



Introduction

Thank you for participating in the 2020 Stronger Together Virtual Conference and for sharing your knowledge with the library community. We are looking forward to working with you as you prepare your virtual presentation.

Below is some information on how each talk will run, how to pre-record your presentation and other pertinent information. If you have questions at any time, please contact the conference organizing committee: librariesarestrongertogether@gmail.com.

What to expect

In order to ensure that the conference runs smoothly all presenters are required to pre-record their presentation, and then be present while the presentation premieres. This is a virtual conference best practice that reduces the possibility of technological difficulties during the conference. This approach also allows speakers to interact with participants and respond to questions in the chat while the presentation is played.

Your recorded session will be put on a private YouTube channel, and will be premiered via zoom at your allotted conference date. Our conference software takes care of all of the zoom registrations for both presenter and participants, all you need to do is log into your speaker page at your allotted time. We will be providing more details about how this will work closer to the conference dates.

Each session will be assigned a convenor that will introduce the speaker and provide some housekeeping items. The speaker will then introduce themselves and the convenor will then start the pre-recorded presentation. Once the video ends, there will be time left for the speaker to answer questions from registrants either by allowing them to use their microphones to ask their questions or simply answer them via the chat. At the end of the talk, the convenor will conclude the talk.

Sample Presentation Timeline

Introduction / Housekeeping: 2 minutes

Presentation Length: 45-50 minutes

Questions: 9-14 min minutes

Conclusion: 1 minute

Recording your Presentation

You can record your presentation on whatever platform you are most comfortable with. Some examples include:

- Powerpoint 2016
- [GoTo Webinar free trial](#)
- Mac users can record and download presentations using [QuickTime player](#).
- Windows users can record presentations using [Gamebar](#).

If you have never recorded a presentation before, we recommend using PowerPoint. We have included step-by-step instructions below for you to get started using the recording feature in PowerPoint.

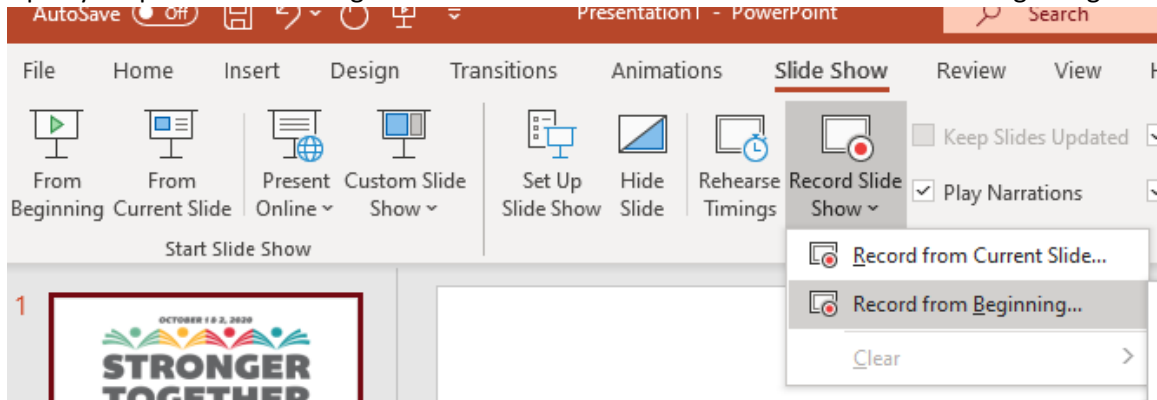
If you would like assistance recording your presentation, please contact Jessica Knoch, Yellowhead Regional Library (jknoch@yrl.ab.ca), to set up some time to record your session using GoTo webinar.

Submitting Your Recording

Once you are ready to submit your recording, please save it using an online storage service such as Google Drive or Dropbox and share a link to the file to the librariesarestrongertogether@gmail.com. Staff will then upload the video to a private youtube channel which will be used to play the video during the talk at the conference.

Using Microsoft Power Point to record your presentation for the Stronger Together Conference

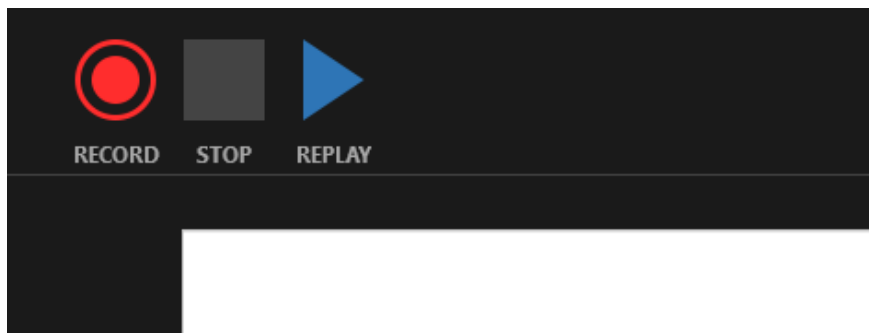
- 1) Make sure that you have a microphone (and web cam if necessary) for your computer that you can use to record your voice.
- 2) Open your presentation and go to: Slide show > Record Slide Show > Record from Beginning



