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Presenter Toolkit: Recording and Submitting Prerecorded Sessions

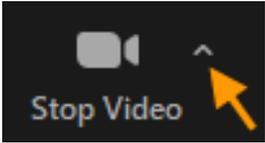
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Useful Tips for Preparing Materials for Your Session

- Creating slides that engage your audience:
 - Create slides or visuals that support, not replace, your narrative presentation.
 - Use your slides to make key points, then elaborate using your voice.
 - Consider including slides that have no text at all. Instead, share photos or graphs and use your voice, along with the images, to convey your point.
 - Use your slides as a visual aid, not a substitute for your knowledge and experience.
 - Establish a consistent look and feel to your slides and build in accessibility features.
 - Use the same or similar typography, imagery, and colors across all of your slides.
 - To support readability, we recommend using at least 28 point font for headers and 20-24 point font for body copy.
 - If using a background color, make sure you are choosing a background/text color combination that provides good contrast.
 - Use PowerPoint's built-in standard layouts namely *title slide*, *title and content slide*, *section header slide*, *two content slide*, and *comparison slide* to create slides. This will help assistive technology follow the correct reading order.
 - When participants opt to use closed captioning to assist with understanding your presentation, the text will cover anything at the bottom of your slide. Avoid placing important material in the bottom
 - [Making your PowerPoint accessible](#)
 - [Additional resources on accessibility can be found here.](#)
- Structuring your presentation:

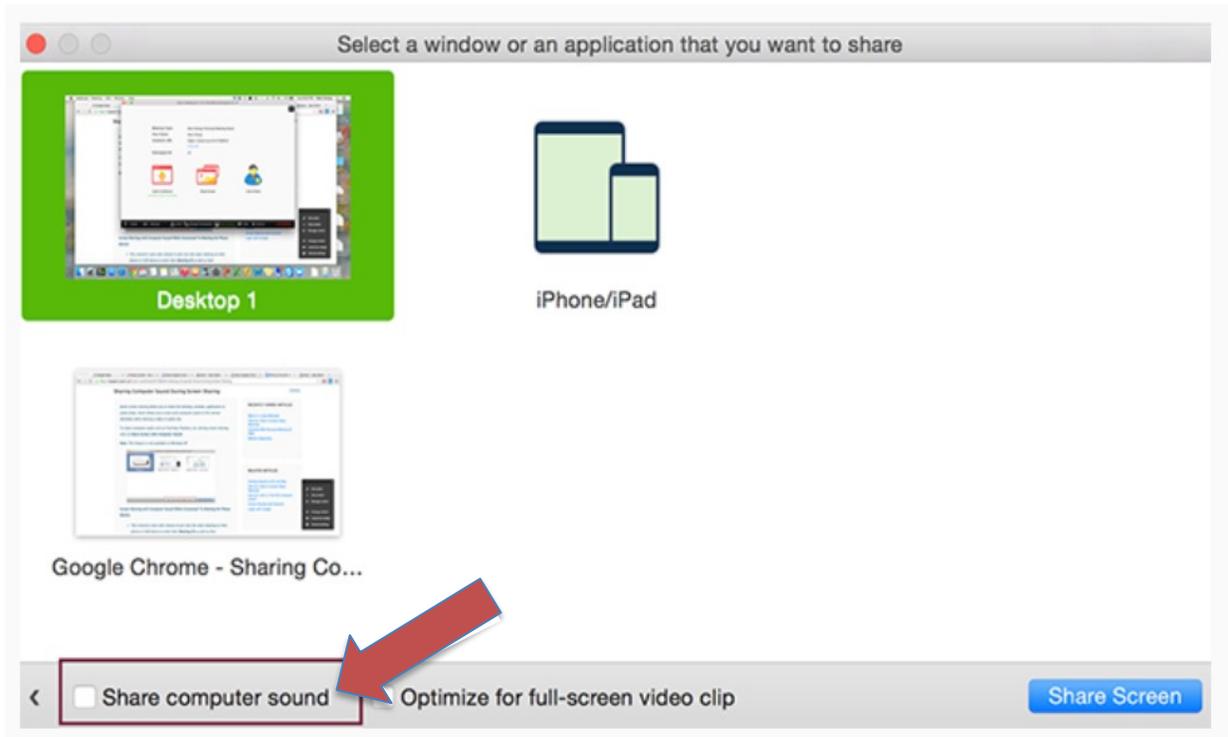
- Create an opening slide (or slides) with a photo of each presenter and begin your presentation with brief presenter introductions.
- Consider providing your audience with an outcomes-based agenda and share what to expect during your presentation. Then, recap your points at the end for emphasis.
- Pace your presentation so you aren't rushing through the last 10 slides.
- Make sure that your presentation, along with any Q&A and discussion, fits within the time limit for your format. Sessions cannot exceed these limits:
 - Workshops: 3½ hours, with one or two breaks included
 - Symposium and Hands-On Presentations: 60 minutes maximum
 - Traditional Presentations: 40 minutes maximum
 - Roundtable Discussions: 40 minutes maximum
 - Bright Spots: 10 minutes maximum
 - Posters: PDF documents may include a 1- to 3-minute audio introduction
- Supplementary materials: You may want to create and share handouts, slides, or other resources with their audience.
 - Supplementary materials may include handouts, slides, photos, links to resources, short videos, etc.
 - All supplementary materials should be original content, created by the presenter or used with permission from the original author. Details are covered more extensively in the presenter agreement that is available online in the [Presenter FAQ](#).
 - Starting in mid-September (you will be notified exactly when), you will have access to your speaker page in PheedLoop, the platform we are using for the conference. You will be able to upload your own resources; instructions will be provided when the platform is ready.

