



# RECORDING GUIDELINES

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## Recording tips before starting

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- Choose a quiet space and be cautious of distracting noises such as cell phone alerts, typing, etc.
- Try to look mainly into the camera and not the screen.
- Use some light from the front to lighten up your face and make sure that your back is not facing a window.
- If you wear glasses, you can turn down the brightness of your monitor to reduce glare.
- Put your video at the eye level.
- Make sure your microphone is set correctly on your computer before starting the recording.

## To remember before recording

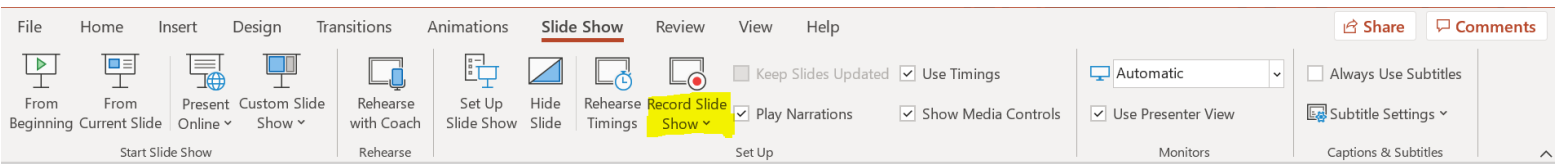
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- PowerPoint does not record audio and video during transitions between slides; therefore, we recommend that you do not say anything while changing slides.
- Recordings are connected to the presentation on a slide basis, so if needed, you can re-record the presentation related to one slide only. This means also that you can re-arrange the order of slides after recording without having to re-record everything from scratch.
- The final black slide automatically ends the recording so be sure not to click it before you end your talk.
- We require that your video is on while talking to make it more pleasing for the listeners. Make sure your PowerPoint template matches the layout and the slide contents are not covered by your video.

