How to create a video recording of your virtual presentation

Guidance for presenters delivering pre-recorded video of Plenary or Invited Talk, Oral Presentation or Poster Pitch (optional)

PLENARY TALK: 40 min long pre-recorded video (recommended video size 200 MB, max 300 MB)
INVITED TALK: 25 min long pre-recorded video (recommended 100 MB, max 200 MB)
ORAL PRESENTATION: 12-15 min long pre-recorded video (recommended 60 MB, max 100 MB)
POSTER PRESENTATION: OPTIONAL max 3 min long pre-recorded video (recommended 15 MB, max 20 MB)

NOTES:

- We would recommend to have the video recording of your presentation ready before **September 3rd, 2021**.
- In due time, presenters will receive personalized link and instructions to upload the video and/or PDF poster presentation files to the official conference digital platform, Whova. Upload of the oral and poster presentation files will be activated on Sunday, **5th of September**, before the start of the Conference. Please upload the files this day at your earlier convenience. The recommended video formats are **mp4** and **mov**.
  Plenary and Invited speakers will be asked to upload the video files few days earlier.

General Tips:

- We would recommend you record using a laptop or desktop PC, rather than a mobile device.
- Ensure that the audio quality is good; if you are not using an earphone and speaker set, we recommend being close to your computer and facing the camera while you speak.
- Before recording, please consider what can be viewed behind you; make sure that there are no personal items or distractions in the background.
- Please ensure there will be no interruptions or invasive background noise during recording.
- Check lighting. If you are filming in front of a window make sure you are not in silhouette or darkness – try to make sure the main light source is not coming from behind you.
- Please check your video before uploading it to see whether you are happy with the recording.
- Please ensure your video fits the established time limits for the presentations (**max 40 min** for Plenary Talk, **max 25 min** for Invited Talk, **max 15 min** for virtual Oral Presentation and **max 3 min** for (optional) Poster Pitch).

There are several ways to create a video recording of a presentation.
Instructions for few of them are presented in following guides:

- Presentation video recording using **PowerPoint** (requires Office 365)
- Presentation video recording using **Zoom**
- Presentation video recording using **OBS Studio** (free and open source cross-platform software for video recording and live streaming)

In some cases, the resulting video file is unnecessarily large; please find an easy guide for reducing the size of video recordings to the established limits (**200-300 MB** for Plenary Talk, **100-200 MB** for Invited Talk, **60-100 MB** for virtual Oral Presentation and **15-20 MB** for (optional) Poster Pitch) using **Avidemux** (free and open-source cross-platform software for video editing and transcoding).

How to create a video recording of your presentation using PowerPoint

NOTES:

- requires Office 365
- PowerPoint for MacOS and older Windows versions do not support a speaker camera video recording, however, audio narrations, slide timings, ink and laser pointer gestures can be recorded

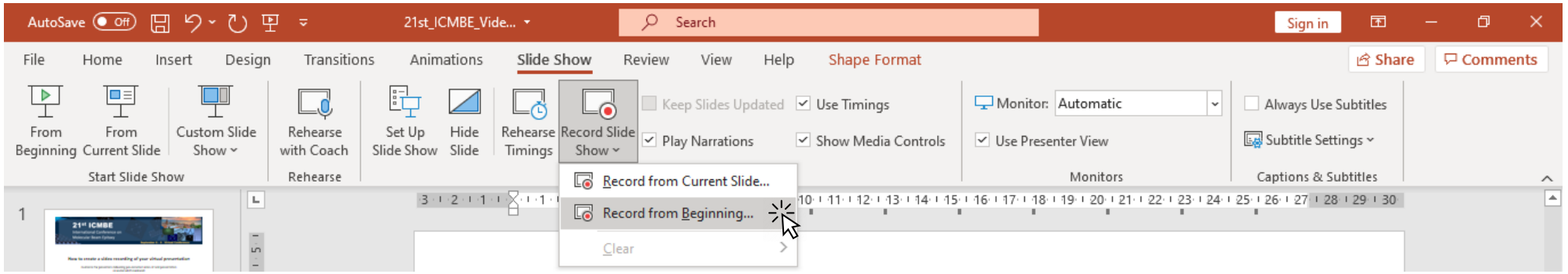
Creating a video recording of your presentation using PowerPoint consists of two steps:
1. record audio and/or video narrations, slide and animation timings, ink and laser pointer gestures
2. export the presentation as a video

