Recording presentations – Hints and Tips

Delivering presentations on location (conferences, events, etc.) is currently not feasible during the ongoing COVID-19 pandemic and social distancing rules.

However presentations at virtual conferences and events – via Skype, Zoom and MS Teams, amongst others – are still being conducted. Additionally, these platforms can be used to pre-record presentation slideshows with voiceover, to be packaged up and shared on-demand.

When recording your own presentation – especially with basic equipment – it is best to keep it simple. This guidance outlines the options for recording presentations and video content across different platforms to ensure the optimal experience for the audience.

Guidance is provided for recording different set ups using Zoom and MSTeams.

Please note – Skype recording is currently only available on Skype to Skype calls – if Skype is the preferred platform for recording you presentation, please contact communications@nrs.org.uk for further info.

For further advice and support contact communications@nrs.org.uk

General guidance

Background / Framing

- Keep a simple background
- Ensure enough headspace when framing a shot for interview – a good top is to divide the screen into three equal sections, eye should be on or near the line of the upper third section
- Don't use digital zoom (if including video of presenter) – it produces a pixelated output

Lighting

- Make sure the area is well lit, natural light is best, but can be supplemented by lamps
- Be wary of using indoor fluorescent lighting as this causes video flickering
- Position the camera and test accordingly for best results and clarity.

Audio

- Make sure there's not too much other electrical equipment on nearby in case it picks up extra electrical hum/disturbance
- If using the built-in microphone, reduce or minimise distracting background noise e.g. close windows, turn any phones onto silent mode and keep far from the recording device to avoid vibrations. Be sure to close any programmes that may sound a notification on your computer, such as emails and messenger services

Preparation

- Do a quick test to review/adjust lighting/framing (if including video of presenter)
- Do a quick 1-2 minute test recording to ensure everything is pulling through correctly to the saved file
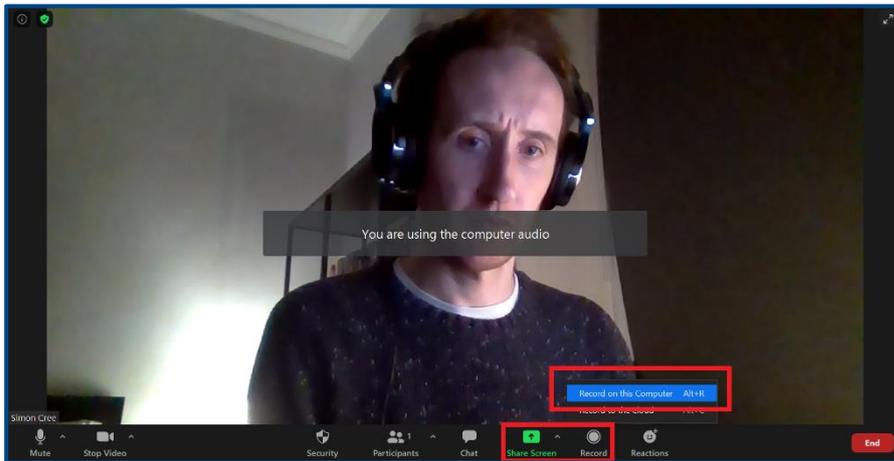
Saving / Naming files / File info

- Record in a high quality mp4 format such as 1080 HD at 25 or 30fps
- Name audio and video files logically (Presenter name, event title, date)

Presenting slides with audio voiceover only

For those recording their voices over a slide set presentation, without filming themselves.

