

How to Record Your Presentation on Own

Specific Recording & Uploading to Freeman Orchestra Instructions Included

Please Review to the End for All Instructions

Upload Deadline: **May 10, 2021**



Things you will need

Check to make sure you have everything before you get started

- Windows or Mac computer
- Built-in or stand-alone web camera and microphone
- Internet connection
- A source of light
- A presentation recording program (Zoom)
- Headphones (optional)
- Your presentation
- Timer (smartphone is fine)



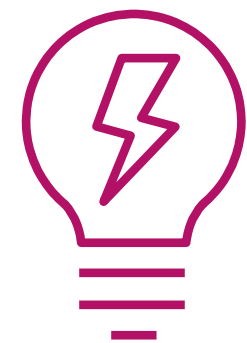
M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28				

ENVIRONMENT

What to Wear

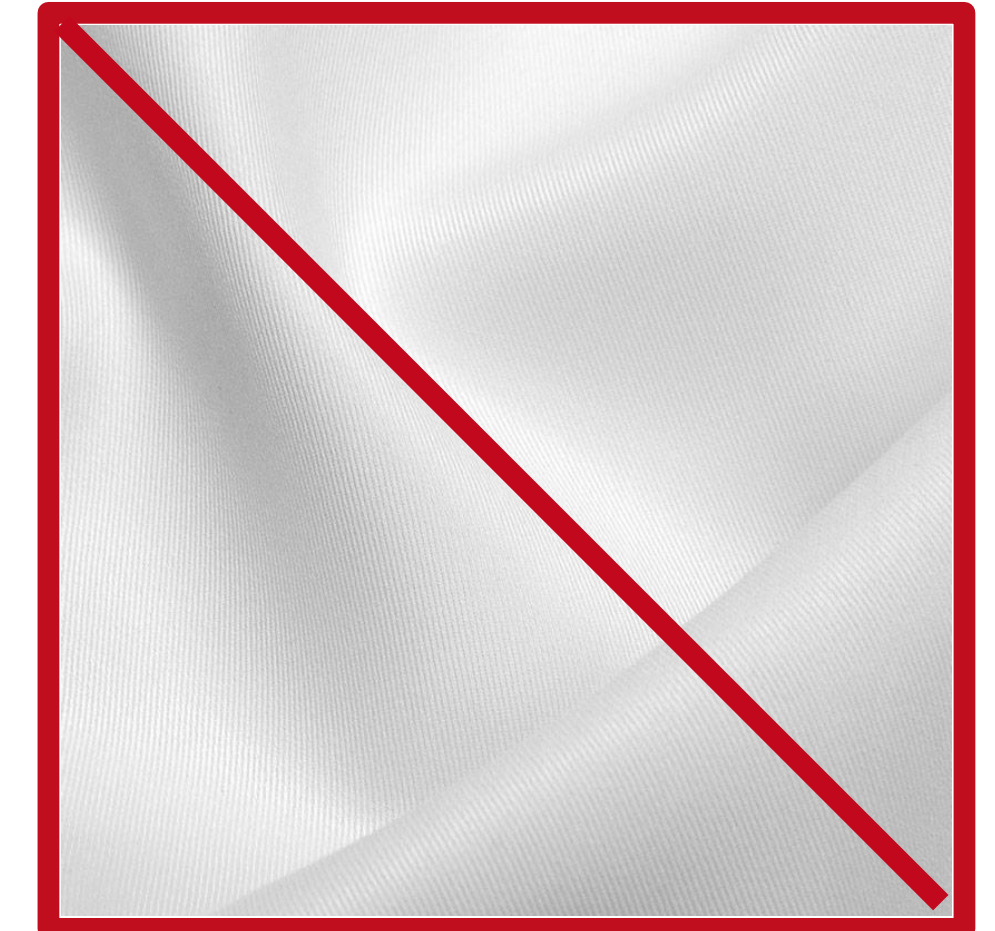
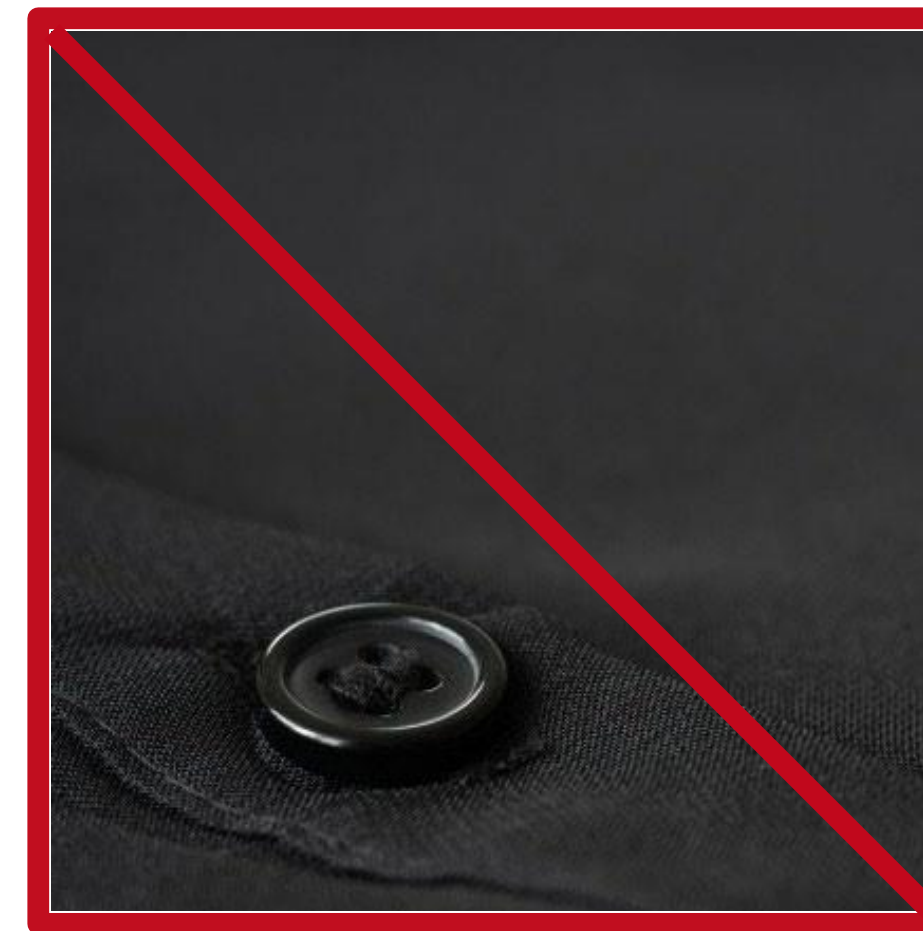
Wear something comfortable but appropriate for your audience.

- Do not wear all black
 - Do not wear all white
- } Translates to bad exposure
- Do not wear stripes
 - Avoid busy patterns
- } Causes a moiré pattern or distracting “ringing.”



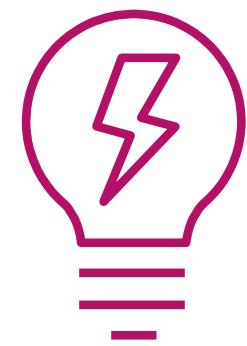
PRO TIP:

Dress like you would when giving a live presentation at an in-person event. Professional attire suggested.



Your Background Matters

- Clear your background of clutter like stacked papers
- While backgrounds can be clear, use this as an opportunity to showcase your character

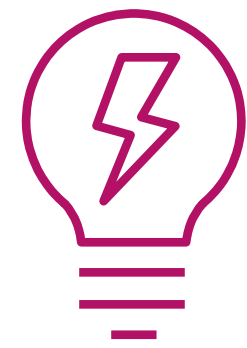


PRO TIP

Picking out just one important thing to be in the frame, like a painting or a photo, should be enough to say who you are without interfering with the delivery of your message.



Lighting is Everything



PRO TIP

Avoid sitting with a bright light source like the sun (a window) or lamp *behind* you. You want to use the light rather than fight against it.

If using a natural source of light

- Sit facing a window with a bright, soft light window

If using a lamp

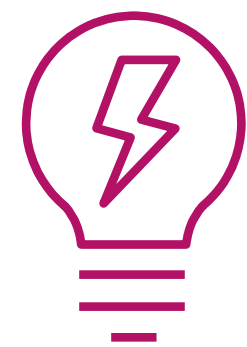
- Take a tall lamp with a soft, diffused light and set it next to the computer on the side of your face you feel is best. The lamp should be in line with and slightly behind the computer so the light falls nicely on your face.
- Ring lights that attach to desks are the best option. The bigger the ring, the softer the light.