A big advantage of using PowerPoint to create a video of your presentation is that the recordings are added to the presentation on a **per-slide** basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can, for example, turn the speaker camera on just on the presentation cover slide and record only the audio narration as you run through the rest of the presentation. You can change the size and position of the video narration on each slide independently or rearrange the order of slides after recording without having to re-record anything. However, you would have to keep in mind that PowerPoint does not record audio or video during transitions between slides.

How to create a video recording of your presentation using PowerPoint

1. Open your presentation in PowerPoint

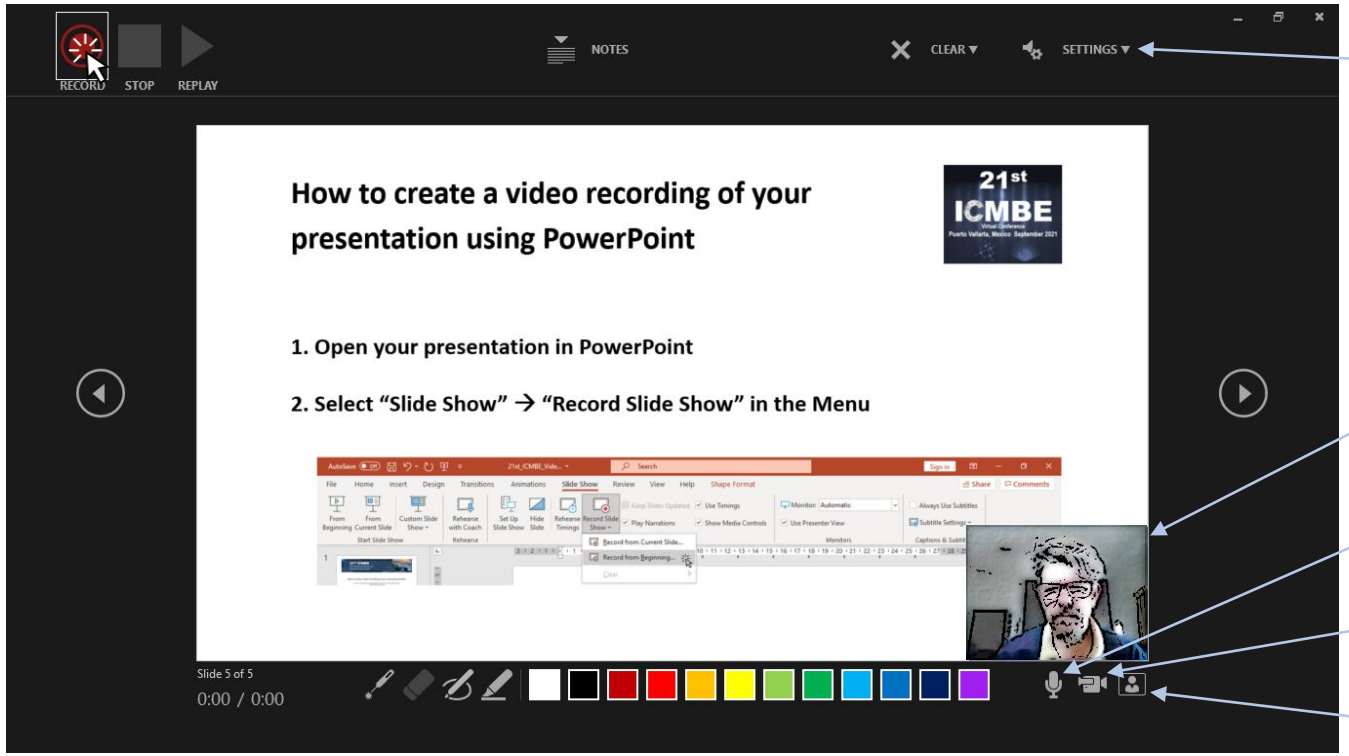
2. Select “Slide Show” > “Record Slide Show” in the Menu



The slide show opens in the Recording Window with buttons at the top left for starting, pausing, and stopping the recording.

