



UKFIET Conference 2021

Pre – Record Guidelines

To ensure smooth running of the conference, we request submission of your pre-recorded presentation by 9 August. This will be played by the conference organisers in the session where there will be live Q&A and discussion. Having a pre-recording is a back-up in case of internet issues on the day, and it also will be available to all delegates in the resource library.

Timing – 6 minutes maximum

Format – video or voice over slides

Deadline – 9 August

Submission via file upload service – We Transfer or similar (this is free and no account required) to conference@ukfiet.org **DO NOT** try to email the file as it will be too large.

IMPORTANT – Please save the file with your name and the first 5 words of your presentation title e.g. *Smith_Building-Back-Better-in-Education* PLEASE DO NOT name your file UKFIET!

We recommend between 4 and 8 slides and that you do not make the content of your slides too dense. Don't try to include everything about your research. If you are presenting in the research methodology theme then focus on that otherwise focus on the most relevant/original/significant findings.

The conference has been designed to maximise discussion and interaction. (90 min session = 35 mins content+ 50+ mins discussion). You should have more opportunity to share other information about your research during the discussion. You may have some additional slides on key points to share as necessary via live screen share.

Whilst over the past year or so many of our presenters have become proficient in creating similar material we have put together some points which you may find useful as follows:

Set up and Equipment.

Equipment to use:

Laptop or PC, iPad , not a phone if you can help it.

Camera Angle

- Use a dedicated webcam if possible, if not the built in camera in your laptop should be sufficient
- The camera lens should be in line with your eyes
- If you are using a laptop or iPad on a desk , try propping it up with books
- Sit approximately 1meter from your camera
- Turn off all applications that use your video eg Teams, Skype etc



Microphone

- If you have a dedicated USB microphone that's great
- If not your laptop/iPad's mic works well
- Alternatively use headphones with a built in microphone

Lighting

- Avoid having a window in the background
- If you can sit in front of a window or somewhere with natural light, that produces the best quality
- You can try using lamps

Background

- If possible try to have a plain background, so that viewers are concentrating on you and not what is behind you
- Background noise- try not to be disturbed, put your phone on silent and turn off notifications on your laptop/pc/iPad

Clothing

- Please avoid clothing with tight check patterns or that are the same colour as your background

This video may be useful <https://youtu.be/BgUAlw4myrs>

To record Voice over slides

You need to ensure that you have the recording function (check on the on the "slide show" tab) ribbon at the top of your PowerPoint screen.

If this is not showing, to switch on the function, when you have PowerPoint open **File**, then **Options**, **Customize Ribbon**, and then on the right hand select **Recording**. There are step by step instructions how to do this via the link below (scroll down beyond the video clip)

You may find this tutorial helpful. <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Some versions include the option of including a video of yourself speaking in the bottom right hand corner of the presentation. If you want to do this, please design your slides so that this part of each slide is clear of content.

Approximate file size for narration only: 120MB

Approximate file size for narration with video: 90 MB

When you complete your recording, you can view it in Powerpoint and re-record any particular slide until you are happy. When complete, select **Save A Copy** and chose **Windows Media Video (.wmv)** from the drop-down list.

Alternatively for a much smaller file size you can use Microsoft Teams to make your recording.

Points to note:



- Once you have started the meeting (with yourself), use the record function from the menu hidden in the “ ... ” button on the right of the top menu bar
- Recording starts straight away, but there is a short pause (10 secs) before recording button (the dot on the top left hand side of the menu bar) goes red- don't wait for it to turn red to start speaking
- By sharing screens with your ppt slideshow you can speak to the slides – with a thumbnail video of yourself (or you can turn off video)- make sure you have your slideshow open and shared before you start recording. (unlike recording in Powerpoint, the thumbnail does not overlap the slides)
- The “neatest” way to stop the recording is to end the meeting (turning off the recording involves going back to the ... menu, selecting “stop recording “ then agreeing to a dialogue box....this means you are still recording while looking around for which items to click on)
- The recording is then accessible through the meeting chat history and can be moved to another folder/ uploaded to share it.
- Recording a ppt presentation with just audio through TEAMS produces a much smaller file size than recording directly through Powerpoint,. (10MB compared to 100MB for 6 minutes) but is not as easy to produce a polished product.- An option to consider if bandwidth/ uploading large file sizes is a problem.



Video only

You may wish to video yourself speaking to camera, if you are using a phone or iPad please remember to use it in **Landscape**

If you have a Windows computer you can use Camera

Go to the Start button

To open the Start menu—which contains all your apps, settings, and files—do either of the following:

- On the left end of the taskbar, select the **Start**  icon.
- Press the **Windows logo key**  on your keyboard.

Then type Camera, the app should appear, select open and then select video mode and then record and save.

To record yourself and your slides you may do this in Zoom or Teams and save the presentation.

When you have finished your recording when you are happy with it save it as a video and **send via a file upload service** – We Transfer (which is free and does not require an account) or similar to conference@ukfiet.org