EQUIPMENT

Equipment: Camera

- Both built-in and external webcams will work for recording your presentation
- Test your camera according to manufacturer's instructions



PRO TIP

Experiment with your camera to see what lighting works best. All cameras are a little different. Record your introduction a few times and watch it to see the quality — and that will also help you practice for your presentation!



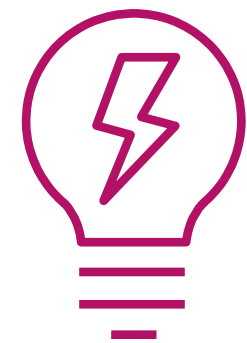
Equipment: **Microphone**

- Both built-in and external microphones will work for recording your presentation
- Test your microphone according to manufacturer's instructions
- Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone
- Note: Microphone and audio levels must be controlled in your computer settings not the recording program.



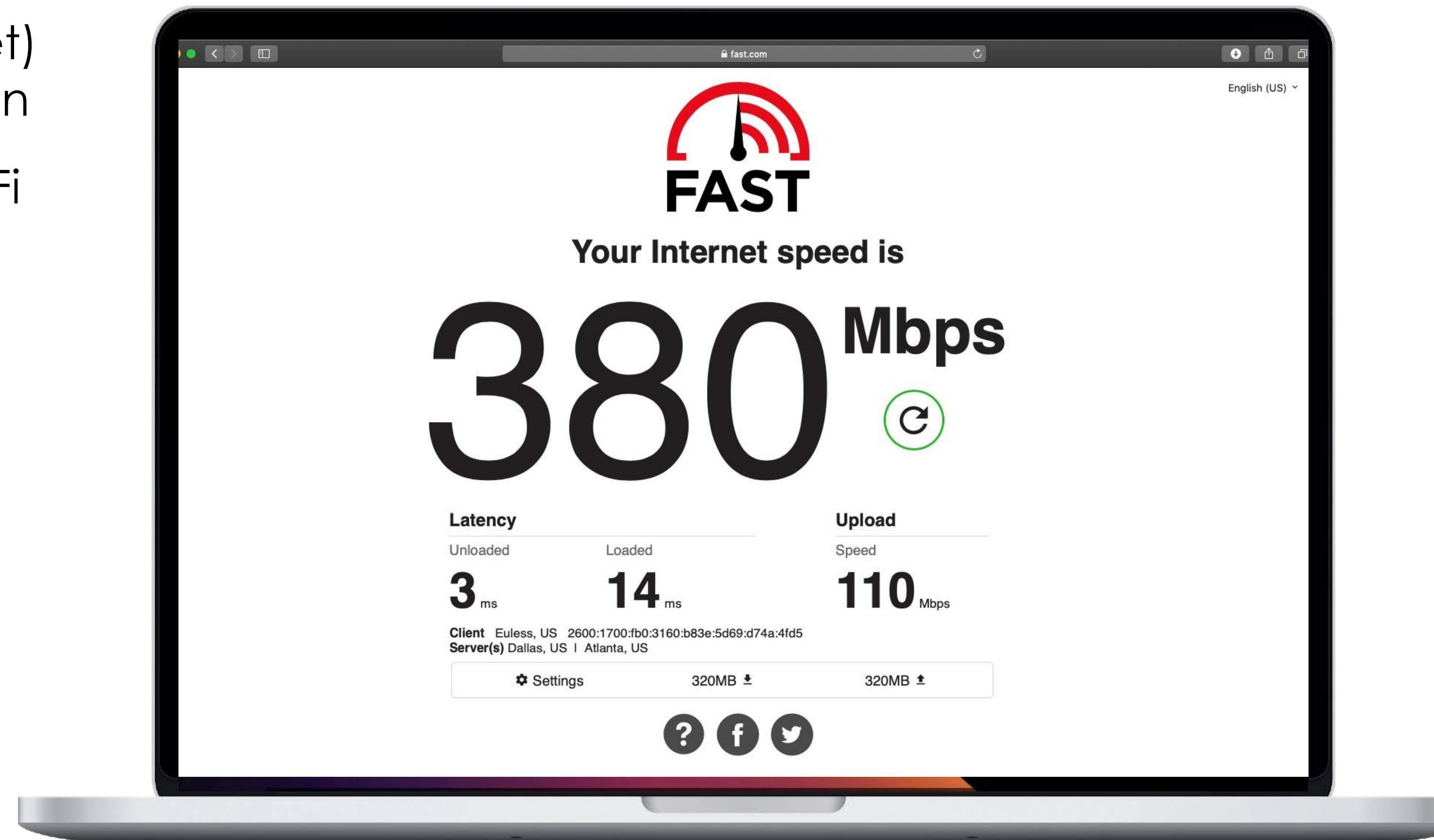
Equipment: Internet Connection

- When possible, use a hardwire (Ethernet) connection rather a wireless connection
- Disconnect other devices from your WiFi to maximize bandwidth



PRO TIP

You can check your connection speed by going to www.fast.com. This page will show you both your upload and download speeds.



PRESENTATION DECK



Software: **Windows**

Design: If you are on a Windows machine, PowerPoint program (2016-2020) is the preferred choice for designing your presentation.

Recording: The recording of your presentation should be done in Zoom

Software: **Mac**

Design: If you are on a Mac machine, PowerPoint program (2016-2020) is the preferred choice for designing your presentation.

Recording: The recording of your presentation should be done in Zoom



Storytelling Makes a Difference

Know what the key take-away is for your presentation.

Does your take way match what your audience heard?

Use simple words that capture people's attention.

Your cadence and intonation add to the story — use them to your advantage!

One Idea Per Slide

Increase engagement by keeping it simple. **One idea per slide.**

It's better to have more slides with fewer bullet points rather than have fewer slides with dense bullets.

If you need to use
bullets,
try to

BE CONCISE.
MAKE THEM SHORT.

USE GRAPHS OR ICONS

NO MORE THAN
3 BULLETS (PLEASE)

THESE ARE NOT RULES. THERE ARE ALWAYS EXCEPTIONS
DEPENDING ON YOUR AUDIENCE, CONTENT AND FORMAT.

Assume People Can't See Your Deck...



Some people will only hear the audio. Talk clearly, explain visuals on your deck.



Use headphones to improve audio quality. If you have a mic, use it.



Provide a few seconds warning before playing a video or sound effect. It may play at a different level than your voice and could be an unpleasant surprise.



Repeat questions in full, before answering them. Name the asker if you can as listeners can't read the comments section.

Don't Forget Your Mobile Audience



Don't
make
your text
too small,
too light
or
too dense.



PRESENTING



Keep it Simple

- Timing is everything
- Remove distractions
- Have a conversation. Don't talk at your audience about it
- Be mindful of timing — stick to your allotted time

Maintaining Eye Contact

- Position your webcam at eye level. Stack books or a box under your laptop if needed.
- Pick a point near the camera on which to focus your eyes. It helps to put a piece of tape as a visual reference near the lens.
- If you are using notes, outlines or timers, position them around camera to avoid breaking eye contact with the camera.



Frame yourself and smile

Smile.
People love
enthusiasm.

Communicate with
your hands and
body.



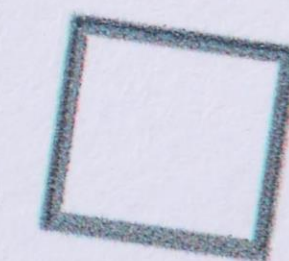
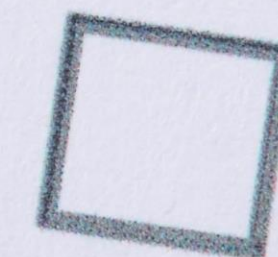
Leave some
“headroom”
Don’t cut off
your
forehead.

Line your
face up
with the top
“third.”

If you can,
try to
include
your
elbows.

Compliance

- Disclosure in your 1st Slide
- Please do not use trade names in your presentation and recording
- Please inform the audience when discussing unapproved indications



Rehearse **THE CONTENT**

Practice.Practice. Practice.

Record and review.