How to create a video recording of your presentation using PowerPoint

3. Start the recording clicking the “RECORD” button when you are ready. You may need to check the Microphone/Camera Settings first.



Microphone/Camera Settings

Speaker Camera Preview

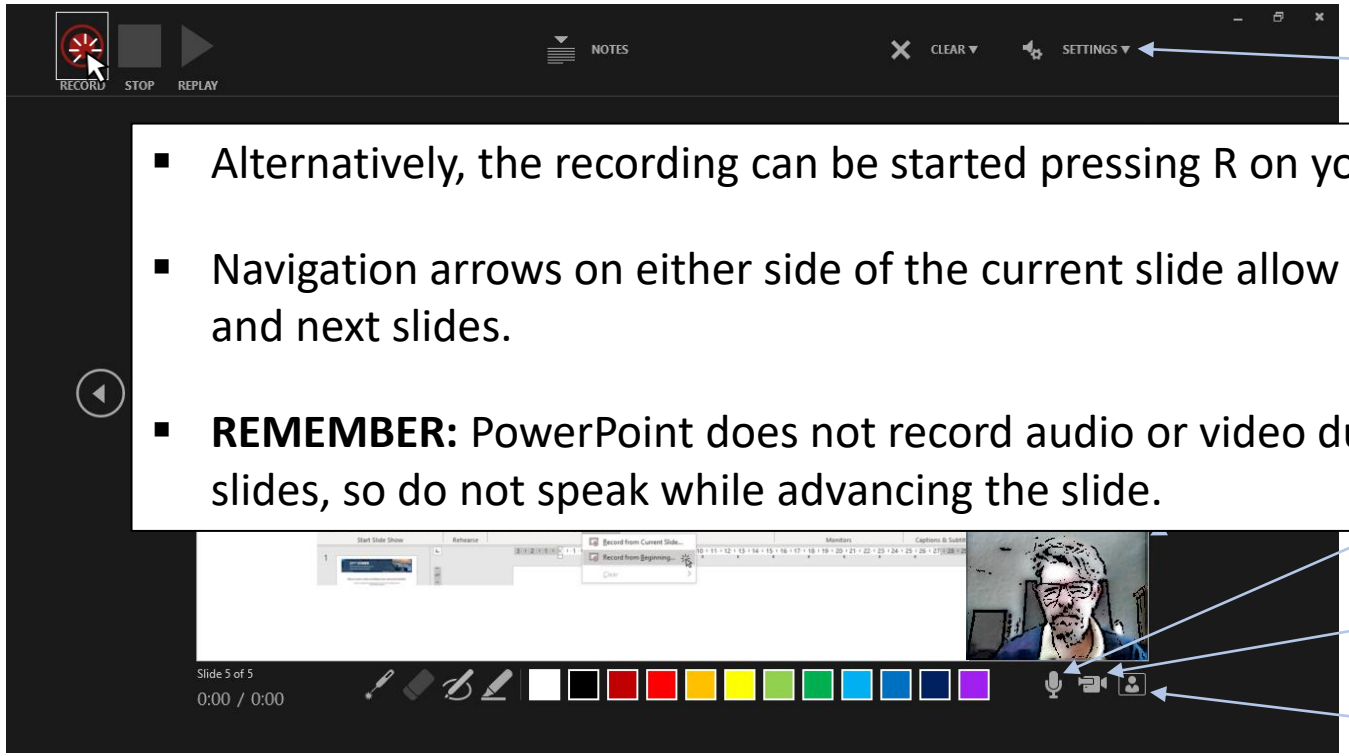
Toggle Microphone On/Off

Toggle Camera On/Off

Toggle Camera Preview On/Off

How to create a video recording of your presentation using PowerPoint

3. Start the recording clicking the “RECORD” button when you are ready. You may need to check the Microphone/Camera Settings first.



