On Demand Video Presentation Recording Instructions

On Demand Video Presentation Recording
Presentations must be pre-recorded as mp4 files and uploaded into Dropbox (information below). You can record your 8 minute mp4 using **PowerPoint**, **Keynote, Zoom, GoToWebinar** or other web-based recording software.

File Upload
Your final 8 minute mp4 must be uploaded here (via Dropbox) on or by **Wednesday, July 7th**. If you have any issues submitting your video presentation, please contact us here.

Recording Tips and Guides

Audio
It is recommended that you have a headset/microphone when recording audio so that it is clear. We recommend making a short test video and checking your results before recording your full presentation.

PowerPoint Instructions
Instructions for creating a narrated mp4 presentation using PowerPoint, click here.

Apple Keynote Instructions
See below. These can also be found in Keynote Help by searching "Record a Voiceover Narration".
To record a voiceover narration, you advance through the presentation at your natural speed as you talk. As you advance through each slide or build, your voice and timing are recorded and preserved for playback.

Step by Step Instructions for Keynote
1. Click to select the slide where you want the recording to start.
2. Click in the toolbar, then click the Audio tab at the top of the sidebar on the right.
3. Click Record in the sidebar.
    a. The recording window will appear.
4. To start recording your presentation, click ⬤ at the bottom of the window.
    a. The timer counts down from 3 before recording begins.
5. Speak clearly into the microphone to begin your narration.

6. To advance to the next slide, click the slide in the recording window, or press the Right Arrow key on your keyboard.
   a. You can pause the recording at any time by clicking the Pause button. Click ⬤ to resume recording.
7. To stop recording, click ⬤.
8. Press Esc (Escape) to save the recording and exit the presentation.
9. To listen to your narration, play your slides.

Zoom Instructions
1. Open the Zoom Application.
2. Select "**New Meeting**", you can choose to start the meeting/recording with or without your camera by clicking on the arrow to access a pull-down menu.
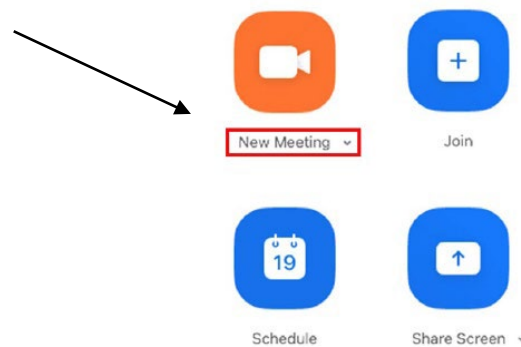
3. You should get a pop-up window asking if you want to "**Join with Computer Audio**", click Yes.
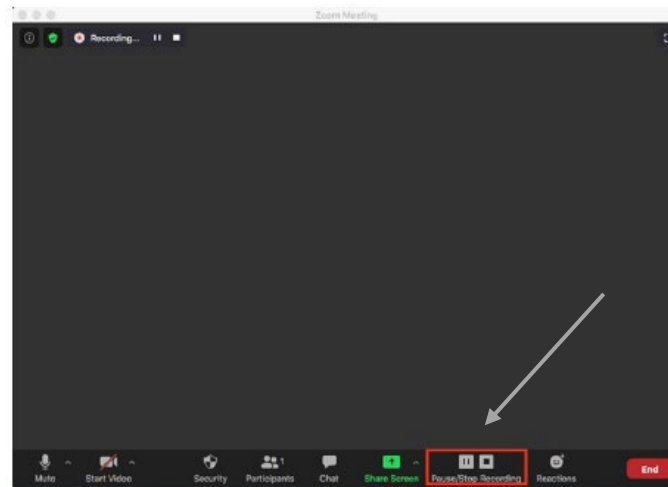4. Click "**Share Screen**".

5. Choose the screen you want to share.
6. Select your presentation on the screen in slideshow mode so it fills the screen.

7. At the bottom right of the zoom window you should see a button marker "**Record**". Click it and then select "**Record on this Computer**"

8. You are now recording. You can pause and/or stop the recording with the buttons on the zoom window.

9. After you stop the recording, end the meeting and Zoom will create an mp4 video file for you to upload to the presentation portal.

GoToWebinar Instructions
Instructions for creating a narrated mp4 presentation using GoToWebinar, click here.

Technical Assistance
- For technical support or upload questions, please contact Ginger Vazquez: gvazquez@internationalbrain.org.
- For questions regarding your abstract or presentation, please contact Jennifer Wyllie: jwyllie@internationalbrain.org.