



Tips for Recording Prerecorded Sessions

Useful Tips for Preparing Materials for Your Session

- **Create slides that engage your audience:**
 - Slides and visuals should support, not replace, your narrative presentation.
 - Use your slides to highlight key points, then use spoken words to elaborate.
 - Consider including slides that have no text at all. Instead, share photos or graphs, and use spoken words 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, use at least a 28-point font for headers and a 20- to 24-point font for body copy.
 - If you are using a background color, make sure you choose a background/text color combination that provides good contrast.
 - Create slides using PowerPoint's built-in standard layouts, namely the *title slide*, *title and content slide*, *section header slide*, *two content slides*, and *comparison slide*. This will help assistive technology follow the correct reading order.
 - Avoid placing important information at the bottom of your slide. When participants opt to use captioning to assist with understanding, the text will cover the lower portion of your image.
 - [Making your PowerPoint accessible](#)
 - [Additional resources on accessibility can be found here.](#)
- **Structure your presentation:**
 - Create an opening slide (or slides) with a photo of each presenter and begin your presentation with *brief* introductions.
 - Include an agenda that states what viewers can expect during your presentation.
 - Make sure your presentation fits within the 10-minute time limit. Pace yourself so you aren't rushing through the last slides.

- **Add supplementary materials:**

- Supplementary materials, such as a PDF of your slides, transcripts, handouts, photos, links to resources, should be added to PheedLoop, the conference platform we are using this year. Instructions for doing so will be sent via All Academic (email from Do_Not_Reply@AllAcademic.com) when the platform opens in early October.
- Ensure your supplementary materials comply with copyright laws, meaning they are original content created by the presenter or used with permission from the original author.
- When the platform opens, you'll have access to your personal presenter portal, where you can upload files related to your sessions. Do not send these files to NAAEE.

Prepare and Practice Your Session

- **Position and lighting:**

- For the most flattering angle, keep your camera at eye level, and sit up straight.
- We recommend a solid, light colored background, like a wall.
- If you are using natural lighting, sit facing a window.
- If you are using artificial light, eliminate most shadows on your face by placing a lamp in front of you (behind the camera), tilted up at the wall behind you at a 45° angle.

- **Audio:**

- Speak clearly and slowly, and use language and terms your viewers will understand. Avoid lingo and explain acronyms the first time you use them.
- Record in a quiet space without background noise.
- Test your audio and internet connection in advance of recording your session.
- Use a microphone if you have one.
- To enhance accessibility, clearly describe graphics and other visuals.

- **Multiple presenters:**

- Practice with any 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 slides.
- Learn how to share your screen by visiting <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

Check Your Recording

- After you record your presentation, play it back and make sure you are happy with the results before submitting it to the conference.

Submit Your On-Demand Prerecorded Session

- **The deadline for submitting pre-recorded sessions is September 15, 2025.**
Please help us prepare for the conference by meeting this deadline.
- Use the information provided in the email sent through All Academic (Do_Not_Reply@AllAcademic.com) on August 10 to name your file according to the following formula. You may also refer to [this spreadsheet](#) to copy and paste the correct file name. Use your session number to find the correct information.

**Session Number_Submitter Last Name_First Six Words of Your Session
Title.mp4**