- Alternatively, the recording can be started pressing R on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- **REMEMBER:** PowerPoint does not record audio or video during transitions between slides, so do not speak while advancing the slide.

Microphone/Camera Settings

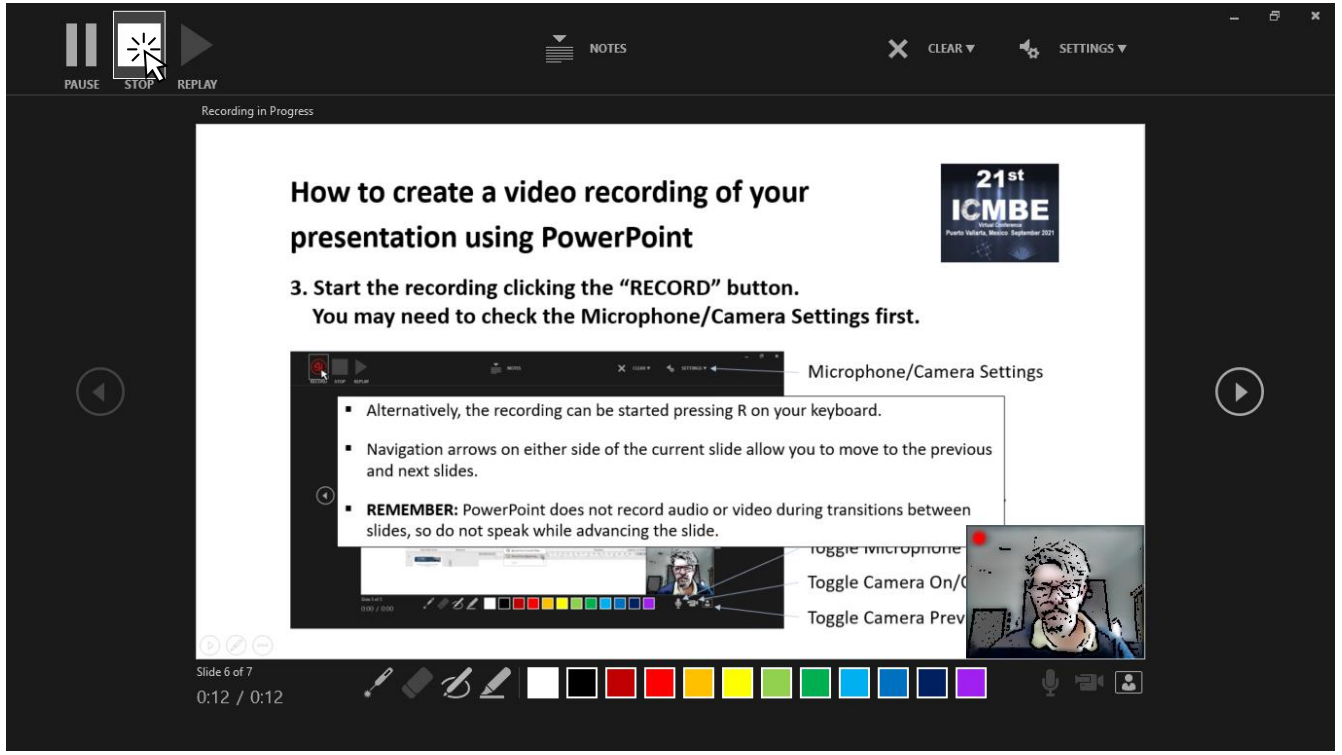
Toggle Microphone On/Off

Toggle Camera On/Off

Toggle Camera Preview On/Off

How to create a video recording of your presentation using PowerPoint