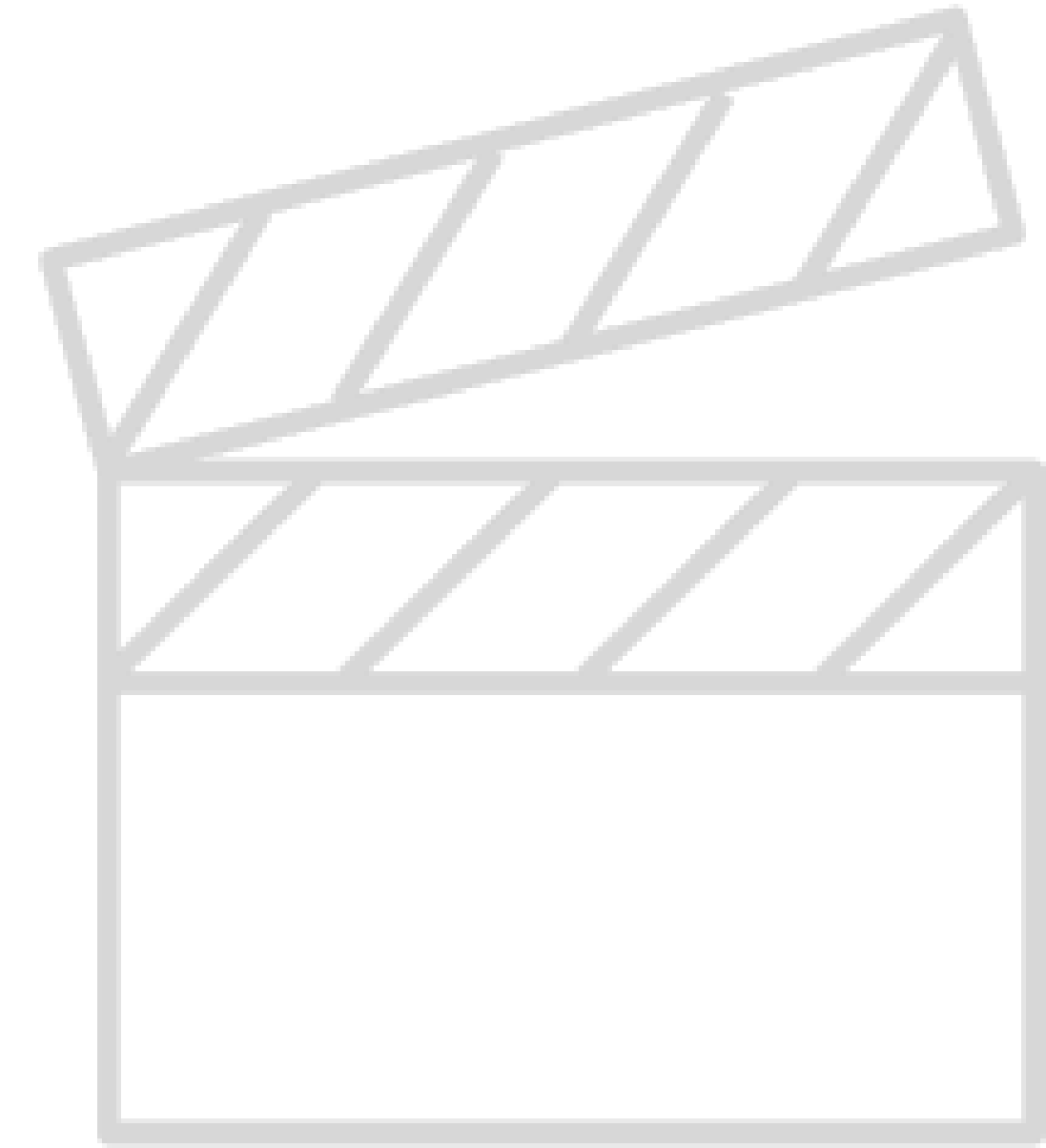
Practice without slides so story resonates.

Present to a person and ask them what ONE thing they learned – does it match your key message?

Does your audio track to the visuals on your slides?

Use facial expressions and hand gestures as appropriate.

Have water available, practice taking a drink, while on camera.



Rehearse **THE FLOW**



Do a Tech Run.

Record yourself to see how you are framed in the screen. Check that smile.

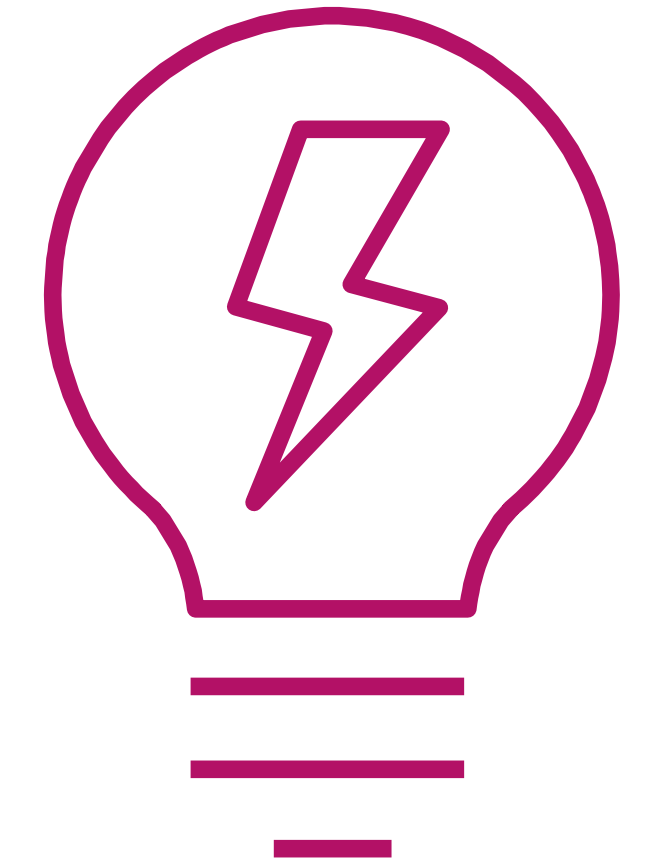
Confirm lighting works so people can see your face and expressions.

Make sure audio is clear and limit background noise.

View your presentation from laptop. Tablet. Phone. Do your visuals work for all formats?

Is your background appropriate for your audience and your message?

Tips & Tricks for Remote Presentations



Tech Connections

- Ethernet - when possible use a hardwire connection. Bandwidth issues?
- Join meeting on your laptop. Join audio from your phone.
- Start in mute. Go to mute when you are done presenting.

Speaker Feedback

- ID designated speaker support person.
- Pre-event rehearse with them and do your tech checks. During presentation, designate them as "listener"
- Give them way to contact you (text, etc)
- If mic goes off, video goes down or other tech issue they can let you know.
- Turn all notifications off except designated "listener." Silence your phone.
- Set up 2nd screen (tablet, phone) to track slides and see how fast they advance for audience.