Practicing your Session

- Download and configure a free Zoom account: If you do not already have access to a Zoom account, you can create a free account to practice and become familiar with the Zoom platform and its features. We recommend that you practice both presenting and recording your session.
 - Create a free account at <https://zoom.us/freesignup/>
 - Use your account to test your internet connection, test audio, and practice sharing your screen, especially if you have embedded videos in your presentation.
 - For optimal quality, configure your account to use HD video; this is not checked by default. To configure this properly, open the zoom application and click on “New Meeting.” Once you see yourself on the screen (your camera must be on), click on the up arrow next to the camera icon at the lower left of your screen.
 
 - Click on “Video Settings” and select “Video.”
 - Make sure that the “Enable HD” box is checked. You can also elect to click on the “Touch up my appearance” box and slide the degree of the effect that you desire.
 - Click on “Audio” on the left side of the screen and test your speaker and microphone setting to make sure they are properly calibrated. Each setting automatically saves so if you click on the “X” on the upper right, your setting will be saved.

- The free account will allow you to record your session even if it is longer than 40 minutes.
- Finding a location to record your session
 - Join the meeting from a quiet space without background noise.
 - Is your wireless connection solid? If you aren't sure or if you've had issues in the past, you may want to choose a recording location where you can hardwire your connection using an ethernet cord.
 - Choose a location with a clean background and minimal distraction. Avoid use of a virtual background.
 - For the most flattering angle, keep the camera at eye level; stack your laptop on books if necessary. And sit up straight!
 - If you are recording during the day, try to face a window. If not, place a light source behind your webcam.
- Tips on audio
 - Speak clearly and use language and terms your audience will understand.
 - A headset or earbuds with a microphone will provide the best sound quality for everyone in the session.
 - Test your audio and internet connection in advance of recording your session by starting a meeting, then clicking on the up arrow next to the microphone icon in the lower left portion of your screen, and selecting "Test Speakers & Microphone..." or by visiting <https://zoom.us/test>.
 - Tips to enhance accessibility:
 - Speak clearly and enunciate using plain language
 - Explain acronyms the first time you use them
 - Describe graphics and other visuals in a clear manner
- Timing
 - Time your session so you know how long it takes and so your slides are well-paced. Avoid having to rush through the last few slides.
 - To avoid an abrupt ending to your session, take care not to exceed the allotted session time.
- Practice screen sharing
 - Learn how to share your screen by visiting <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

- Sharing videos: If you plan to play any videos during your presentation, you need to click the box next to “Share computer sound” when you share your screen. You do not need to click “Optimize for full-screen video clip;” this can cause issues during the remainder of your presentation.