4. To end your recording, click the “STOP” button (or press S on your keyboard).



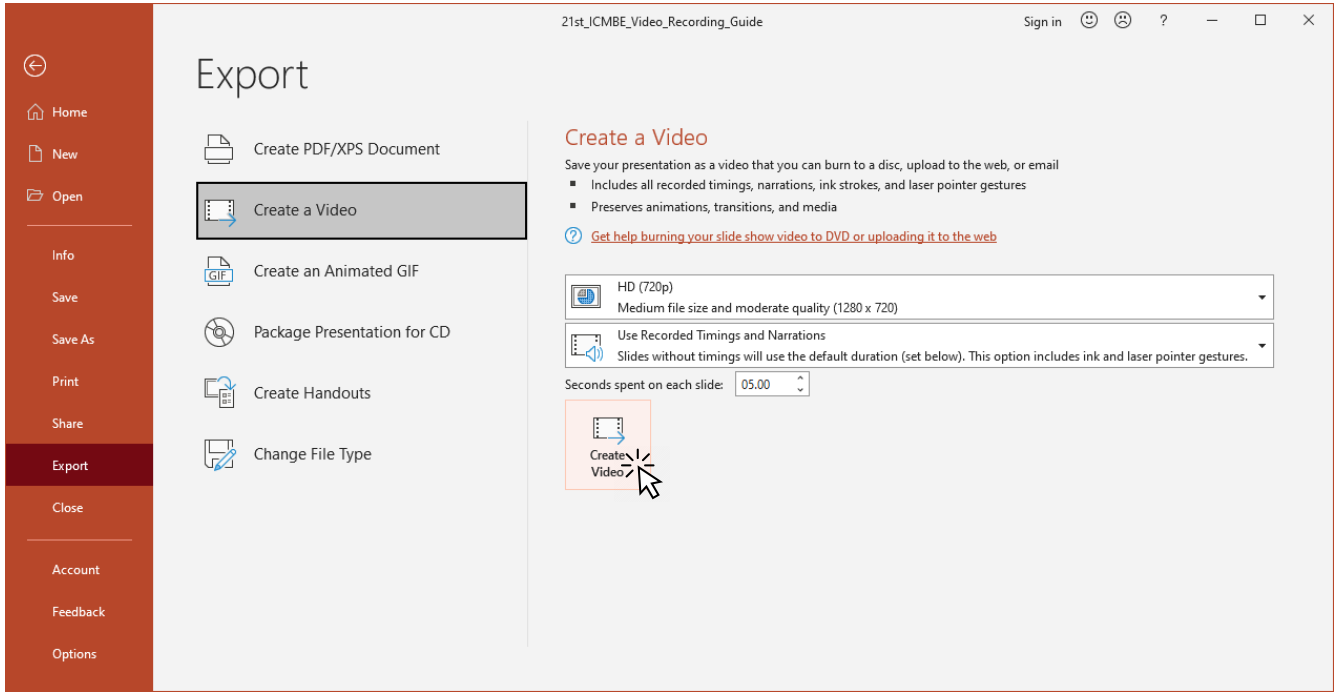
In Recording Window, once the recording is stopped, “PLAY” button can be used to Preview the recording.

Closing the Recording Window takes you back to Normal (Edit) View; you can adjust the size and position of Speaker Camera frame on each slide and preview the recordings or all Slide Show.

More tips can be found for example here.

