

## Resources for Recording a Presentation

The 2020 Ropeless and North Atlantic Right Whale Consortia Annual Meetings will be virtual. In order to maximize our in meeting time, all presentations should be recorded and uploaded to the meeting website two weeks in advance.

Most presenters will have a Powerpoint presentation of their work, but recording options below can be applied to posters, etc as well.

There are two primary ways to record – one can include an audio only recording, or include audio/video. In general, professional consensus is that audio/video is best, however, we leave that decision entirely up to each presenter.

Below are some links that provide guidance in preparing a recorded presentation. There are also various software tools available online that will allow you to record from your computer outside of a meeting platform. Whichever option you choose, the end product should be saved as a video file and uploaded via the Presenter Information page on the NARWC website.

**\*\*Please use the following format when naming your file:**

For presentations at the Ropeless Consortium Meeting: lastname2020Ropeless

For presentations at the NARWC Consortium Meeting: lastname2020NARWC

### **Adding audio narration and markup to presentation:**

Video instructions:

<https://support.microsoft.com/en-us/office/video-record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

Step by step instructions:

<https://smhs.gwu.edu/impact/sites/impact/files/How-to-Create-a-Narrated-Powerpoint-Presentation.pdf>

How to save audio recorded ppt as video

<https://www.youtube.com/watch?v=uKgfVZ4aCEO>

### **Recording a presentation and video in Zoom**

Video instructions:

<https://www.youtube.com/watch?v=WmMSXOQVQs4>

This is long, but really good for those who have no experience with zoom. You can ignore the 4<sup>th</sup> point in the presentation.

<https://otl.du.edu/knowledgebase/using-zoom-to-record-a-video-presentation/>

### **Recording a presentation and video in MS Teams**

<https://howto.hyms.ac.uk/knowledge-base/recording-a-narrated-presentation-via-microsoft-teams/>

### **Recording a presentation and video in Google Hangouts**

\*note – this will provide a youtube link and that is what we will share via the meeting website

<https://canvas.harvard.edu/courses/1180/files/488078/download?wrap=1>

Hangouts Meet

<https://www.kimbley.com/blog/18/3/2020/how-to-record-a-presentation-in-hangouts-meet>