

# Recording Presentation Guide

ASOR's Annual Meeting 2021

Chicago November 17-20 | Virtual December 9-12



**asor**  
ANNUAL MEETING 2021

# Training Agenda

- Pre-Recorded Session Overview
- Options for Pre-Recording
  - How to Pre-Record via Zoom
  - How to Pre-Record via PowerPoint

Please contact Jared Koller with any questions about your pre-recorded presentation at [jaredkoller@asor.org](mailto:jaredkoller@asor.org)

# Pre-Recorded Presentations

## What are Pre-Recorded Presentations

- Pre-Recorded presentations are recorded ahead of time using Zoom or PowerPoint “Narrate” feature. The recordings will be available to all registrants to view “on demand” prior to the live session on <https://asor-virtual-meetings.secure-platform.com/a>.

## Why Pre-Record

- Less concern around connection issues / drop offs during the presentation
- Less anxiety around having to “perform” live

## Discussion and Live Q&A

- Pre-recorded paper presentations will not be played back during the live/online sessions. In order to maximize engagement, this time together will be used for discussion and Q&A.

# On Demand Presentations + Live Sessions

- Your pre-recording will be made available to watch in the gallery for six months after the conclusion of Annual Meeting. Participants may watch the video at their convenience and then join a live/synchronous session online for discussion and Q&A during the Virtual Component of the 2021 Annual Meeting, December 9-12.

*\*Pre-recorded paper presentations will not be played back during live sessions*

- Pre-recorded presentations are limited to **20 minutes maximum**.
- The schedule of online sessions is posted online at:  
<https://asor-virtual-meetings.secure-platform.com/a/gallery/rounds/1/schedule>



This template is a required to be the first slide of your presentation for the Annual Meeting regardless of the file type (.mp4, .pdf, .ppt, .pptx). You can find the template file on the AM21 website: [https://asor-virtual-meetings.secure-platform.com/a/page/Presenter\\_info](https://asor-virtual-meetings.secure-platform.com/a/page/Presenter_info)

# Paper Title Here

Author(s) Here

Session Title Here

ASOR is pleased to provide this presentation by [Name of Presenter] as part of our Virtual Annual Meeting.

This presentation is [Name of Presenter's] original work. ASOR took no part in developing, creating, or organizing this presentation and disclaims any responsibility for its contents, or for procuring any third-party rights necessary to offer it to this audience.

We hope that you enjoy [Name of Presenter's] presentation!



# Options for Pre-Recording

## Record via Zoom

- Recommended when you are showing more than slides and if there are more than one speaker / presenter.
- Use an existing Zoom account including the Free version
- Record your screen, slides, and camera in a flow (as if you were presenting live)

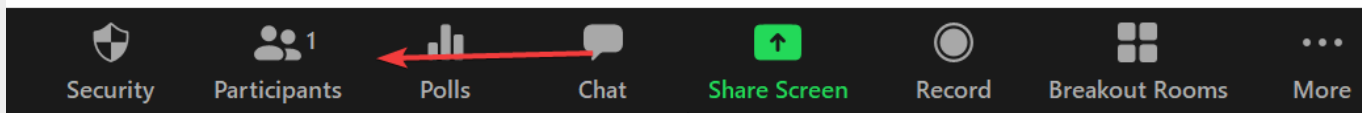
## Record via PowerPoint

- Record one or more slides at a time
- PowerPoint makes it easy to edit the audio of one slide at a time
- The benefit is it is easier to perform an exact script, the downside is PowerPoint recording sounds a bit more monotonous

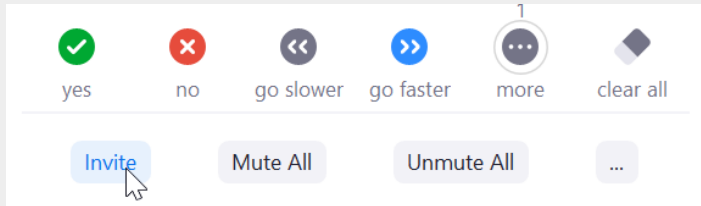
# Recording Via Zoom

Start a Web Meeting (<https://zoom.us/start/videomeeting>)

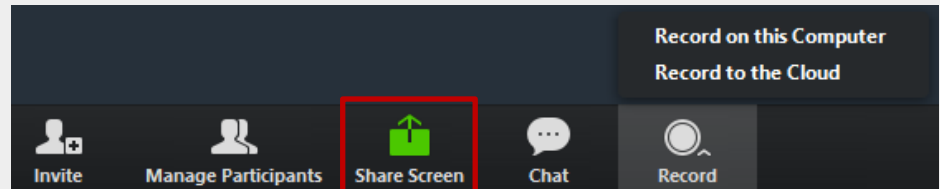
- Use an existing Zoom account or create a free account
- If you have other speakers you are working with be sure to click the Participants tab



