Guidelines for self-record
5 tips for a successful video conference!
1. Best Camera

2. Sound Quality

We recommend to use a high-definition webcam. Laptop integrated webcams are not always high-definition and it can impact the quality of the image (position, light, focus…)
Whenever possible we recommend to use an external webcam.

For the best audio experience, please use a headset, earbuds, or external USB micro. It avoids background noises and echos.
3. The Right Position

Your camera should be at eye level.
If you are using the camera on your laptop, you can stack a few books under your computer to bring the camera up.

Always adjust the angle of the camera to place yourself both horizontally and vertically in the center.

An ideal view would be from about mid chest to just above your head.
4. The Perfect Lighting

Lighting is key. Identify where most of the light is coming from (for example a window) and put your computer in front of it – as close as you can – so you get as much light on your face as possible.

If you cannot face a window, consider getting an extra light (such as a lamp) and place it on or behind your desk - facing you.
5. The Ideal Room Background

Sit in a quiet and isolated room. You can leave some personal items behind you, but make sure that it is not too much distracting.

When possible, give yourself some space between you and the wall behind you.
Record your presentation with PowerPoint
Self-Record

When your have finalized your PowerPoint presentation:

- Open your file and select « Diaporama »
- Click on « Record diaporama »

A drop-down menu appears to either record from the current slide or from the beginning of the presentation.

Choose the option you prefer to start recording

The option « Clear » will be available once recording. Be careful as if you click on it, it will delete all previous recordings!

Recommended format 16:9

Recording time (max): 5 minutes
Record Your Presentation

When you click on « Record diaporama », your presentation will appear in a black window (similar to PPT Presenter mode).

You find 3 buttons to start, pause and stop recording.

When you are ready, you can click on the red button to start recording. A countdown of 3 seconds will be launched before your recording starts.

This process is compatible with PowerPoint version 2019. If you use an older version, you can record but with your voice only.
PowerPoint for Microsoft automatically records the time you spend on each slide.

You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to turn on or off the microphone, camera, and camera preview.

Mouse movements are not recorded. If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also.

Be careful: if you re-record your presentation, previous versions will be deleted.

You can move the location of the video in your slide.
To end your recording, select the square **Stop** button (or press S on your keyboard).

When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the webcam was on during the recording, a still image from the webcam.

- This means the recording has been done.

To check your recording, you can launch your presentation in Diaporama mode. It will be displayed automatically with associated audio and video.
To export your video from PowerPoint to standard video format (.mp4): click on « File » on top left and follow the 5 steps below

1. Export
2. Create a Video
3. Full HD
4. Use Recorded Timings and Narrations
5. Maximum size: 1Go
Upload Your Presentation
How to process 1/2?

Login to your personal space *(details sent by email)*

<table>
<thead>
<tr>
<th>Session</th>
<th>Intervention</th>
<th>Date</th>
<th>Abstract</th>
<th>Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic: Session title (Room)</td>
<td>Your presentation title</td>
<td>presentation date</td>
<td>Jane SMITH</td>
<td>No file uploaded</td>
</tr>
</tbody>
</table>

1. Click here

2. Select your video file
Upload Your Presentation
How to process 2/2?

4. When your presentation is uploaded, click here to close window

5. Your file is uploaded
Thank you for your collaboration!