Setup – Zoom

- Select 'New meeting' from the dashboard – this will set up your own private meeting room
- Make sure you are capturing computer audio and mic recording (if using a bespoke mic, ensure this is set up correctly before beginning recording)
- Click the 'record' button on the dashboard – select 'record on this computer', which will allow the final file to be automatically downloaded once recording is finished
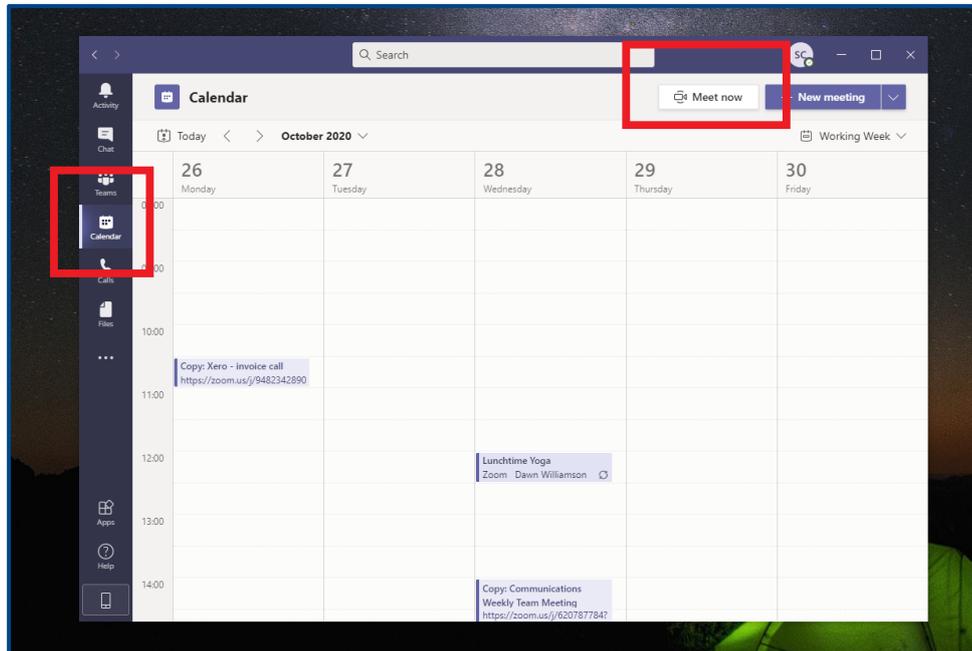

- Select 'share screen' and share the screen which has the presentation
- Ensure presentation is in **'slideshow' mode** and leave enough time for the Zoom user interface (along the top of the screen) to disappear before you begin speaking
- The user interface will return if the mouse is moved – to ensure this doesn't happen, use the keyboard arrows to move between slides


- "You are screen sharing" will always be visible at the top of the screen – this will be edited before the video is uploaded
- Once finished recording, Zoom will automatically download the file to a new folder in your device's 'Documents' section. Send as per the organiser instructions.

Setup – Microsoft Teams

- In the Calendar section of your Teams dashboard, select 'Meet now' – this will set up your own private meeting room