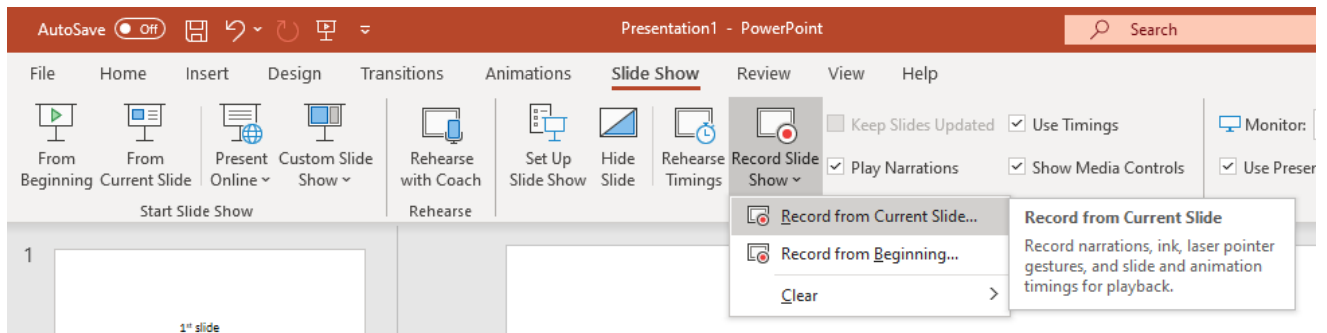


## How to record your presentation in PowerPoint

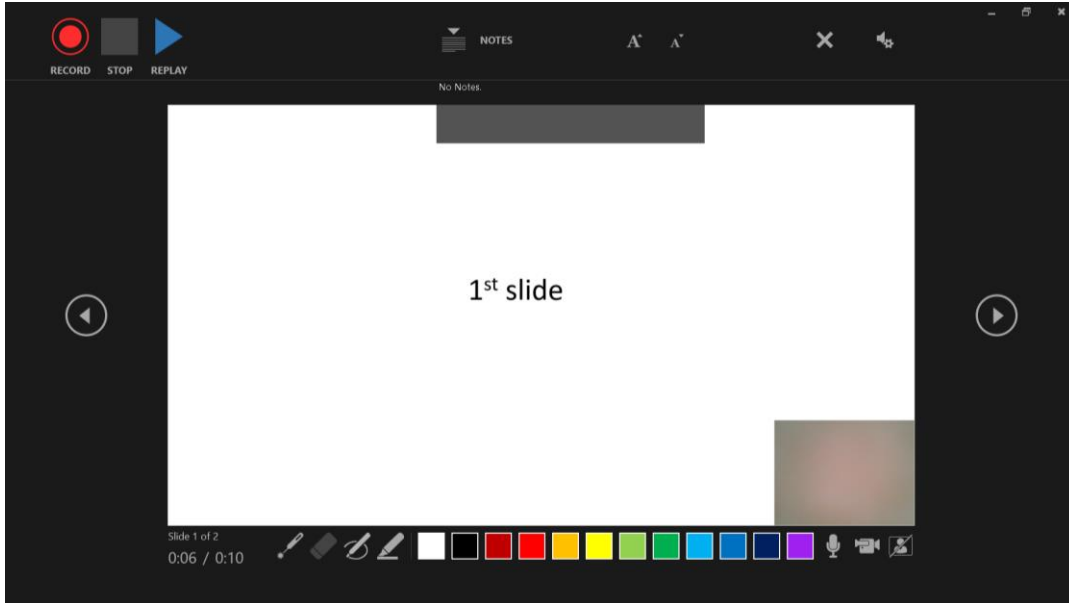
Go to "Slide show" and "Record Slide Show"



You can select to record from the beginning of the presentation or from the current slide:



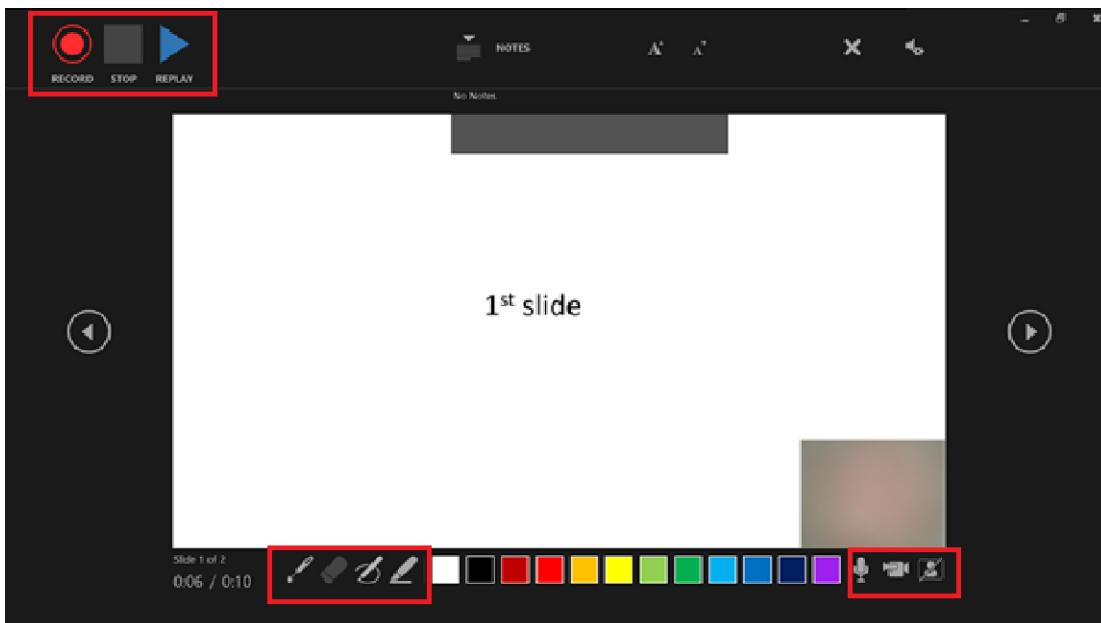
The recording window appears, and your webcam video is visible at the bottom-right corner of your video. If not, you will have to **enable it** by clicking on the microphone and camera icons.



To start recording, select “RECORD” at the top-left corner of the screen.