- If you will be sharing your screen, be sure you print out any notes that accompany your slides and plan to use them separately. You will not be able to see your notes on screen if you are projecting your slides on a full screen.
- Practice with any co-presenters to ensure accurate timing and smooth transitions between speakers and slides.
- Practice saving your recording.
 - Save your recording as an MP4 file: You may only be allowed to save the recording locally or to the cloud. Saving occurs after you click stop and end the meeting. To avoid losing your work, make sure that the recording saves fully before you quit the program.
 - Your file will be saved on your computer in a folder call “Zoom” and then in a subfolder named with the date, time, and your zoom account meeting with a number at the end.
 - Rename your final file according to the formula below before submitting it to NAAEE.
- Practice, practice, practice!
 - Run through your presentation at least once before recording your session.
 - Record your session in one contiguous recording.
 - Keep going if you stumble over a word.
 - Ask a friend or colleague to join you on Zoom to go through your session so you can practice and get feedback before recording your session using Zoom. It may also be more comfortable for you to record with an audience.

Recording your On-Demand Session

- After you've practiced and feel comfortable with your session, record your final version of the presentation. Play it back and make sure you are happy with the results before submitting it to the conference.
- Presenter video
 - If you are using PowerPoint (or other) slides, you need not use presenter video, to avoid worrying about your background, maintaining eye contact, or looking at your notes during the presentation.
- Minimize background noise
 - Choose a time to record your session when you know there won't be a lot of background noise. For example, don't plan your recording for 10:00 AM if that's when your upstairs neighbor normally River dances in wooden clogs or does jumping jacks!
 - Let others in your household know that you are recording a session.
 - If you are using a headset or earbuds, be aware of your microphone rubbing up against clothing.
- Recording with multiple presenters:
 - Practice with your co-presenters to ensure accurate timing and smooth transitions between speakers and slides.
 - Muting audio: If you are not speaking, mute your microphone. Don't forget to unmute yourself just before it's your turn to talk. This happens often!
 - You may find it easiest to have one presenter share their screen and take control of advancing all slides.
 - Make sure all presenters have a copy of your full slide deck in the case one presenter's wireless connection drops out and another presenter needs to take over screen sharing.
 - If you are not using presenter video, you will need to establish a non-visual cue between presenters, letting them know when it's time to advance to the next slide.
- Muting audio: If you are not speaking, mute your microphone. Don't forget to unmute yourself just before it's your turn to talk. This happens more than you think!
- Save your file as an MP4 file.

Submitting Your On-Demand Pre-recorded Session

- **The deadline for submitting pre-recorded sessions is **September 15, 2021**. Please help us prepare for the conference by meeting this deadline.**
- **Use this formula to label your file** so that we match it to the correct session. Your session number is included in the notification you received from All Academic about these instructions.

File name: Session Number_First Five Words of Session Title_Last Name of Primary Contact/Submitter

Example:

If Morgan is the last name of the primary contact (submitter) of your session and your notification included:

Session Number: 1876600

Title: How to Record an Effective Presentation for the NAAEE Conference

Your file name would be: 1876600_How to Record an Effective_Morgan

- To submit your presentation, upload your saved MP4 file (file extension=.mp4) to the NAAEE file upload site, accessed by clicking on this link:

<https://driveuploader.com/upload/q3MBC0D2a7/>

- Drag your file(s) to the marked area or click the “Select Files from your Computer” box to find and select the file from your file directory.

Ready to Record?

Consult this short checklist first:

- Have you determined a place where you can record your session that has a strong internet connection and is free from background noise? If your wireless connection is spotty, consider connecting to the Internet directly via an ethernet cable.
- Have you tested your audio to confirm that your microphone is picking up your voice clearly, without disruptions?
- Are your slides for your presentation complete?
- Have you practiced your session at least one time through?
- Can you confirm that your session is the proper length (3, 10, 40, or 60 minutes depending on the format)?
- For sessions with multiple presenters: Have you decided who will share the screen and advance the slides (without the need for visual cues from co-presenters)?

If you can answer yes to all of the above questions, you are ready to record!

Once you do, make sure you label your file correctly before uploading it to the NAAEE file upload site.

File name: Session Number_First Five Words of Session Title_Last Name of Primary Contact

<https://driveuploader.com/upload/q3MBC0D2a7/>

If you have any questions or concerns, please contact conference@naaee.org.

Thank you to the individuals and organizations that provided valuable suggestions and resources to help us put together this presenter toolkit, including [Distribute 2020](#), [Project Learning Tree](#), [OpenWater](#), [The American Association of Geographers](#), and everyone at [NAAEE](#).