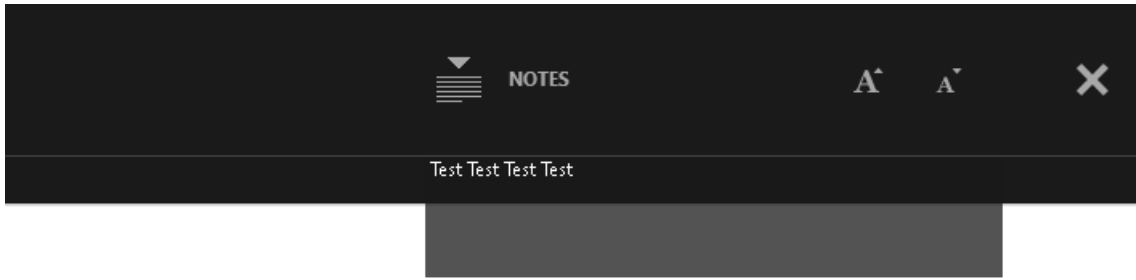
- 3) You will see PowerPoint go into "Presentation Mode" and you will have a few options for how you can configure your webinar:



- 4) To record your presentation, click the record button on the top left and navigate through your slides as normal.



- 5) If you wish to include your notes for the slides, simply click the notes button on the top. (You can adjust the size of your notes with buttons to the right):



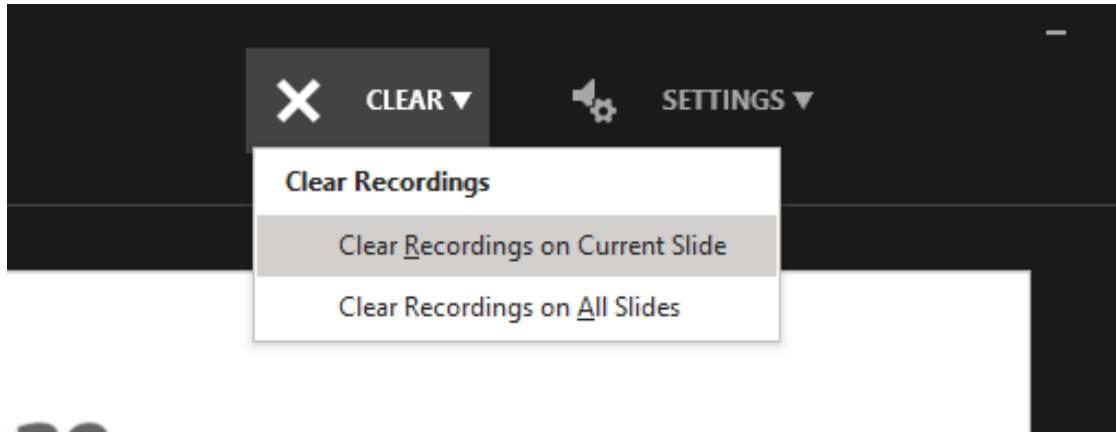
- 6) If you wish to include video of yourself for the presentation, click the camera icon at the bottom right. You can turn the feed from your camera on and off by clicking the icon on the bottom right on and off once the camera has been activated.



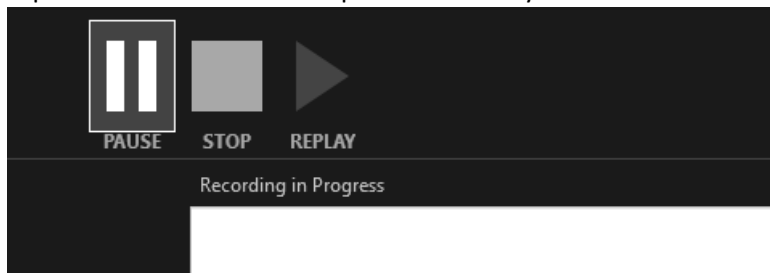
- 7) While recording you can use the tools below to mark and highlight the slides as you present:



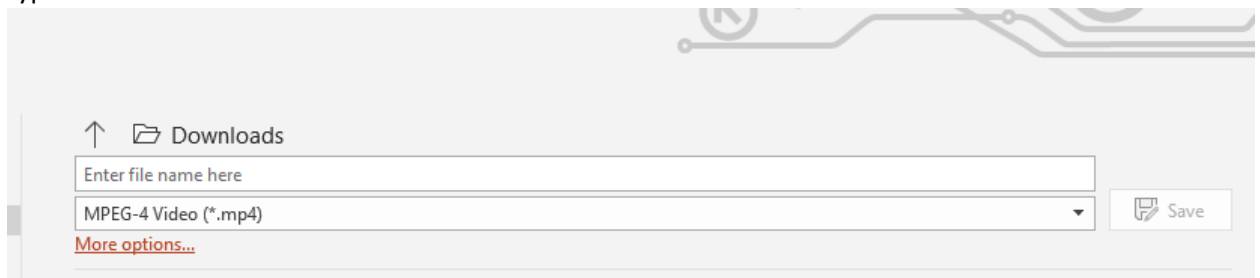
- 8) You can go back and redo audio for any of the slides you have already recorded. Do this by navigating to the slide you wish to redo and click **Clear > Clear Recordings on Current Slide**



- 9) When you are ready to re-record the audio for that slide, simply click the record button at the top left and the click the stop button when you are finished with that slide.



- 10) You cannot adjust your levels while recording, so you may wish to do a few test recordings to make sure that your audio levels are good before recording your entire presentation.
- 11) To save the presentation as a video, go to **File>Save As** and then select **Mpeg-4 Video** as the file type:



- 12) You can see the progress of your video being saved at the bottom of your Power Point presentation once you have clicked the **“Save”** button:

