



Recording your Presentation Tips & Tricks

Record a Presentation Video

Select your Software

- **Zoom** enables you to record video presentations to groups or individually. With a free Zoom account, you can initiate a Zoom meeting without any other participants, and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record. Zoom has tools that make screen sharing, recording, and annotations simple. [Click here to download Zoom](#)
- **PowerPoint 'Record Slide Show' feature** is another option, as long as you record in 16:9 format and output as HD MP4 (1920 x 1080px). Instructions on how to do this can be viewed here: <https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>
- There are other tools you might prefer, such as [Loom.com](#).

The choice is yours, as long the software will output an MP4 file with video and audio.

Tips Before You Get Started

- [Test your computer or device audio](#). Best audio quality is achieved by limiting distractions, so make sure your phone and emails are set to silent or off.
- [Test your video](#). If you wish to use a webcam to record yourself during the presentation, plug in the webcam before opening Zoom.
- To avoid showing your background, you can utilize [Zoom virtual background](#).
- Do not forget to [record your presentation](#).
- Zoom has an [online support center](#) with variety of training tools.
- It is highly recommended to practice using Zoom before recording.

This video provides some tips about how to look and sound your best onscreen. View [pre-recording best practice tips](#).





Camera position

Your camera should be at eye level. You want a straight on face shot (not looking up your nose!). Remember to remain central to the camera shot, and look at the camera when talking to the audience.



Lighting



Your webcam will need good lighting to make you look your best. **Avoid bright light behind you, including windows.** If you have a portable lamp, we suggest you place it behind your camera, and where it best lights your face evenly. It might not be directly at you, but reflected off a wall in front of you for example.

- Avoid loud accessories that will detract from your message and distract your audience. For women, this might include earrings that will dangle and catch the light or other pieces of statement jewellery that could be distracting.
- Come prepared - think about what you're going to say and how you're going to say it. If there's a script, practice out loud a few times before the day and then adapt as needed.
- Think about your vocal tone & pitch. Slow down your words, practice speaking clearly and preferably with a low tone of voice.
- Watch your body language - avoid crossing arms, slouching & repeated gesturing. The majority of communication takes place in a non-verbal manner so avoid negative body language.
- If you're being interviewed, keep your eyes on the interviewer. If you're presenting directly to camera, avoid looking sideways as you'll appear to be a bit shifty!
- Stay positive, focus on what you're doing well, not what you could do better.
- Allow enough time to warm up before you begin. Go through your routine, check what the goals of the video are and make sure you've had a glass of water before you begin.
- Be prepared to shoot in short segments. If all of your phrasing and key points are long and connected, it will make it hard to go back later and create short clips that can be used to catch the interest of your audiences. By filming in small, pointed segments, you can go back in later if required and find smaller portions for previews and samples, revise the order of the segments that you've created during the editing process, and keep your message on track.
- If you are presenting a slideshow, use big fonts (above 20 font size), key talking points, clear graphics. Remember, less is more!
- It's OK if you make mistakes, take a breath, reset and continue. If you are recording only (not live streaming), it's OK if you need to get up and move around between takes. Take a minute or two between takes to reset your mind and renew your energy.
- Most of all, relax and have fun!





How to Record Co-Presenters

If you have co-presenters, you have a couple of options:

1. Select **one of you to do the filmed presentation via webcam**, or
2. **Get together in the same room** and record the presentation in front of one computer webcam.

Where Do I Send the Output File?

IMPORTANT! Please make sure your output video matches these minimum requirements:

- MP4 format
- 16:9 ratio
- Video working correctly
- Audible soundtrack (no background noise, wind noise, audible at 80% volume level)
- Name your video file with your full name and presentation ID
e.g. JaneBloggs_HotTopics.mp4
- **Upload your MP4 file AND your PPT presentation (as separate files) on the SPEAKER INFORMATION page of the conference website**
- During the conference we will show your presentation at your allotted time in the programme. If previously arranged, we will then dial you in live for Q&A at the end of your presentation.

We can assist with recording your presentation if you need help or have any questions, please let us know. Contact Donna at Workz4U Conference Management on donna@w4u.co.nz

