**2021 FL AFS Virtual Annual Meeting**

**Presenter (Recorded) Guidance**

**What You Need to Get Started**

* An internet connected computer, laptop, or device
* Microsoft PowerPoint software
* Microphone (e.g., laptop mic, headphones/ear buds, etc.)
* Camera (e.g., laptop camera, webcam, cellphone, etc.)

**Instructions for video recording with PowerPoint**

1. Connect camera/microphone to computer.
2. Open final PowerPoint presentation file.
3. Click on *Slide Show*. Then select *Record Slide Show.*
4. Check that the microphone and camera options are on.
5. Click *Record* Icon.
6. Give presentation as if speaking to an audience moving through each slide. Note: Only move forward through the slides. Do not go backward to a slide. This will erase previously recorded audio and you will have to start again.
7. Select the square *Stop* button to end recording.
8. Save as video: Click *File*, then select Export.
9. Select Create a *Video*. Check that *Full HD* and *Use Recorded Timings and Narrations* are selected. Then click *Create Video*.
10. Name file using LastName\_FirstName\_Session # (Smith\_John\_Session1) format. Save as *MPEG-4 Video*. Click *Save*.

**Additional help:** [Instructions](https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c) to add audio (and video) to your slides. [Instructions](https://support.office.com/en-us/article/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83) to generate a MPEG-4 (.mp4) file from your slides and audio/video. [Video tutorial](https://www.youtube.com/watch?v=D8JV3w4TOVw) which goes through both of the above steps.

**Video Quality:**

* Please double check your files before submitting to make sure the audio is clear and audible!
* The length of your presentation should be no more than 15 minutes.

**Uploading your video**

Please upload your video recording to this Google Drive folder:

**Link will be distributed to presenters in April**