

## Guide on how to record your presentation video in MP4 format

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Submit a video recording of your slide presentation narrated with your audio.

- Deadline: Saturday, 20 August 2022
  - Technical requirements: submit a video recording of your slide presentation as MP4 file.
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How to record your video:

- o Use media or audio-visual department at your institution
- o Or record your presentation on your computer
- o Or use a web conferencing platform to record your presentation

Technical suggestions:

- Create your presentation content slides as you would normally, according to the given template.
- Open slides in full screen mode. For example, if using Microsoft PowerPoint, give your presentation in “Slide Show” mode.

Audio tips:

- Use a microphone and test audio before recording. A wired headset will generally produce the best quality audio and pickup less ambient noise.
- Record presentation from a quiet location.
- Begin your presentation on your content slides. A brief pause in between slide transitions may be needed with some recording applications below.

Recording suggestions:

1) PowerPoint or Keynote - use PowerPoint or Keynote to record your presentation and export it as MP4 file.

- o PowerPoint (Windows, Mac): [Instructions](#) | [How-to-Video](#)
- o Keynote (Mac only): [Instructions](#) | [How-to-Video](#)

2) Record your own (free tool)

- o Loom (Chrome Browser on Windows, Mac): [Download](#) | [How-to-Video](#)

3) Record your own (paid tools)

- o Camtasia - \$249 (Windows, Mac): [Download](#) | [How-to-Video](#)
- o Screencastify - \$49 (Chrome Browser on Windows, Mac): [Download](#) | [How-to-Video](#)

4) Record your own - Webinar services

- o Zoom - (Windows, Mac): [Instructions](#) | [How-to-Video](#) (Payment required for videos longer than 40 minutes)
- o GoToMeeting - \$19/month (Windows, Mac): [Download](#) | [How-to-Video](#)
- o Amazon Chime - (Windows, Mac): [Instructions](#) | [How-to-Video](#)

Save and Review:

- Make sure your presentation video is saved as MP4 file
- Play back the MP4 file prior to submitting.