RECORDING USING ZOOM

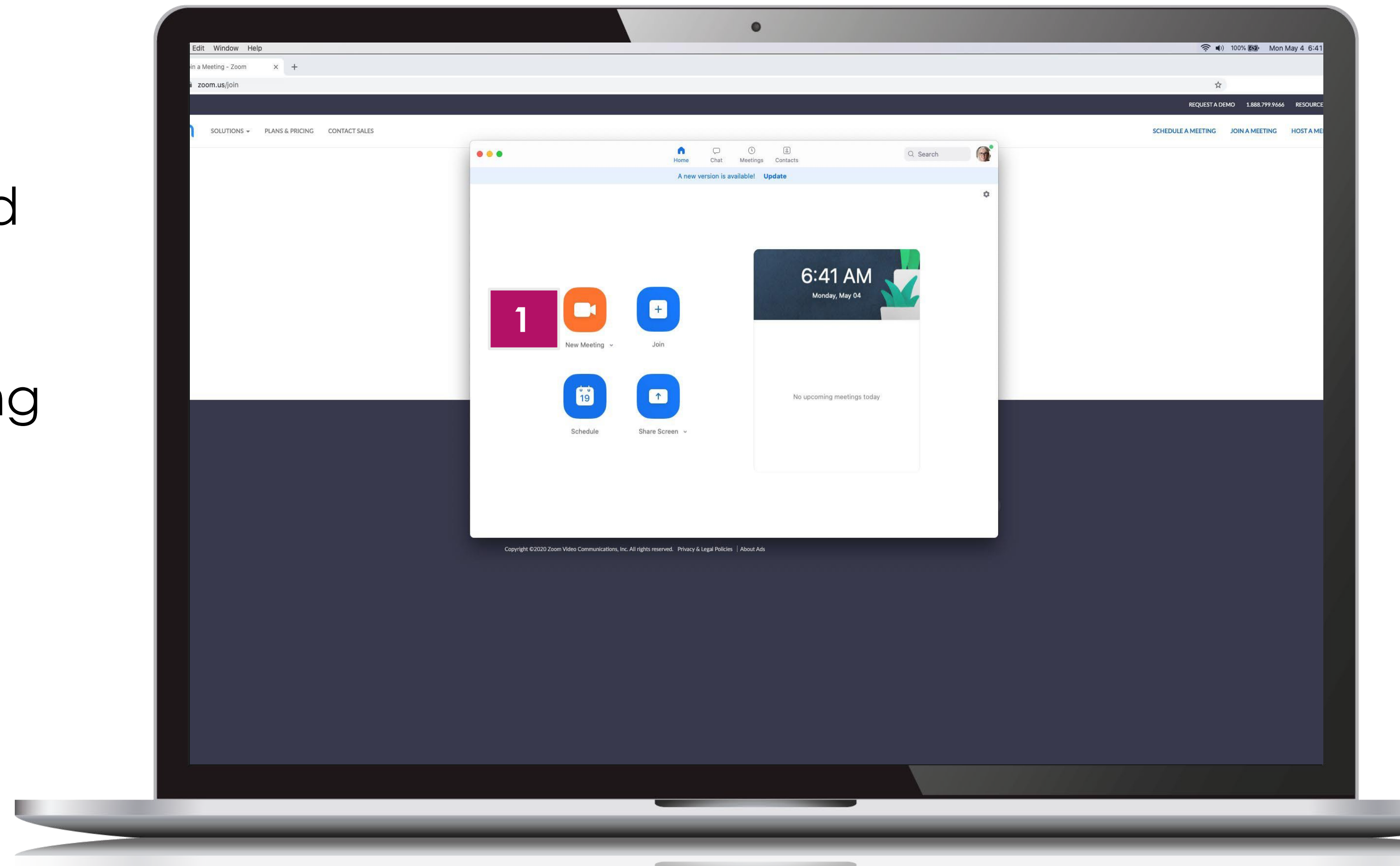
Creating a Meeting

Download and install Zoom if you haven't already:

<https://zoom.us/download>

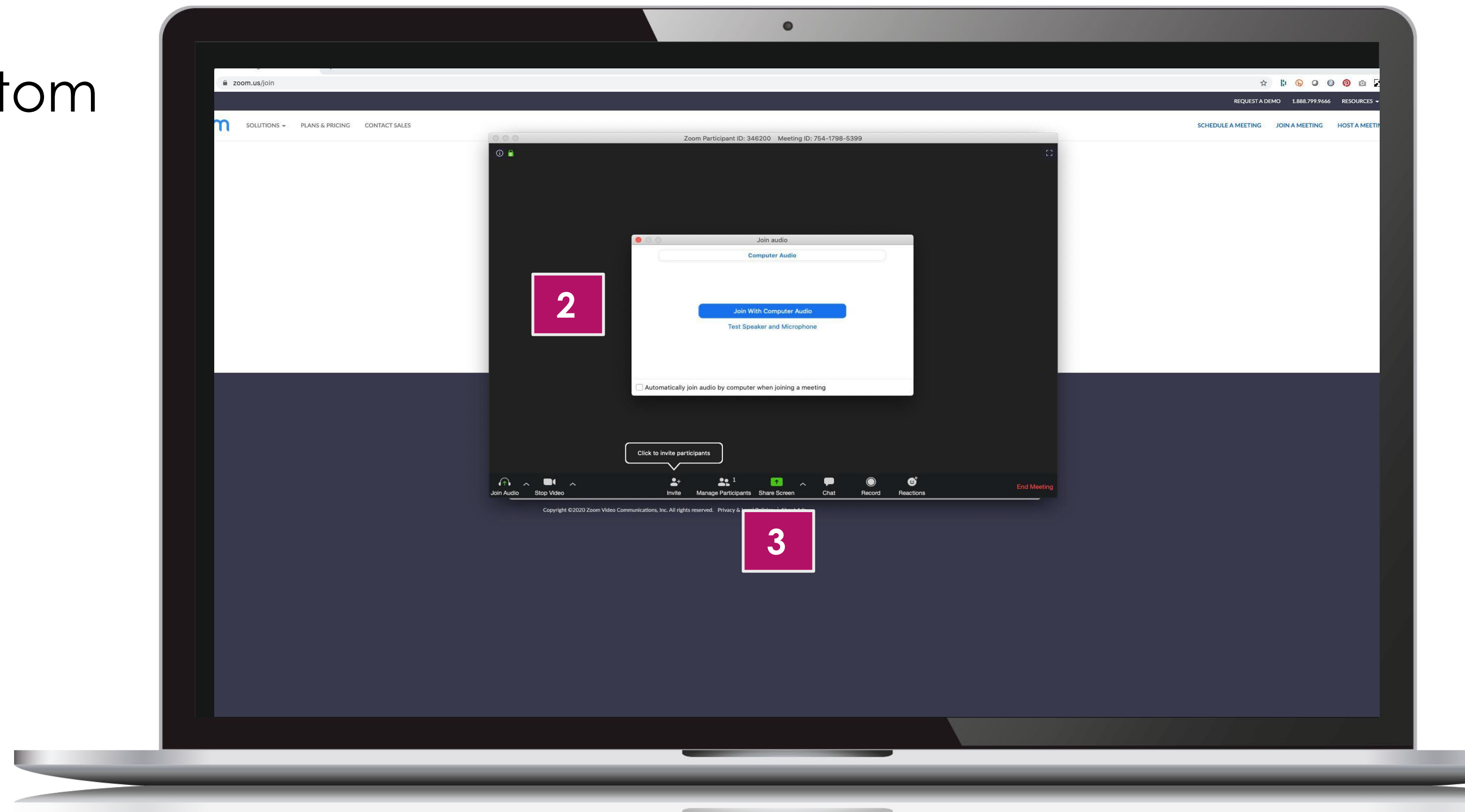
1 Have your presentation up and ready

Open Zoom: Click New Meeting



Sharing Your Screen

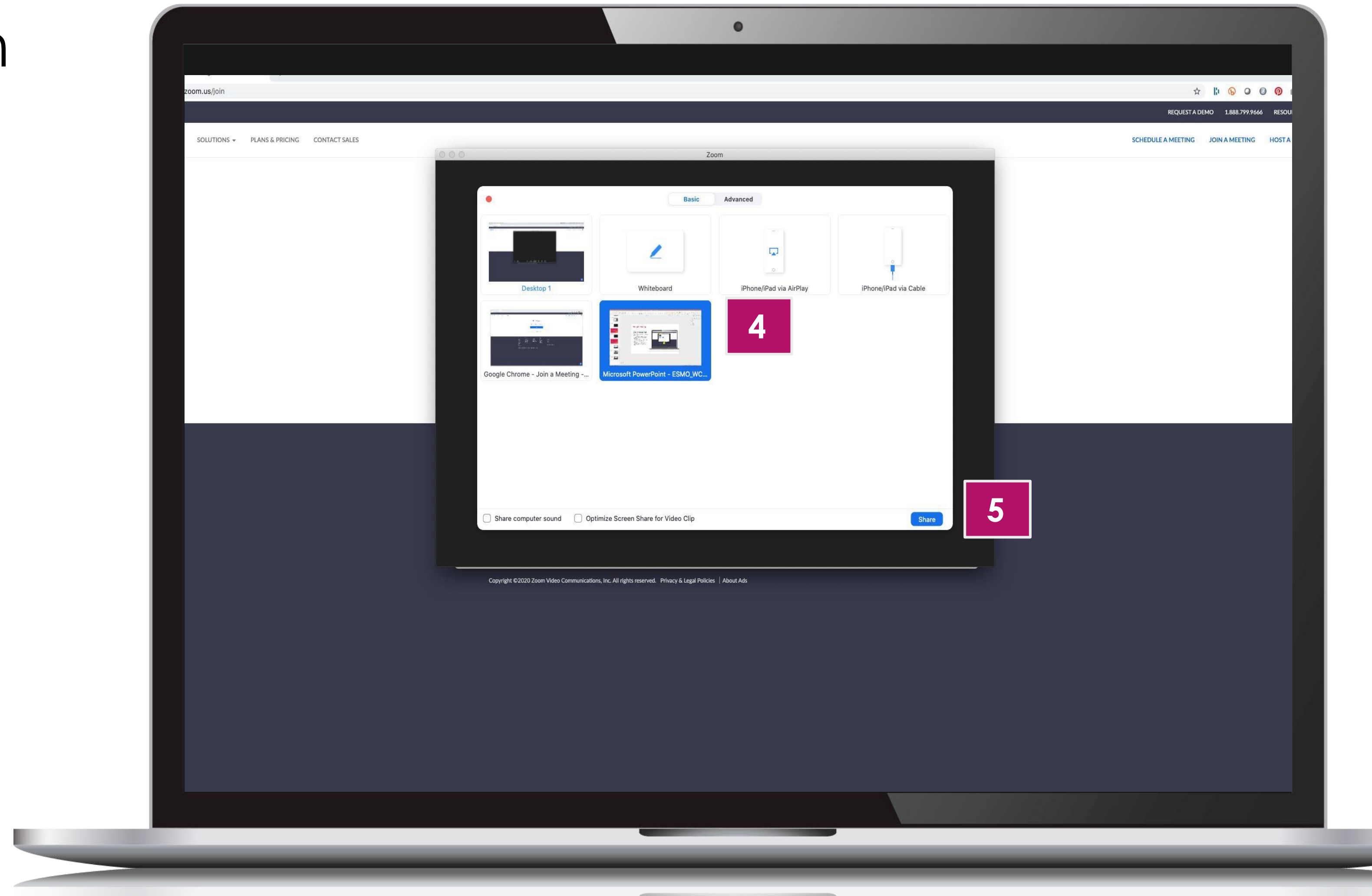
- 2** Select **Join With Computer Audio**
- 3** Using the tool bar at the bottom of the screen select **Share Screen**



