the beginning. Ensure the presentation is in full screen, and not in “Presenter View.” The slides should fill the whole screen. Give your presentation as you normally would. When finished, return to the “More” icon and select ‘**Stop Recording**’.
6. Next, “**Stop Share**” and “**End**” the meeting.
7. Zoom will automatically convert your recording into an .mp4 file. Ensure you note where the file is saved or “save as” in a location on your computer where you can find it.
8. Please rename your file **CSTI\_Recording\_[insert your last name].mp4** and upload via the Abstract portal no later than Wednesday 12<sup>th</sup> May 2021.

## **ADDITIONAL RESOURCES**

Videos:

[Recording your presentation with Powerpoint](#)

[Recording your presentation with Apple's Keynote](#)

[Zoom Presentation Recording](#)

Written Instructions:

[Record audio in Keynote on Mac](#)

[PowerPoint: Record a slide show with narration and slide timings](#)