- Ensure the mic you wish to record using is selected and the mic is enabled before selecting 'Join now'
- Along the top of your dashboard, select the '...' icon, then 'Start recording' from the dropdown
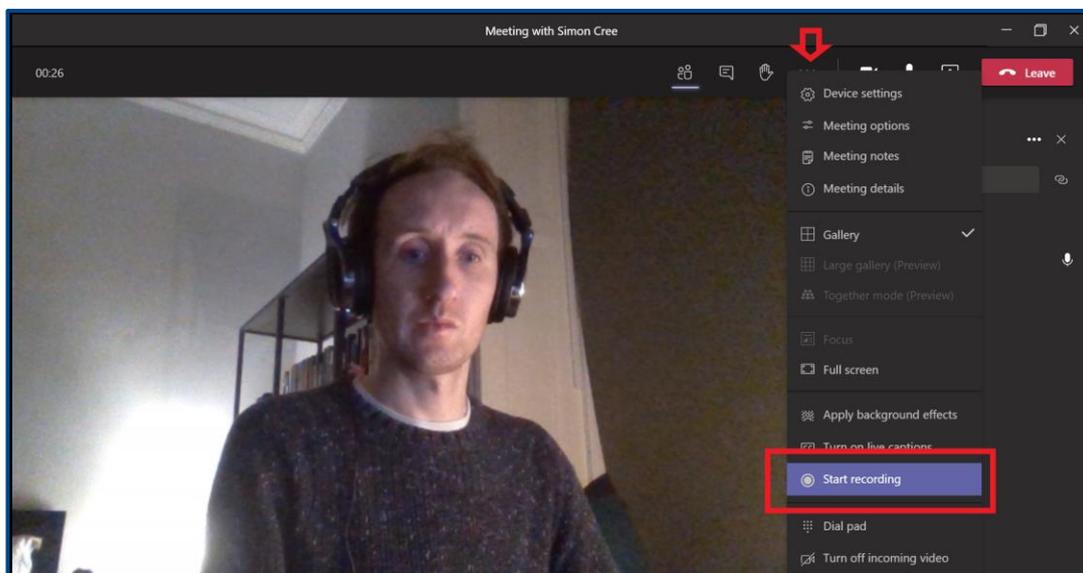
- Select 'share content' and share the screen which has the presentation
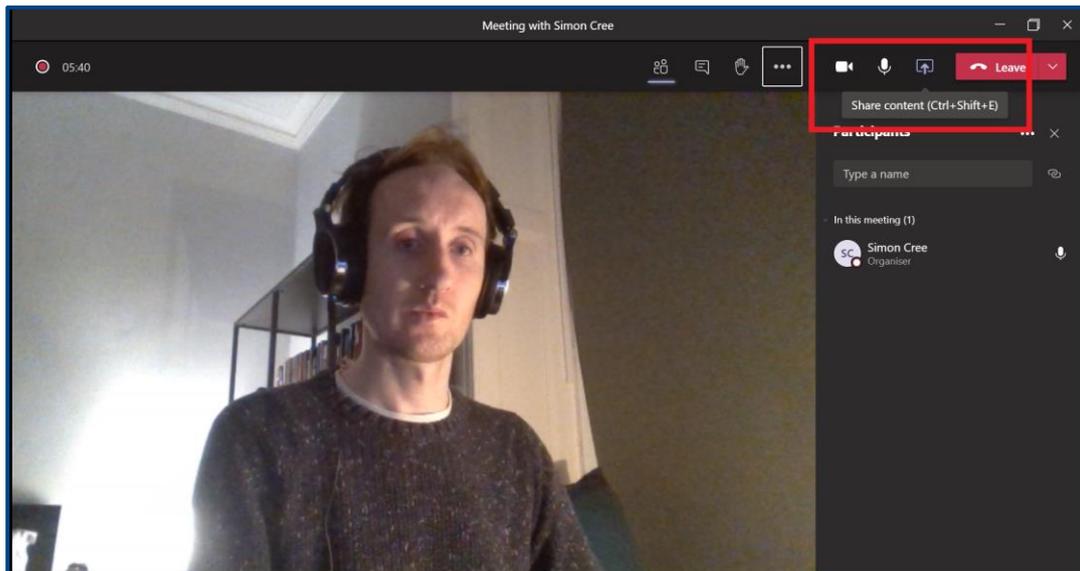
- Ensure presentation is in **'slideshow' mode** and ensure the Teams user interface (pop up window at the bottom-left of your screen) is minimised before you begin speaking
- The user interface may return if the mouse is moved – to ensure this doesn't happen, use the keyboard arrows to move between slides
- Once recording is complete, it will automatically begin to save in the 'Chat' section of your Teams dashboard – depending on the length of the video, this can take anywhere from 5 minutes or longer
- Downloading the original file needed for editing can be done via your Stream, Open Drive or Sharepoint account (depending on what your organisation uses) – instructions on how to do this can be found in the following guidance: https://bit.ly/30hidPH

Presenting slides alongside speaker video

For those recording themselves on video alongside their slides – please note the below are instructions for a Windows operating system. Steps for Apple products may vary.

Setup your camera

- Your video will be shown using the Windows Camera app – open the app and select your webcam as the camera source; if you have multiple cameras on your device, you can change the camera source by clicking on the Change camera icon in the top left of the app
- Select the Camera mode by clicking on the Take Photo icon in the vertical list to the right of the image
- If there is a focus box showing on the preview image, select the Take Video icon instead – **do not record using this app**
- If you want to adjust the webcam settings, click on the gear Settings icon – if you are using an external webcam, this app may not have access to the camera settings and you may need to use the app from the webcam manufacturer to change settings
- You won't be recording in this app, you will just be using the preview to make your video available on the desktop
- Arrange the desktop so you see as much of the video preview that you want and your slides beside the video window – the arrangement should be positioned close to the top of the desktop and fill the width of the desktop (select the 'Reading view' icon in the bottom-right corner of Powerpoint to display the full slide)