Sharing Your Screen

4 Select your presentation

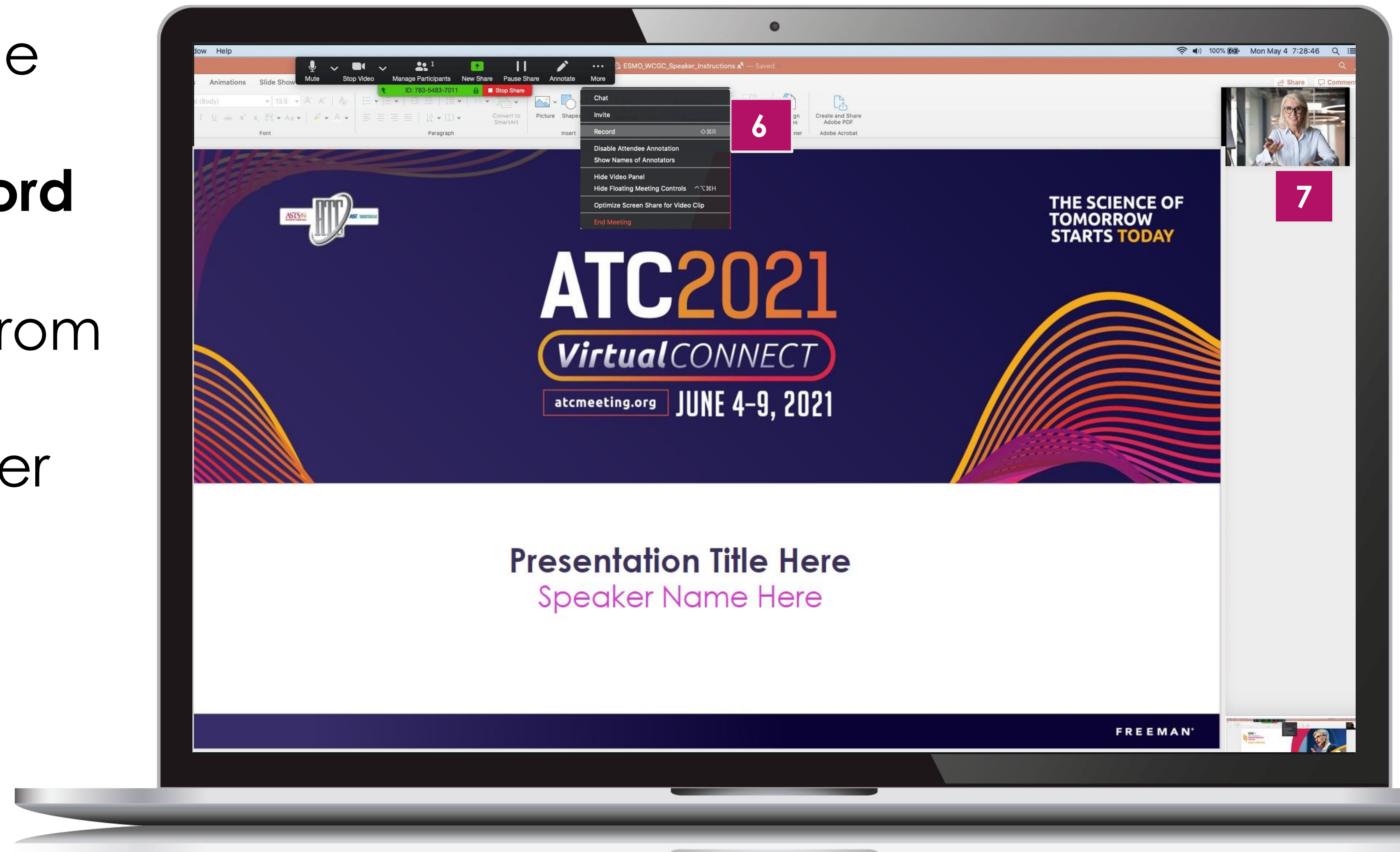
5 Click share on the bottom right hand corner of the screen



Starting the Recording

6 In the toolbar at the top of the screen, select **More > Record**

7 The video stream from your webcam will appear in the upper right corner of the screen.



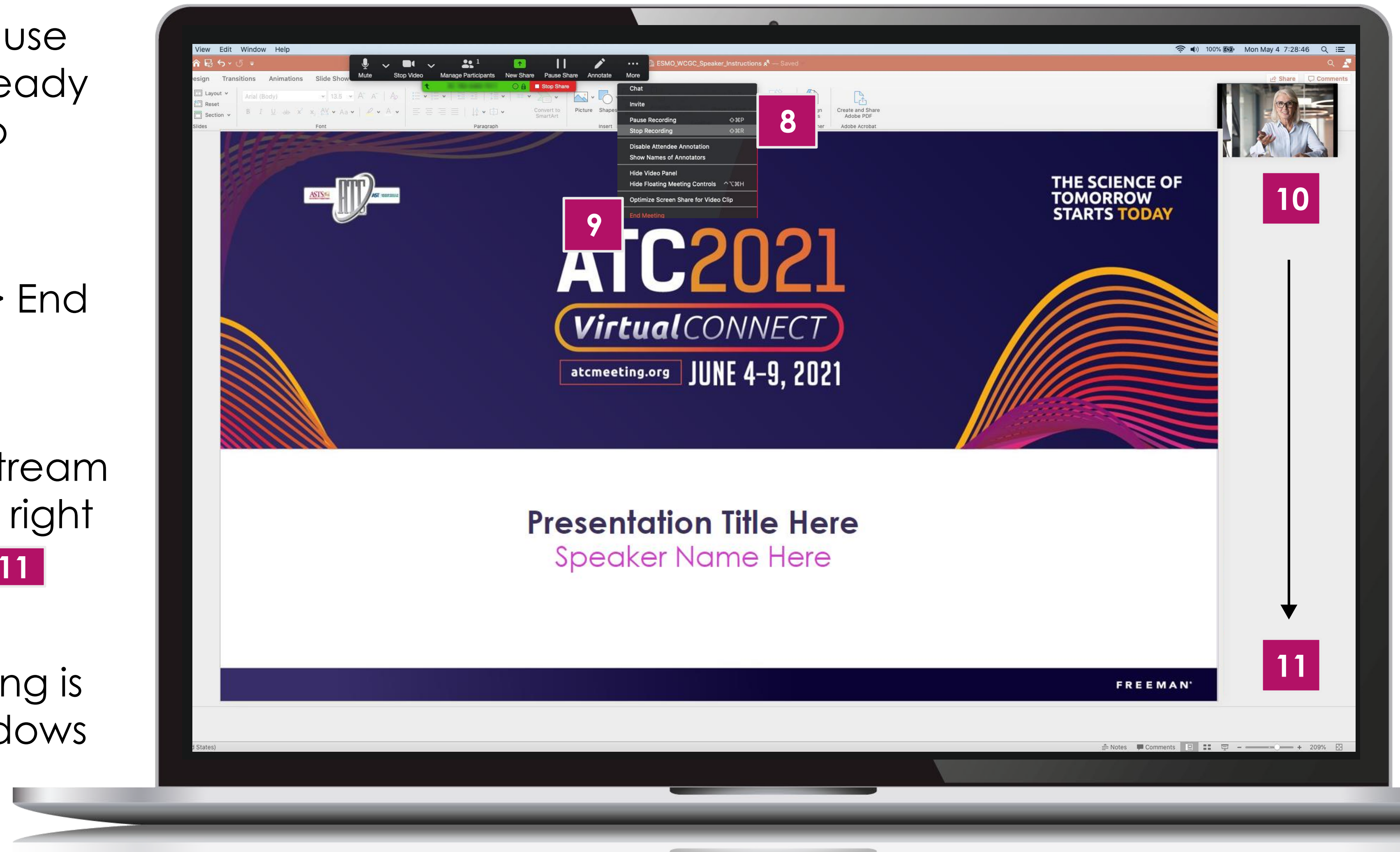
Starting the Recording

8 To pause, select More > Pause Recording. When you're ready to stop, select More > Stop Recording).

9 When done, select More > End Meeting

10 Click and drag the video stream window down to the lower right corner of the screen (**11**).

This will ensure your recording is consistent to those on Windows machines.