How to create a video recording of your presentation using PowerPoint

5. Export the presentation as a video selecting “File” > “Export” in the Menu; then select “Create a Video”.



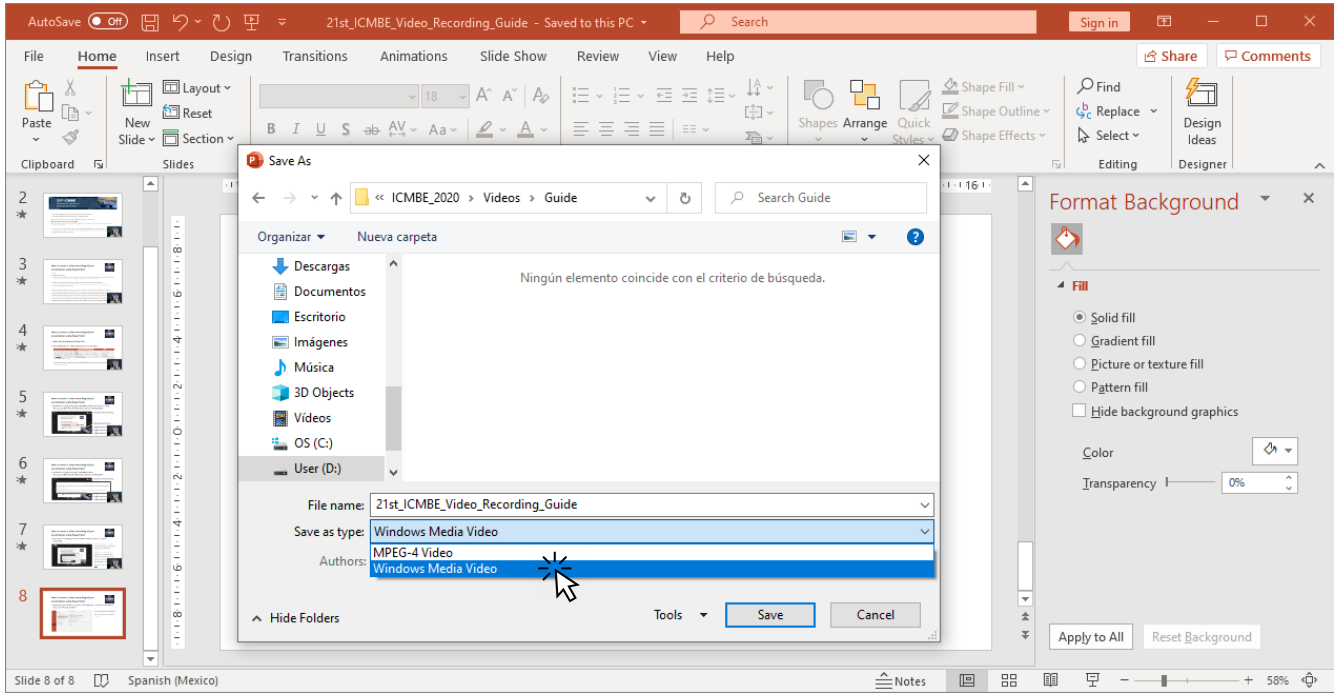
HD (720p) quality is recommended.

Select “Use Recorded Timings and Narrations”.

More tips can be found for example here.