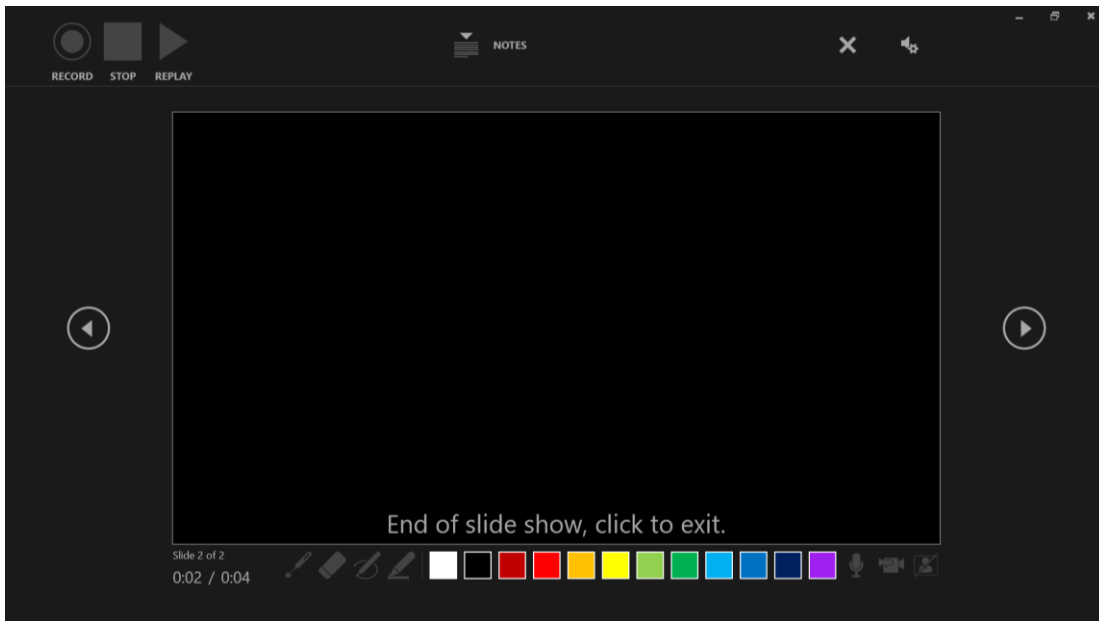
Then, you can select the arrows to move from one slide to another. You can also pause or stop the recording if you need to.

If you want to highlight something on your slides, feel free to explore and use the highlighters at the bottom-left corner.



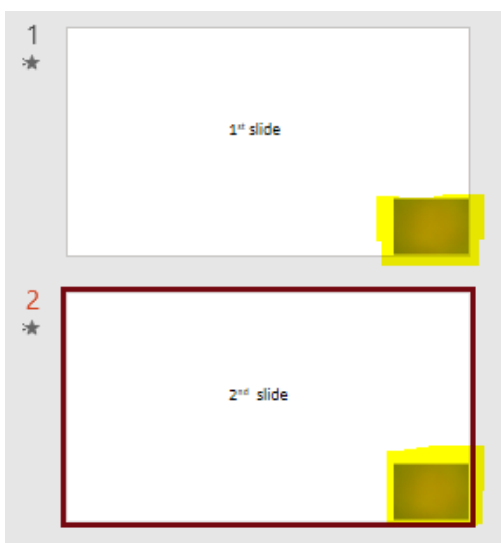


Once you have reached the end of your presentation, the screen below appears and the recording is **automatically ended**. Please remember which slide is your last one so that you are not cut off by clicking all the way to this final black slide.



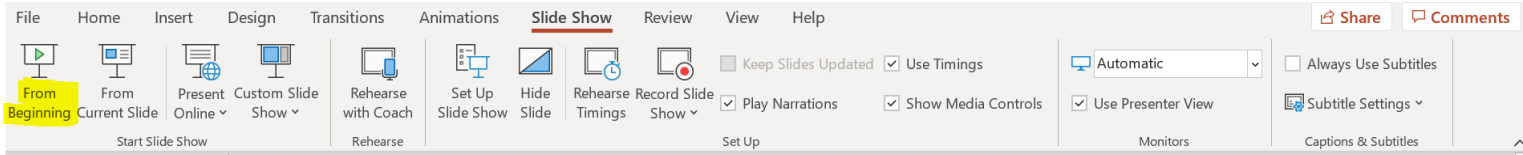
When you are done recording, click on the final black slide to exit. It will take you to the normal PowerPoint presentation view.