Exporting & Saving

12 You will see the Converting Meeting Recording dialog as your recording is being converted and saved.

All recordings by default will be saved in a sub-folder called Zoom in your Documents folder.

Presenter recording specs:

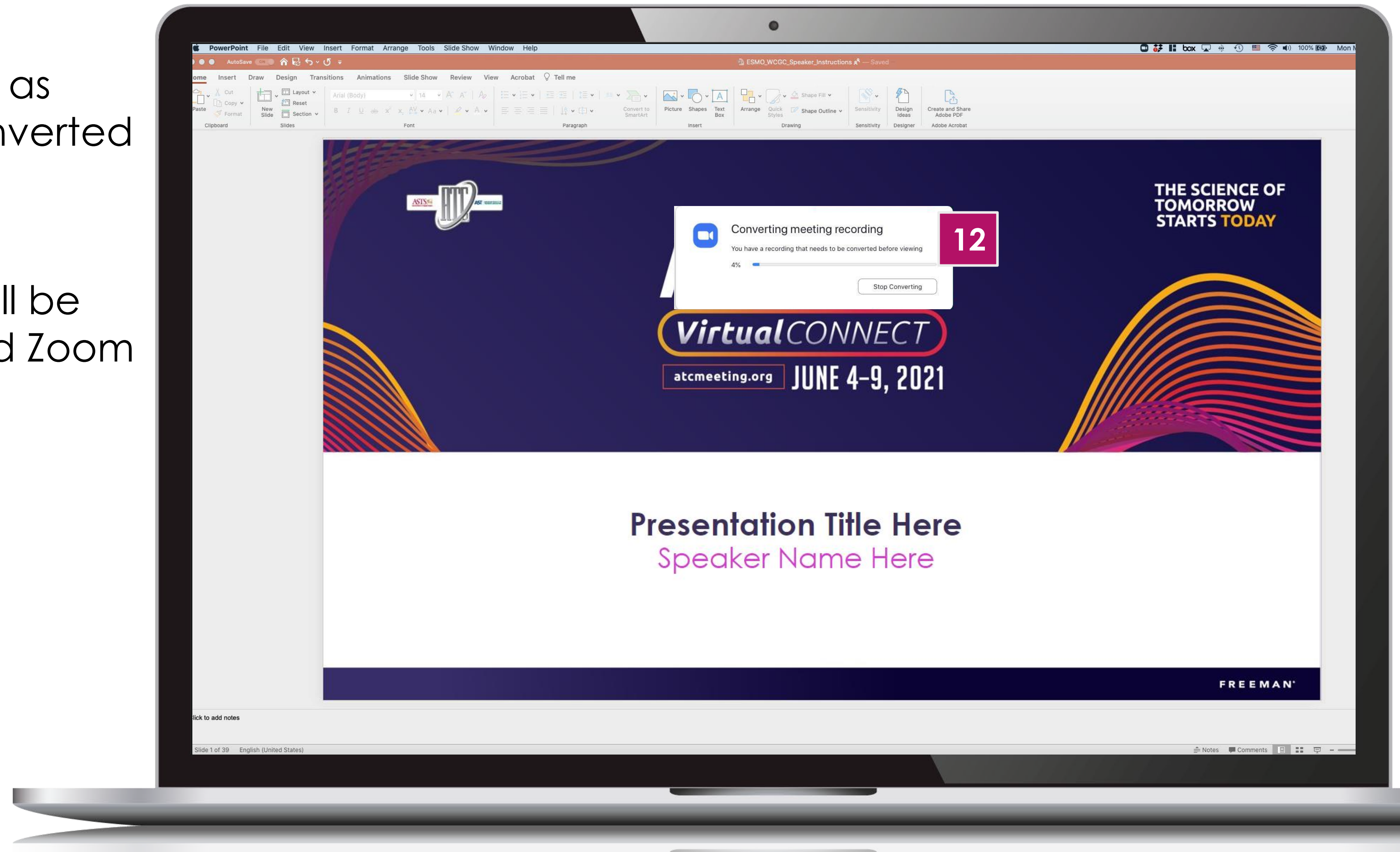
Video format: MP4

Minimum resolution:

1280 x 720

1280 x 1080p is best

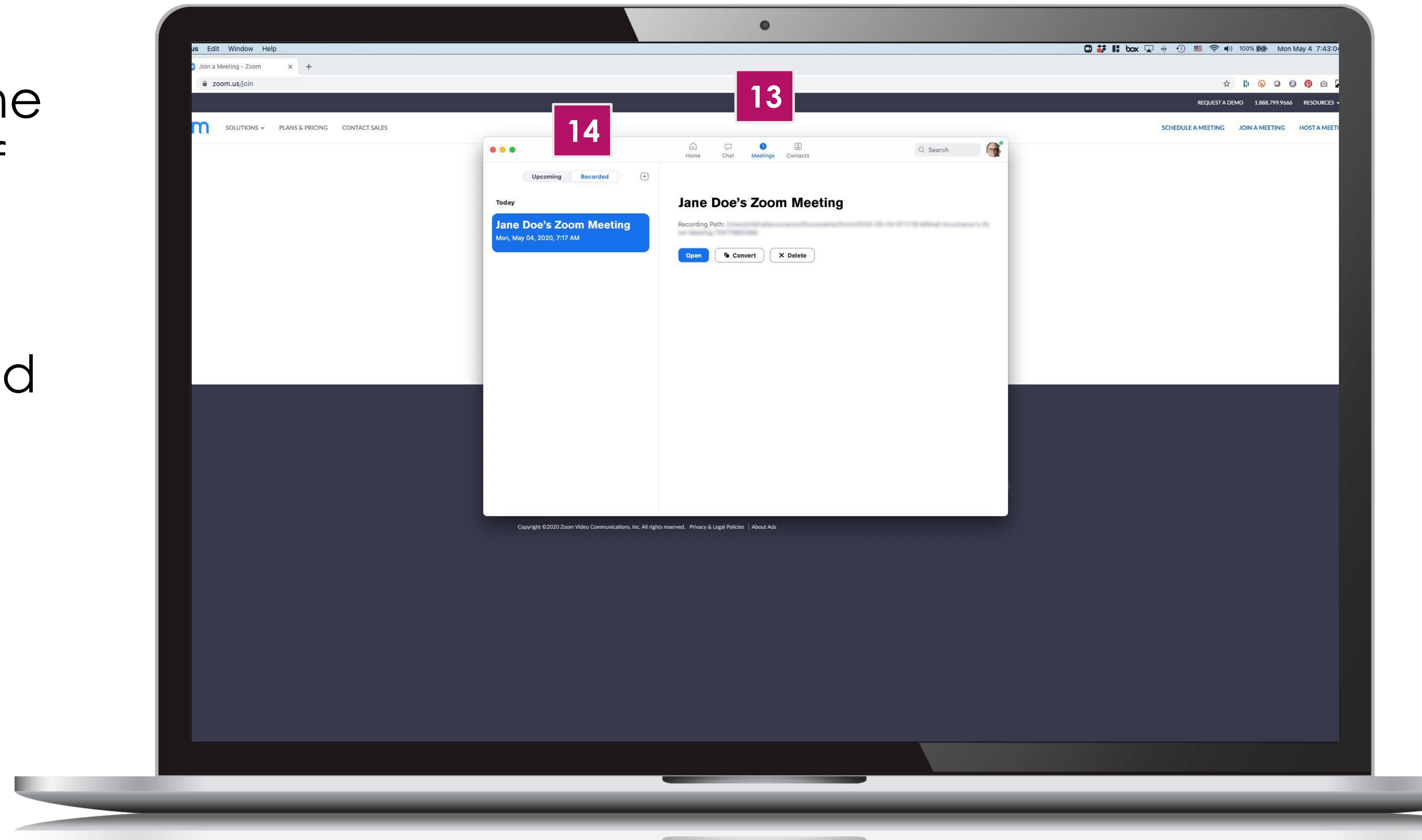
The file size must be under 2GB to upload



Reviewing

13 To view your recordings, go to the Meetings section of the Zoom program

14 Select the Recorded tab.





Upload to Freeman Orchestrate Instructions

Freeman Orchestrate

Tips to Naming Your File:

- Keep the name length **under 30 characters**.
- Use **Last Name** in file naming.
- **Do NOT** include special symbols: \$ & +,./:;Z@"#%{} | \ ^* as this will prevent your presentation from uploading through the submission website.

