

## PRE-CONFERENCE: RECORDED SPEAKER PRESENTATION TIPS & TRICKS

### RECORDING OPTIONS (after composing your slide deck using the APC Annual Meeting PowerPoint Template)

#### A. Self-record using Microsoft PowerPoint's tool for voice-over narrations on each slide.

Name your file in the following manner: Filename Code-LastName,FirstInitial\_KeyWordsofTitle.ppt

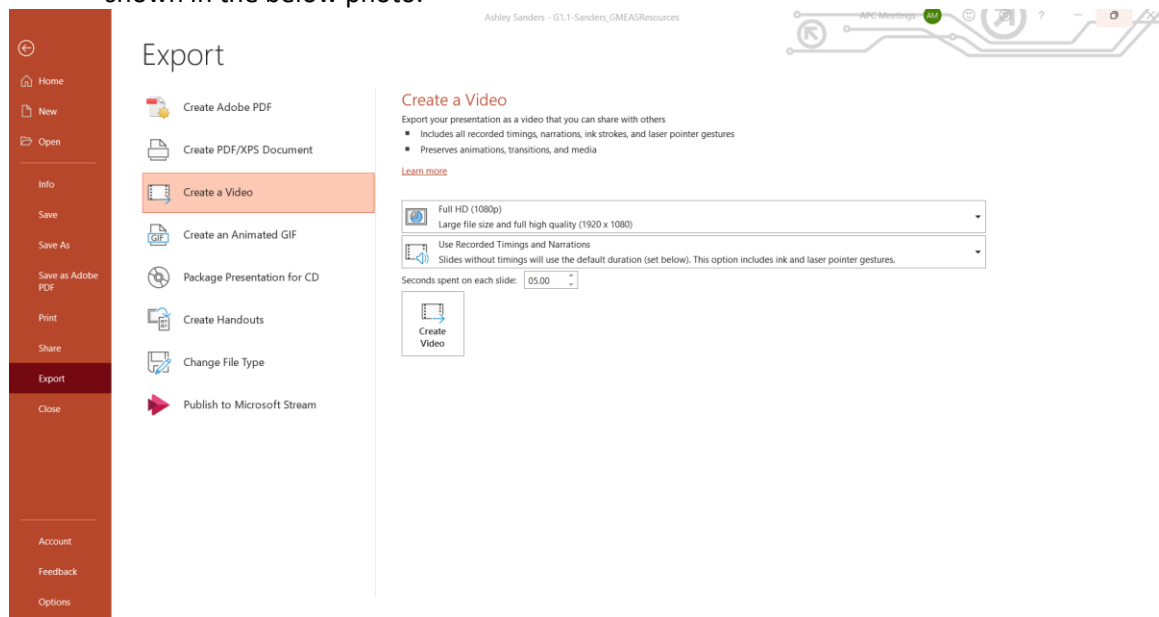
*Example: B14C.03\_Doe,J\_OverviewofAPC.ppt*

#### **How-To Resource:**

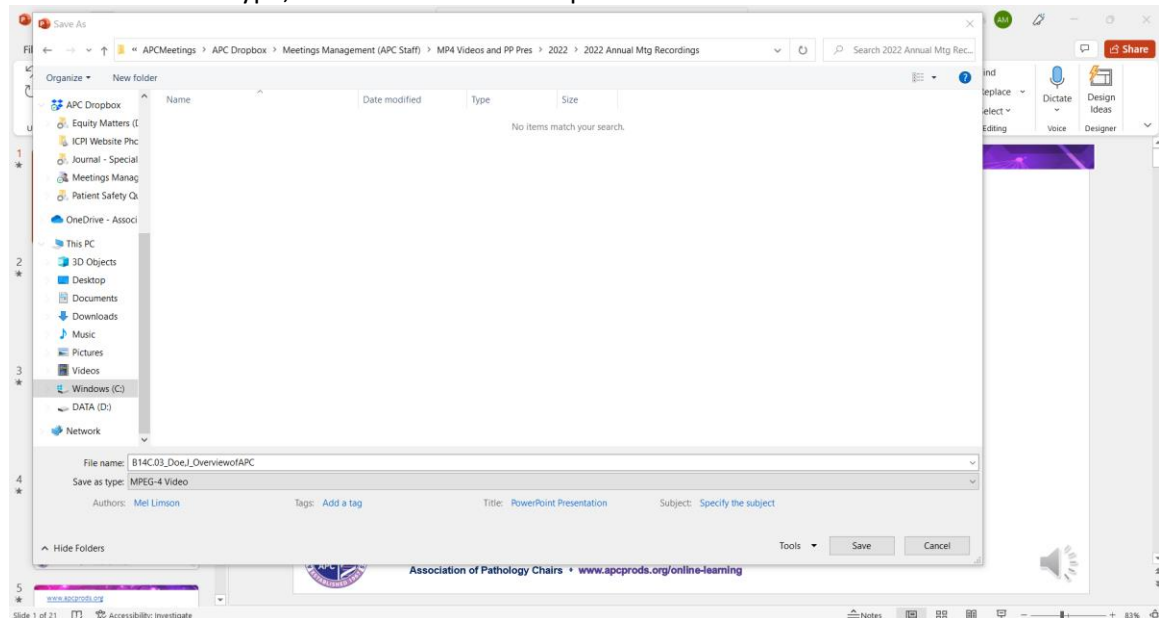
Record Narration (from MS Office Support): <https://support.office.com/en-us/article/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>

#### **Saving PowerPoint Voice-Over Narration As MP4 Video –**

- After you have recorded your voice-over narrations on each appropriate slide and have decided it is ready to be saved as a video, click “File” -> “Export”. The default settings on the right side of the screen should be correct and shown as below. If they are different, please adjust to what is shown in the below photo.



- After adjusting the “Export” settings, select “Create Video”. You should be able to export the presentation as an MP4 to your local files. Be sure that you are saving it with the correct file name and type, as shown in the below photo. \*It will take some time to save as an MP4.



- B. **Self-record your presentation using your platform of choice**, e.g. Zoom, GoToMeeting, WebEx, etc., with your full-screen PowerPoint file. Present for approximately the originally allotted time. Name your file in the following manner: SessionCode-LastName,FirstInitial\_KeyWordsofTitle.mp4  
*Example: C1.5\_Doe,J\_OverviewofAPC.mp4*

***How-To Resources:***

**Zoom:**

Recording: <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

Presenting a PowerPoint/Screen Share: <https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation>

**GoToWebinar:**

Recording: <https://www.gotomeeting.com/webinar/resources/how-to-record-a-webinar>

**WebEx:**

Recording: <https://www.youtube.com/watch?v=mqJ1d7QwliM>

**UPLOAD your recorded PowerPoint presentation by the deadline into the APC Dropbox folder:**

<https://www.dropbox.com/request/cikOC1cjka3ZHAJcQoE>.

**Questions?** Please contact: [meetings@apcprods.org](mailto:meetings@apcprods.org)