Then click to Invite them



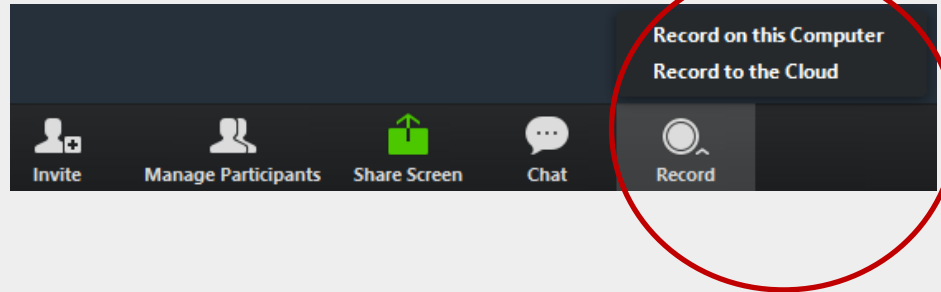
On the bottom of your Zoom window you can share you screen to display your presentation



# Recording Via Zoom

Once you are ready click Record > Record on this Computer or to your Zoom account Cloud. Once you have finished your presentation, click the record button again to stop recording.

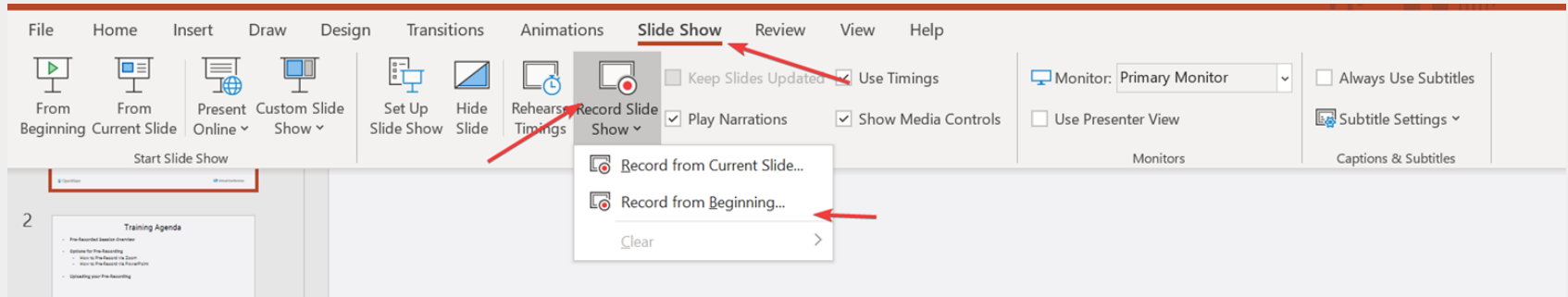
This will generate an .mp4 video of your presentation.



# Recording Via PowerPoint

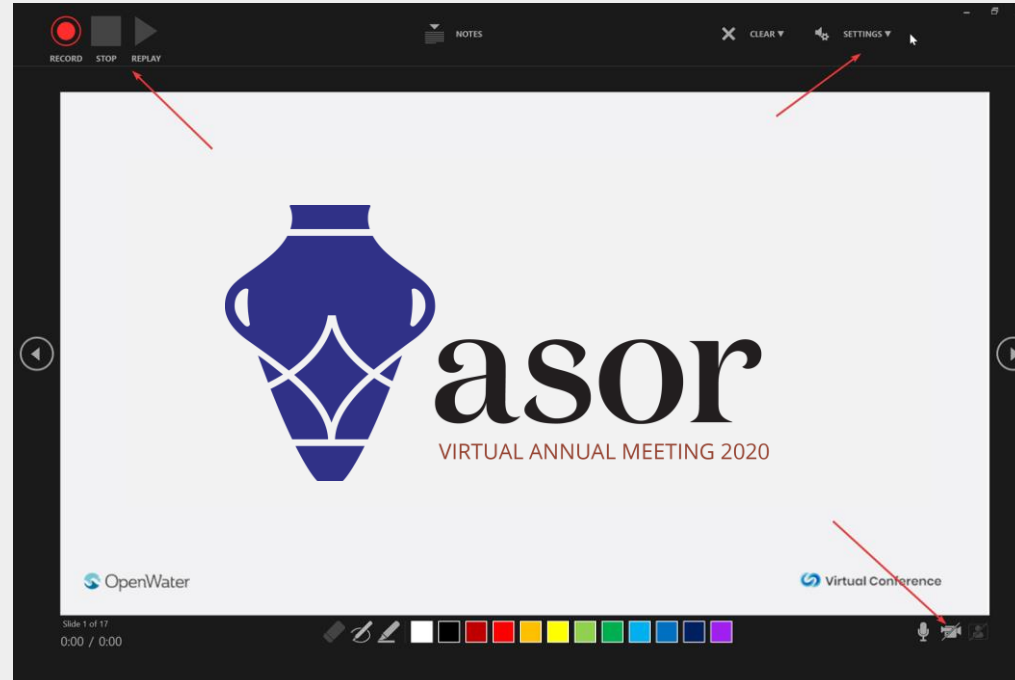
## Load Your Presentation in PowerPoint

- Choose Slide Show > Record Slide Show > Record from Beginning



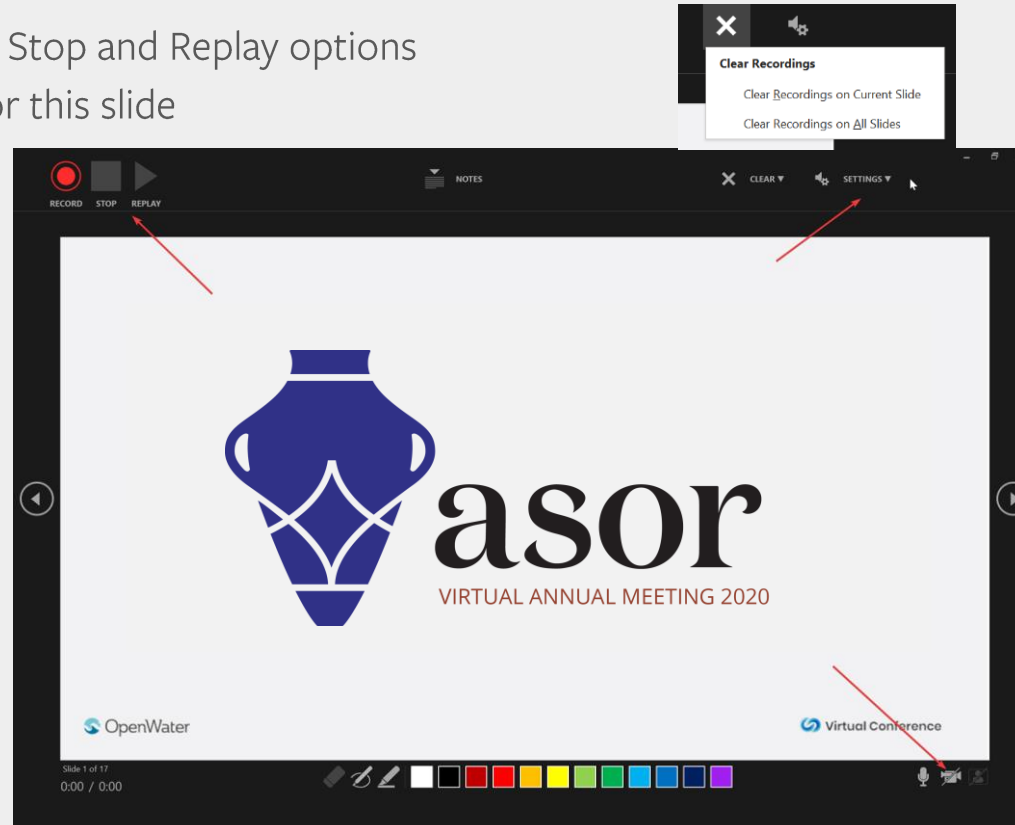
# Recording Via PowerPoint

- At the Top Left you will notice the Record, Stop and Replay options
  - Record allows you to record audio for this slide
  - Replay allows you to hear your Recording
- At the top right you'll see Clear
  - Clear allows you to clear one slide's audio or To start over
- At the bottom right you'll see the toggle for your camera



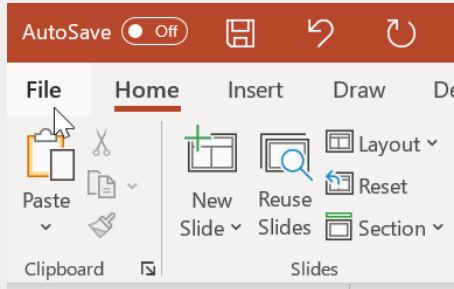
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# Recording Via PowerPoint

- Click on the File > Export option



- Choose Create a Video  
Then click the Create Video button