Recording File Specifications:

- **Video format:** MP4
- **Minimum resolution:** 1280 x 720 or 1280 x 1080p is best
- **Uploaded file size:** must be under 2GB.

Freeman Orchestra

To access the Session Upload, please click the link:

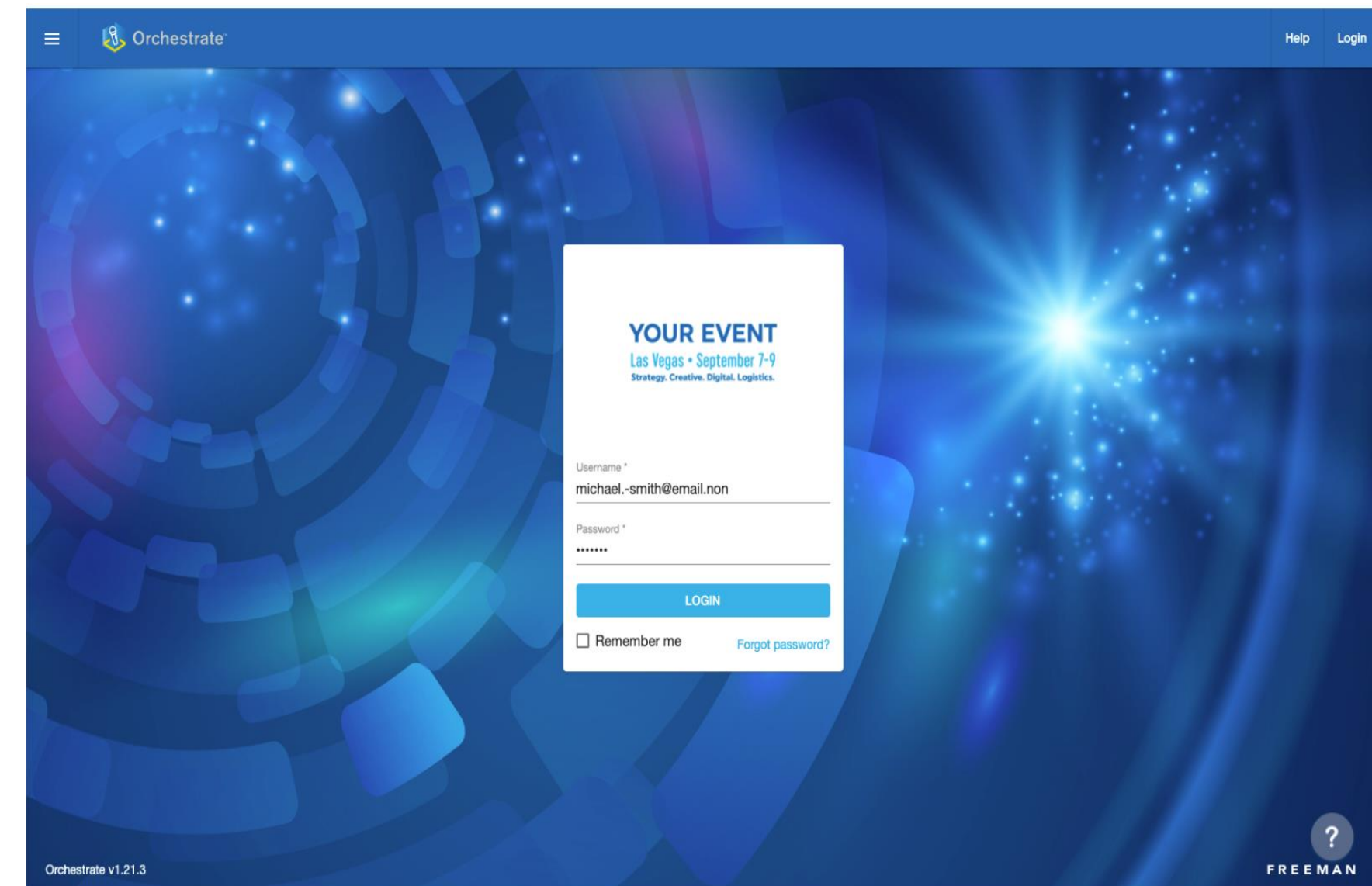
ATC2021.sessionupload.com

1 Enter your Username and Password and Click “login”.

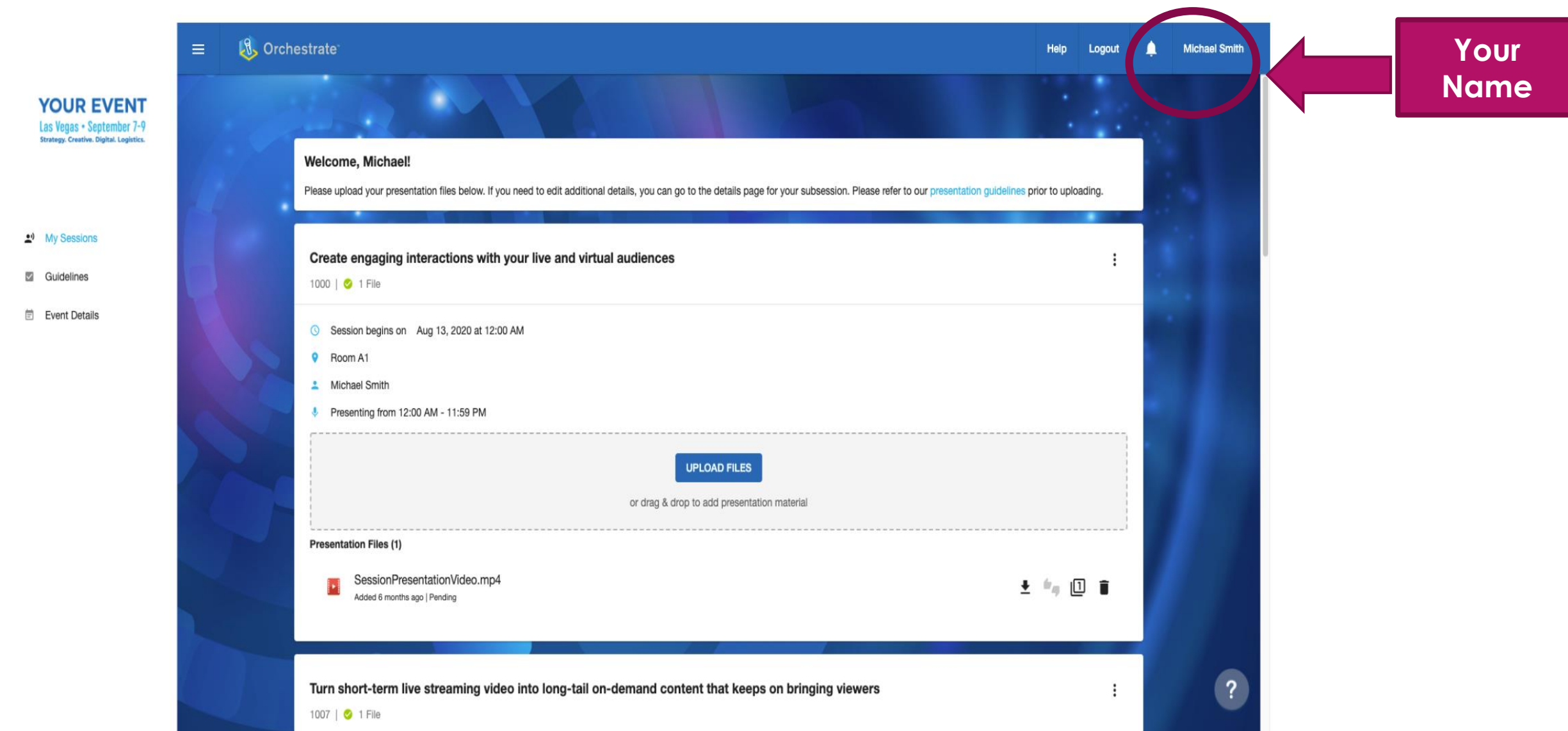
*Note: If you are unsure of your username, password, or URL please email **Orchestra@freemanco.com**.*

2 **Results:** You will be logged into the dashboard page of Orchestra and your name is on the top right hand

