

## Pre-recorded Video Instruction

### TIPS FOR RECORDING

1. Before you begin, quit all software not related to recording the presentation.
2. Use as quiet an area as possible  
Avoid areas that have echo  
Rooms should be fairly small
3. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”. Avoid using default built-in microphone on computer.
4. Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.
5. Camera must be turned on during recording and the camera window should be at the top right corner of your presentation slides—Please keep the top right corner of your slides, free from title, text or images, as well as the bottom right corner (to avoid being hidden by your camera and other images) .

### File Format

1. Ratio: Aspect ratio of your presentation should be 16:9
2. The format of the recording video must be MP4
3. The maximum size for uploading is limited to 500MB
4. Video Resolution: 1280\*720p HD is preferred.
5. Duration of Pre-record video presentation : 5 minutes

Camera should be turned on during recording and the camera window should be at the top right corner of your presentation slides.

### Upload Recorded Presentation

Log into Personal Center to upload your pre-recorded video by **June 16, 2021**

## **Suggested Video Conferencing Tools to Record**

There are several video conferencing tools available to easily record a presentation. With this method, you may show your face via webcam and display your slides as you talk (have the slides filling most of the screen and the speakers are in the top right corner). You may use any meeting software as long as you get a good quality recording and your final file is in the MP4 format.

Here are some links to instructions on recording a meeting on common platforms:

- ◆ Zoom: [Local Recording – Zoom Help Center](#) or [Follow this link](#) for details of How to record using zoom.
- ◆ WebEx: [Video Conferencing - Record a Cisco Webex Meeting](#)
- ◆ Skype: Skype for Business: [Recording a Meeting | Information Technology Services | Bemidji State University](#)
- ◆ Google Meet: [Record a video meeting - Meet Help](#)
- ◆ GoToMeeting: [How to Record a GoToMeeting Session | Techwalla and How to Convert and Open the GoToMeeting Recordings](#)
- ◆ Microsoft Teams: [Record a meeting in Teams - Office Support](#)
- ◆ For Authors located in China who are unable to access Zoom for free, use of the free software Tencent Meeting, which allows also to capture simultaneously yourself while speaking and your slides: <https://meeting.tencent.com/>

*Should you have any questions on Pre-recorded Video feel free to contact us at: [info@iag2021.com](mailto:info@iag2021.com)*