Setup – Zoom

- Select 'New meeting' from the dashboard – this will set up your own private meeting room
- Make sure you are capturing computer audio and mic recording (if using a bespoke mic, ensure this is set up correctly before beginning recording)
- You will not see anything in your Zoom preview, as the camera is being streamed through the camera app

- Click the 'record' button on the dashboard – select 'record on this computer', which will allow the final file to be automatically downloaded once recording is finished
- Select 'share screen' and share the screen which has the presentation and camera
- The user interface will return if the mouse is moved – to ensure this doesn't happen, use the keyboard arrows to move between slides
- Once finished recording, Zoom will automatically download the file to a new folder in your device's 'Documents' section

Setup – Microsoft Teams

- In the Calendar section of your Teams dashboard, select 'Meet now' – this will set up your own private meeting room
- Ensure the mic you wish to record using is selected and the mic is enabled before selecting 'Join now'
- Along the top of your dashboard, select the '…' icon, then 'Start recording' from the dropdown
- Select 'share content' and share the screen which has the presentation and the camera app
- The user interface may return if the mouse is moved – to ensure this doesn't happen, use the keyboard arrows to move between slides
- Once recording is complete, it will automatically begin to save in the 'Chat' section of your Teams dashboard – depending on the length of the video, this can take anywhere from 5 minutes or longer
- Downloading the original file needed for editing can be done via your Stream, Open Drive or Sharepoint account (depending on what your organisation uses) – instructions on how to do this can be found in the following guidance: https://bit.ly/30hidPH

Presenting direct to camera with no slides

For those presenting with no slides.

Note – as presenting with no slides, it may be useful to write prompts/notes that will allow you to keep on track and remember everything you want to say. If possible, prop these beside the camera so they are clearly in eye view.

Setup – Zoom

- Select 'New meeting' from the dashboard – this will set up your own private meeting room
- Make sure you are capturing computer audio and mic recording (if using a bespoke mic, ensure this is set up correctly before beginning recording)
- Click the 'record' button on the dashboard – select 'record on this computer', which will allow the final file to be automatically downloaded once recording is finished
- Ensure that your background and framing is optimal for recording – **refer to page 2 for tips**
- Once finished recording, Zoom will automatically download the file to a new folder in your device's 'Documents' section

Setup – Microsoft Teams

- In the Calendar section of your Teams dashboard, select 'Meet now' – this will set up your own private meeting room
- Ensure the mic you wish to record using is selected and the mic is enabled before selecting 'Join now'
- Along the top of your dashboard, select the '…' icon, then 'Start recording' from the dropdown
- Once recording is complete, it will automatically begin to save in the 'Chat' section of your Teams dashboard – depending on the length of the video, this can take anywhere from 5 minutes or longer
- Downloading the original file needed for editing can be done via your Stream, Open Drive or Sharepoint account (depending on what your organisation uses) – instructions on how to do this can be found in the following guidance: https://bit.ly/30hidPH

Presenting direct to camera for video feature
Direct to camera piece for integrating as part of a longer video feature

The guidance on using the platform to record this style of feature are the same as presenting direct to camera with no slides (Page 8). However as this style of recording will be integrated as part of a longer video feature, the below guidance is helpful.

Messaging

- If a number of lengthy points need to be made, record these separately
- Send individual files to be edited together as required
- Use prompt cards at eye-level behind the camera if required, however it is best to rehearse beforehand to allow for a natural flow

Editing support

- Allow the recording to start running for a few seconds before you begin talking – it allows for easier editing
- If you make a mistake in the middle of a sentence – stop, leave a few seconds of silence and then begin again from the start of that sentence
- When delivering files, if possible include information around:
  - When presentation begins in recording
  - If possible, time stamps for any mistakes/retakes, if all one recording
  - If possible, time stamps for any large periods of silence to be edited out

Location / additional shots

- If you have extra video files or camera angle shots you wish to be incorporated, retain the scene name with appendage indicating angle and footage file reference, e.g "Intro-side" "Intro-lab-footage" – "Scene-3-close-up" "Scene-3-wide" etc

Audio

- If recording a 'voice over' type piece (audio to be grafted on top of moving or static images), or recording audio through a separate source – please contact communications@nrs.org.uk – there are various approaches including filming with sound or completing separately using the phones in built voice memo/voice recorder, or more advanced free software such as Audacity which can be used to record and edit sound.