

Recording Presentation Guide

ASOR's Annual Meeting 2023

November 15-18 | Chicago & Hybrid



Pre-Recorded Presentations

What are Pre-Recorded Presentations

- Pre-Recorded presentations are recorded ahead of time using Zoom or PowerPoint “Narrate” feature.

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.

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)

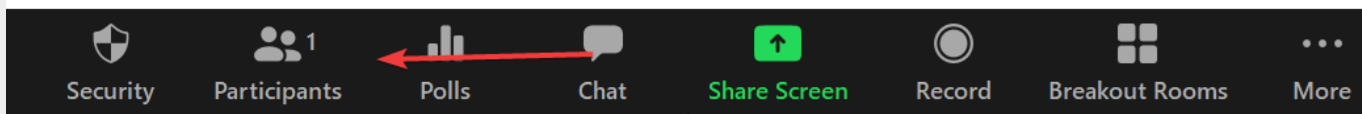
Record via PowerPoint

- 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

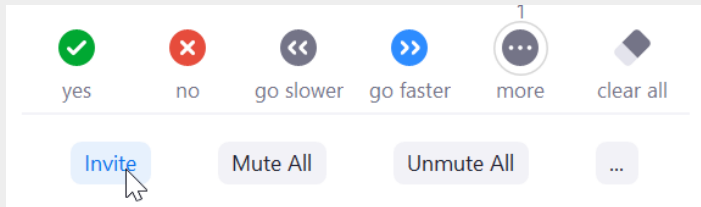
Recording Via Zoom

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

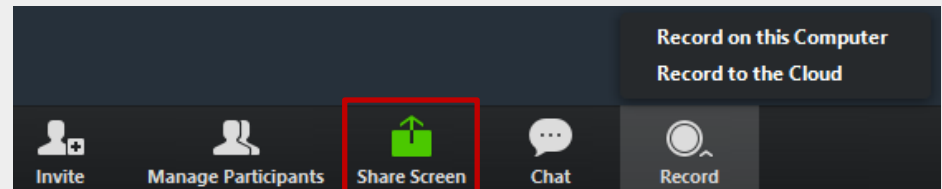
- Use an existing Zoom account or create a free account
- If you have other speakers you are working with be sure to click the Participants tab



Then click to Invite them



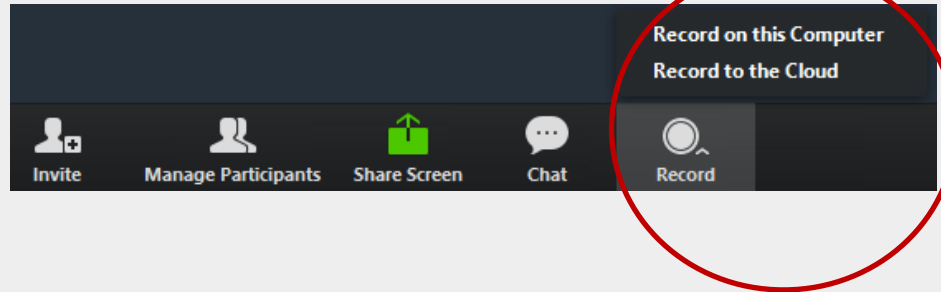
On the bottom of your Zoom window you can share you screen to display your presentation



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.

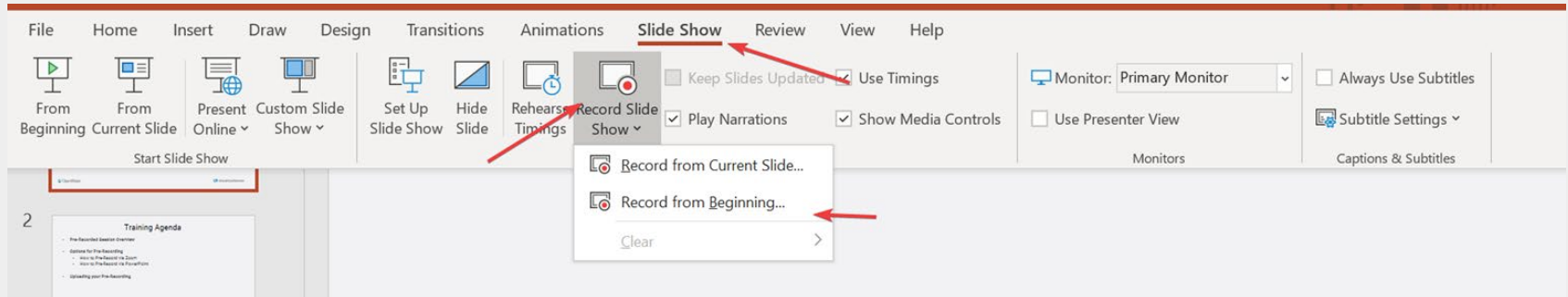
This will generate an .mp4 video of your presentation.