1



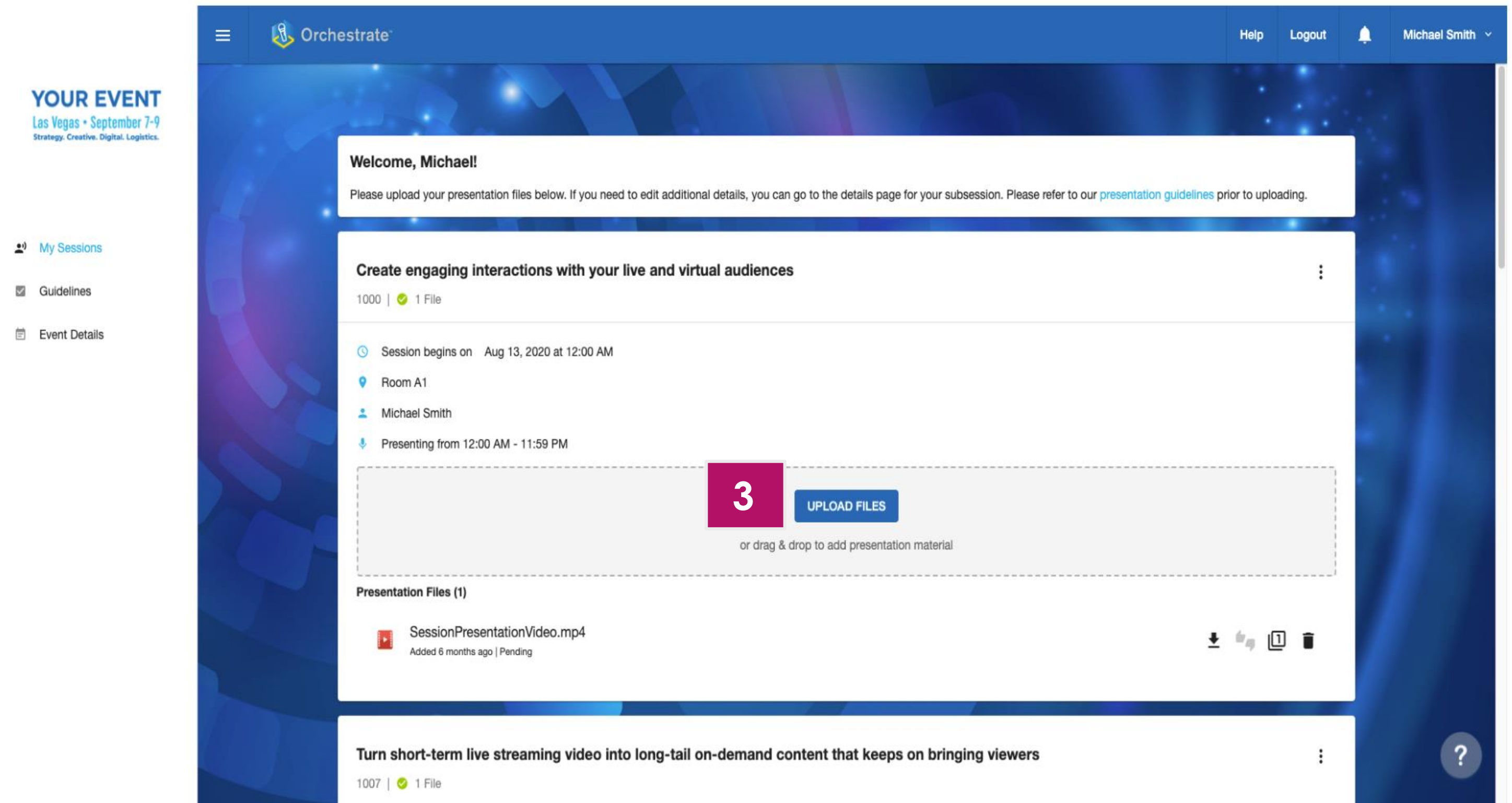
2



Freeman Orchestra

Results: A dialogue box to locate your file on your computer will open.

3 Click: Upload file.



Freeman Orchestrate

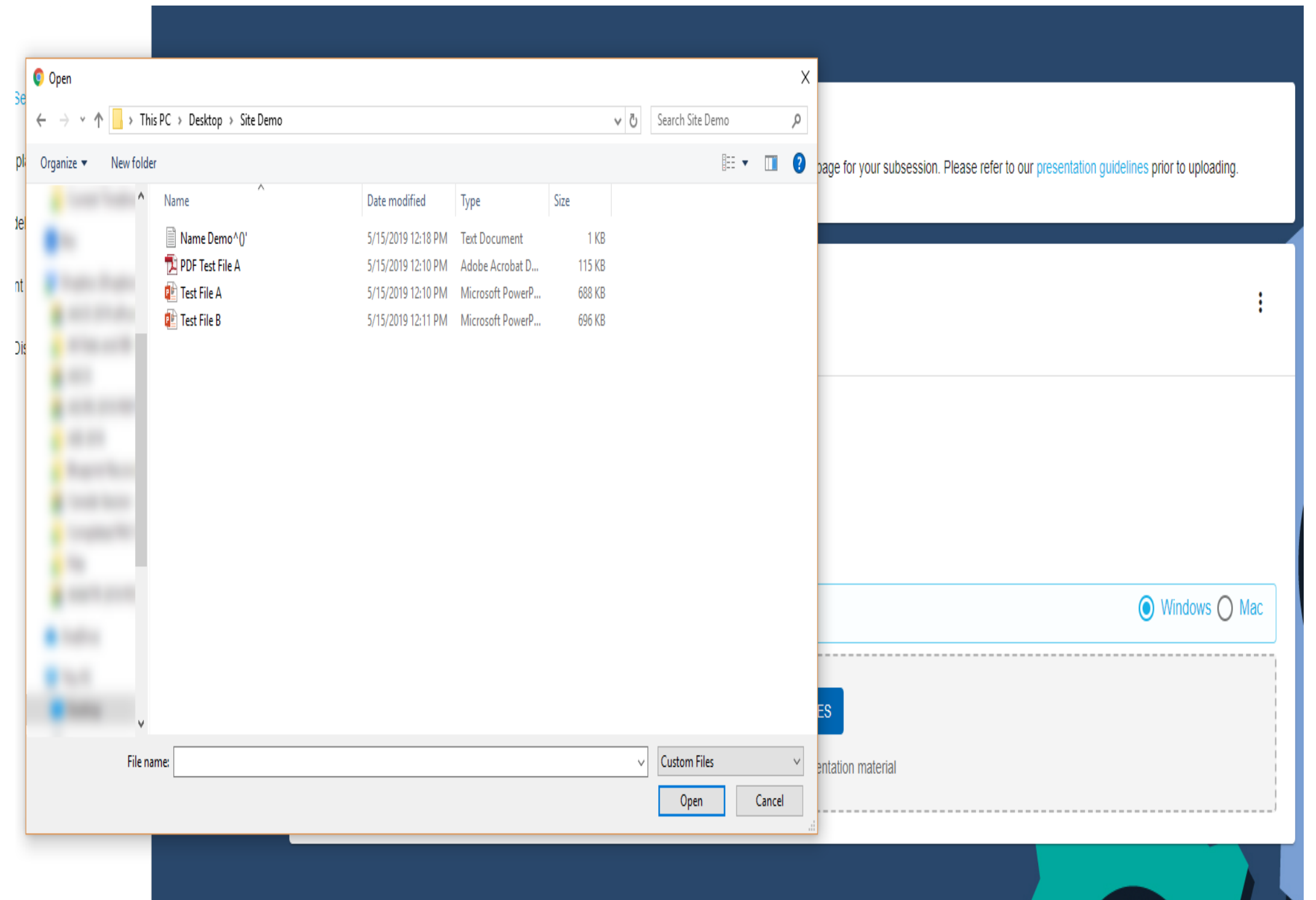
Locate the file you would like to upload to your session on your computer.

Click open to begin uploading your file.

The uploaded file size must be under 2GB.

Results: A progress bar will appear under the file name section. If your upload is successful you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

IMPORTANT: Closing the window or logging out before the file has been uploaded will completely cancel the file upload.



Upload Deadline: May 10, 2021

ATC2021.sessionupload.com

Username / Password Questions:

Orchestrate@freemanco.com

Pre-record Questions:

ATCSpeakerSupport@Freemanco.com

General ATC questions:

atc@atcmeeting.org

A decorative graphic on the left side of the slide, consisting of numerous thin, wavy, yellow lines that create a sense of movement and depth, resembling a stylized wave or a series of concentric, flowing lines.

Thank You