How to create a video recording of your presentation using PowerPoint

5. Export the presentation as a video selecting “File” > “Export” in the Menu; then select “Create a Video”.

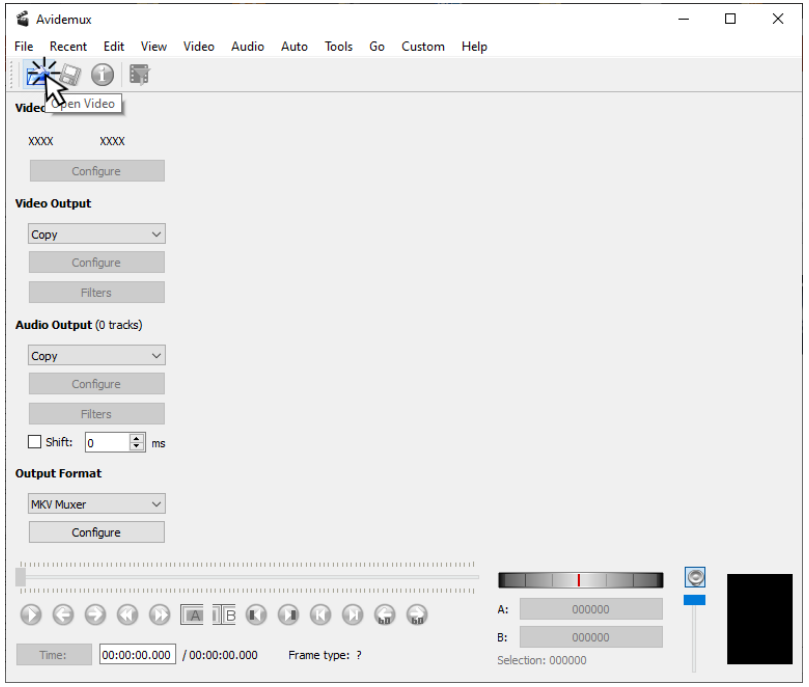


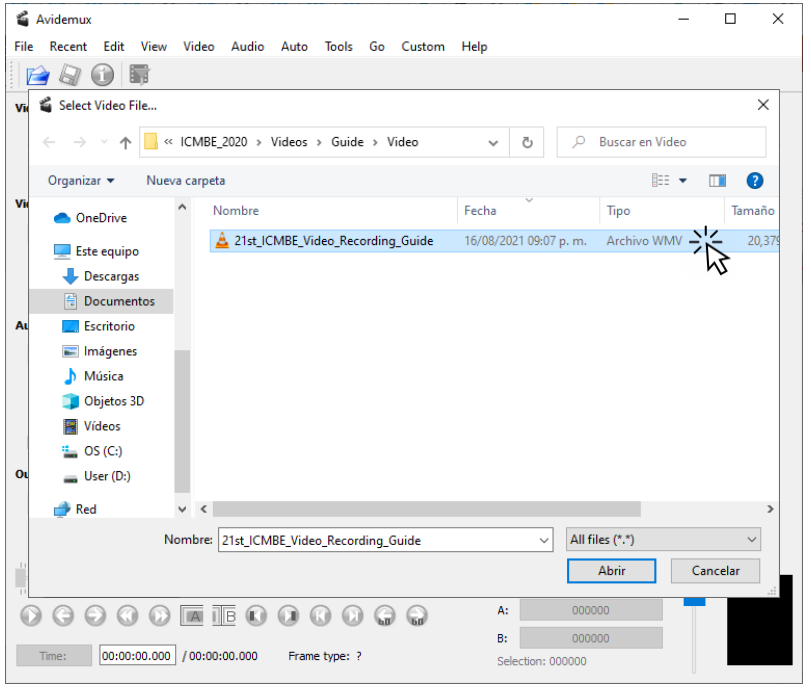
Although “MPEG-4 Video” is a preferred final video format, at this step the “Windows Media Video” format is recommended for saving the presentation, as PowerPoint export to .mp4 presents a glitch on slide transitions.

Then **convert** resulting .wmv file to .mp4, for example using Avidemux following these instructions. It will reduce the video file size as well.

