

RECORDED PRESENTATION INSTRUCTIONS

ABOUT RECORDED PRESENTATIONS

Recorded presentations will only be used in case of technical/time difficulties in online presenting, or in case of explicit request from speakers. The recorded presentation should be sent via the WeTransfer platform (<https://wetransfer.com>) to the Forum Secretariat (fbas@cbas.ac.cn) and indicate your presentation title and target session.

VIDEO FILE REQUIREMENTS

Following are the recommended recorded video requirements for keynote address

- Format : MP4 Format
- Duration : Depends on the speaker's time slot
- Dimensions : Minimum height 1080 pixels
- Aspect Ratio : 16:9 (widescreen format)
- Rename : Speaker's Name - Presentation Topic

RECORD A PRESENTATION

Following web-links provide guidance materials for creating a video presentation

1. The simplest is to create a Voice Over PowerPoint presentation:

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

and convert it to MP4

<https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/>

Alternatively, speakers can use a software suite such as Camtasia to achieve a similar result.

2. Alternatively, speakers can use any meeting software, to record their presentations ensuring a good quality recording with MP4 as the final file format. Following are links on instructions to recording a meeting on common meeting platforms:

- Zoom:
<https://support.zoom.us/hc/en-us/articles/201362473-Enabling-and-starting-local-recordings>
- WebEx:
<https://help.webex.com/en-us/article/n62735y/Webex-%7C-Record-a-meeting>
- OBS:
<https://smiu.edu.pk/oe/Record-your-video-with-presentation-in-Laptop.pdf>
- Microsoft Teams:
<https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>
- Google Meet:
<https://support.google.com/meet/answer/9308681?hl=en>
- GoToMeeting:
<https://www.techwalla.com/articles/how-to-record-a-gotomeeting-session>

USEFULL TIPS FOR RECORDING A VIDEO SESSION

1. Check that your final video and audio plays directly in common web browsers like Chrome/Chromium, Firefox, etc. by dragging the video file onto a browser window. You may need to re-encode the video file with different parameters if there is no audio or video portion played on the web browser.
2. Use as quiet an area as possible.
3. Avoid areas that have echo:
 - Rooms should be fairly small;
 - Sound dampening with carpeting, curtains, furniture.
4. A good headset with a microphone set close to your mouth BUT away from direct line of mouth to reduce 'pops'. Try to avoid using default, built-in microphones on your computer, if possible.
5. Do a test recording of a couple of minutes and review the sound and picture quality, in the MP4 format, and check the bit rate before recording your entire presentation. Make adjustments as needed.