You can check that your presentation has been recorded by seeing the video appearing at the bottom-right corner of your slides:

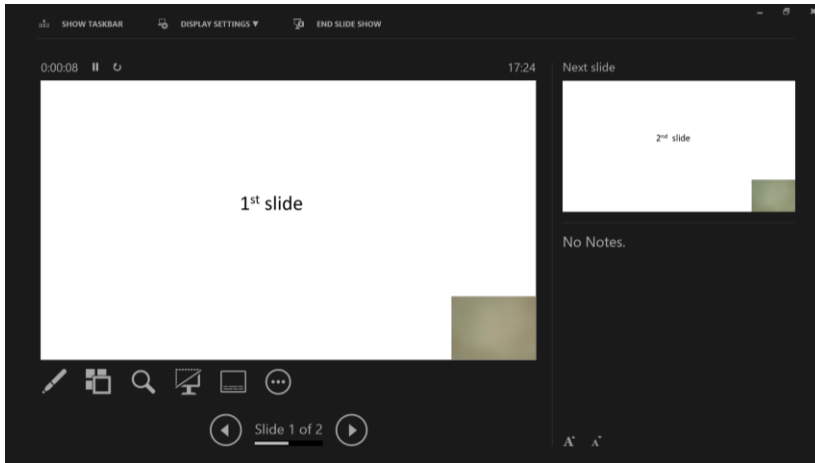




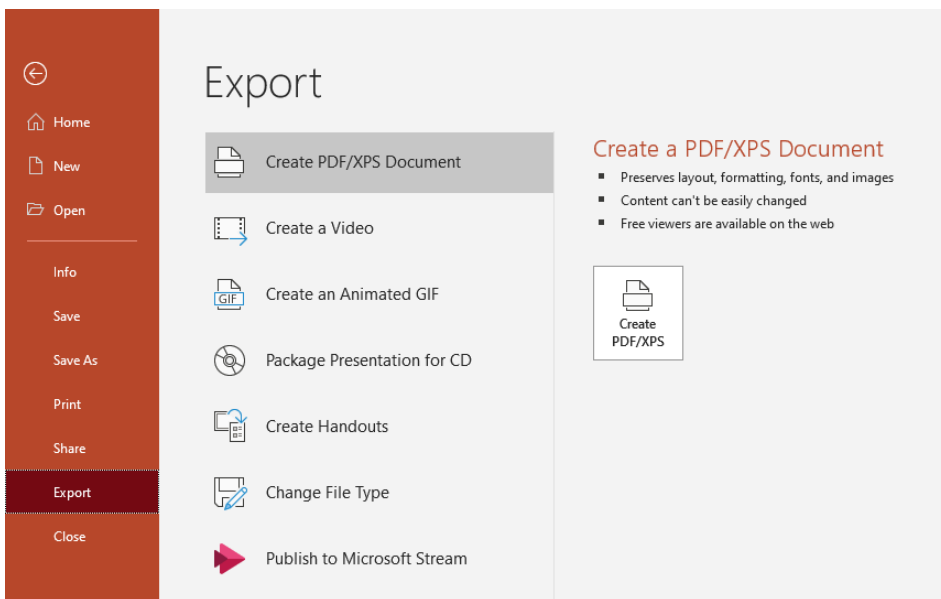
You can also preview your recording here, under the tab “Slide Show” under “From Beginning”:



The window below appears:



To save your recorded presentation with audio, go to the file menu, then click on “Export” and “Create a Video”:





It will take some time for it to be exported, so be patient. When you are content with the final recording, you can send it to the conference secretariat via WeTransfer, Dropbox or any other suitable platform.

For further guidance, you can also visit this link: <https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>