Recording Via PowerPoint

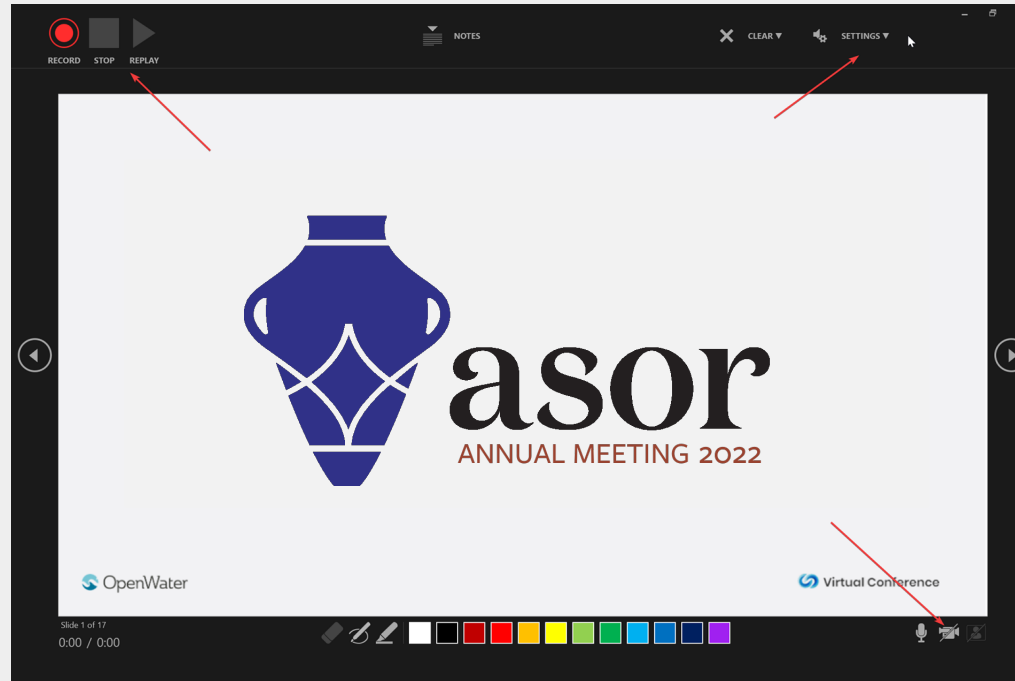
Load Your Presentation in PowerPoint

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



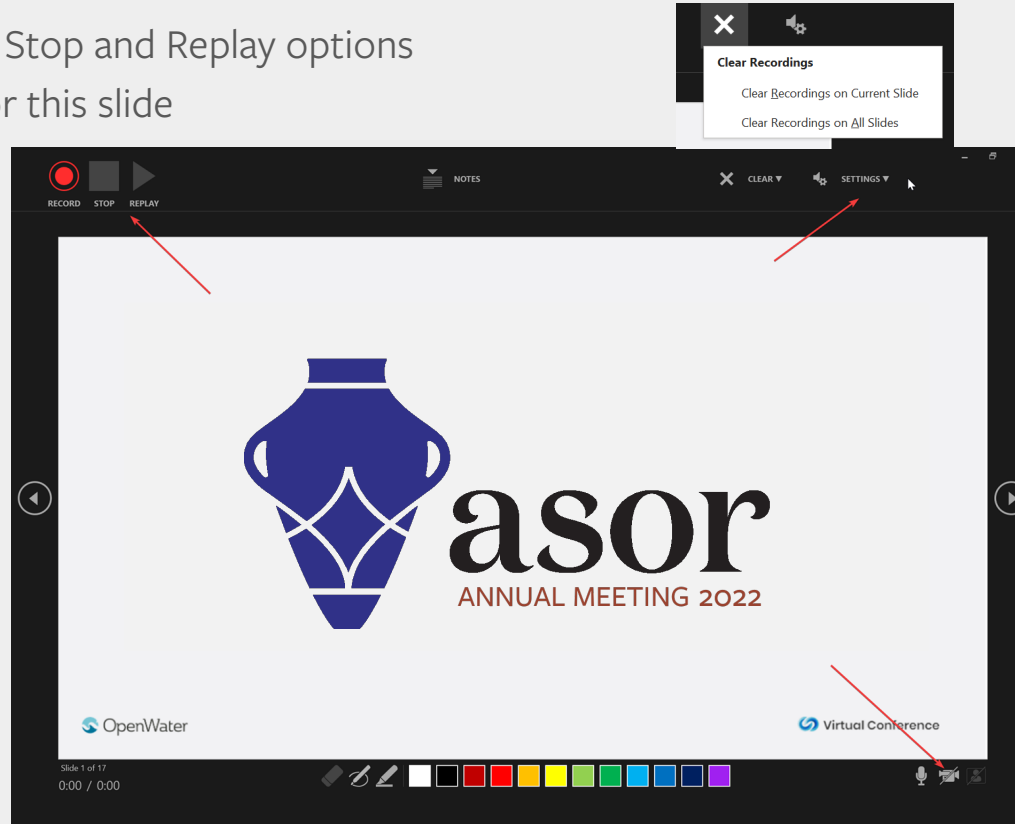
Recording Via PowerPoint

- 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



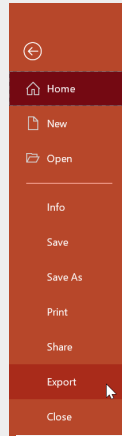
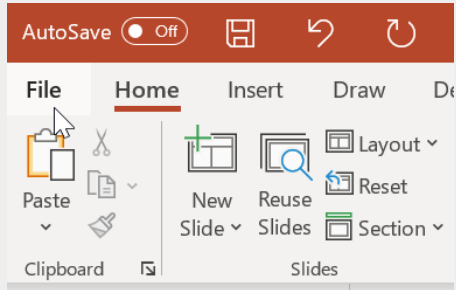
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Recording Via PowerPoint

- Click on the **File > Export** option



- Choose **Create a Video**
Then click the **Create Video** button

Export

- Create PDF/XPS Document
- **Create a Video**
- Create an Animated GIF
- Package Presentation for CD
- Create Handouts
- Change File Type

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

Full HD (1080p)
Large file size and full high quality (1920 x 1080)

Use Recorded Timings and Narrations
Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.

Seconds spent on each slide: 05.00

