

PhD Open Days



Seminars, alumni sessions, pitches, and more.


26th to 28th of October 2020 [Virtual Mode]

Instructions for recording your video-poster presentation with PowerPoint (Duration: ~5 minutes ; Size: < 100 Mb)

1. Technical requirements:

- a. Do **not** use any passwords or encryption for your files.
- b. Flash-animations and macros are **not supported**.
- c. Please use the **format 16:9** for your presentation.
- d. Please use a **headset** to record your lecture. This will improve the audio quality tremendously.
- e. Use of an **external microphone** instead of the PC mic can also improve a lot the audio quality.
- f. Feel free to **use the webcam** to record yourself as well.
- g. We recommend to either use Power Point or Zoom to record your lecture.

2. Recording your presentation:

- a. Prepare the PowerPoint presentation based on the technical requirements and hints at the bottom of the page.
- b. Click on the "Slide Show" tab of the ribbon.
- c. Click on "Record Slide Show" → Record from beginning. 
- d. Should you wish to not appear in the video recording, disable the video feed by clicking on the person icon in the bottom-right corner. This way you will only record audio and the transitions of your slides – we recommend to send your portrait picture which will be presented to the audience.
- e. When you are ready to start, click on the red record button in the top-left corner – it will give you a countdown (3 – 2 – 1) and will start recording. As you progress through your recorded presentation, PowerPoint will automatically embed individual audio/videos for each slide. Therefore, you can pause (||) and "clear the recording of the current slide" or "clear recording on All Slides" should you wish to and start over.
- f. Be sure to speak clearly and at a reasonable pace.
- g. The recording will stop when you go to the "next" slide after your last one.
- h. Make sure that you stop speaking when you change/proceed to the next slide. It may be that PowerPoint/Zoom does not record the voice during a slide change.
- i. You have now successfully recorded your presentation.
- j. Please do not forget to save the PowerPoint file after end of recording to ensure slide time and audio files are correctly assigned.
- k. If you want to review the recording, simply "preview" your slide show.

For details on how to record your presentation with PowerPoint on Windows, click [here](#).

For details on how to record your presentation with PowerPoint on Mac, click [here](#).

Further details on how to record your screen with a Mac can be found [here](#).

3. How to prepare the upload file:

- a. Once you are satisfied with your recording, click on "file" → "export" → "create a video".
- b. Select the settings: Full HD (1080p) and "Use recorded timings and narrations".
- c. Click on "create video" and save it as an .MP4 file being sure to name it with the following information: **PhD Program – Name of Presenter**