



POWERPOINT RECORDING INSTRUCTIONS

Overview

- Please refer to the Speaker Guide and your email for all other information about your presentation and due dates.

Preparation

- Please [Download the PowerPoint template](#)
 - Slides should be created in a 16:9 ratio
 - The template advises the space to keep clear for your presenter video feed

Recording your presentation

We highly recommend using the powerpoint template linked above to record your presentation in PowerPoint (requires PowerPoint 2016 onward). Refer to the step-by-step instructions on the final slide of the template. You can use your own template if you prefer.

Tips for Recording in PowerPoint

Use video preview to make sure everything is set up correctly before recording.

Before you get too far down the road of recording your presentation, make sure your audio and video sound and look the way you expect. As soon as you finish your first slide recording, play it back.

PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.

Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.

You can't record narration in PowerPoint for the web. Use a desktop version of PowerPoint to record your narration.