How to convert .wmv video file to .mp4 using Avidemux

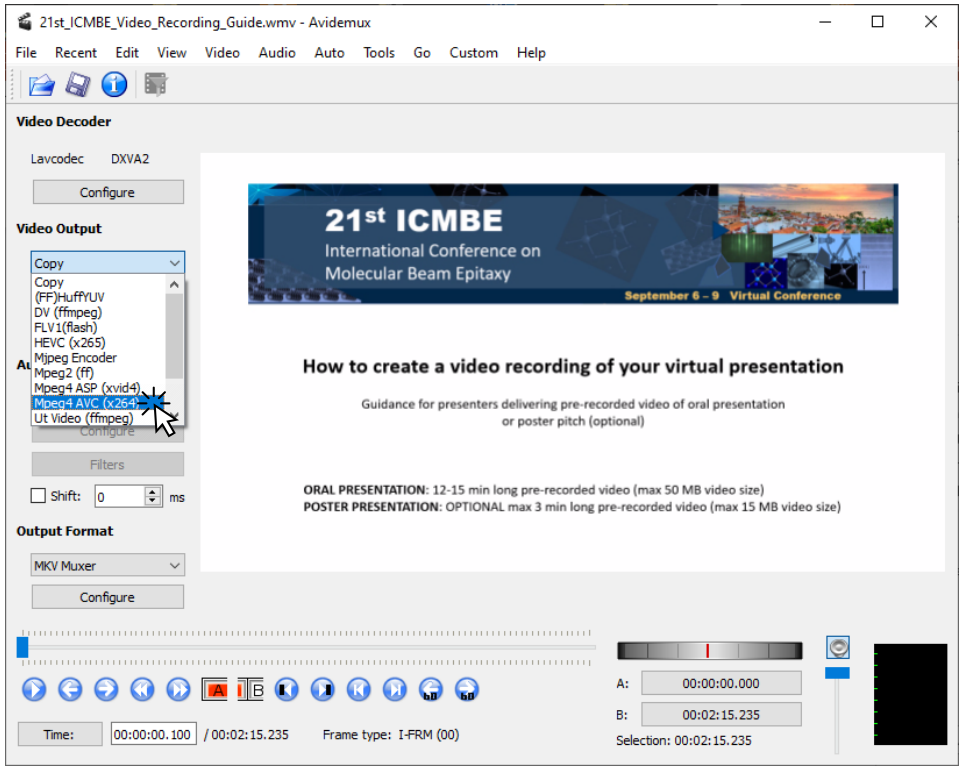
1. Open the .wmv video file of the recording of your presentation in Avidemux clicking on “File” > “Open…” or clicking directly on “Open Video” button.

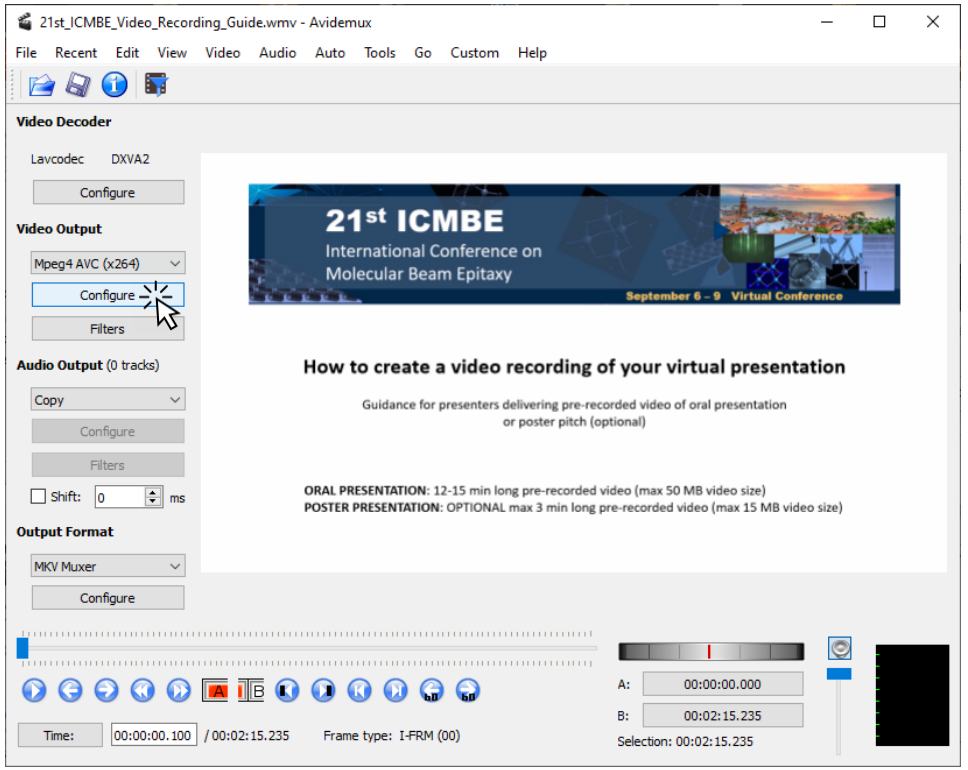




How to convert .wmv video file to .mp4 using Avidemux

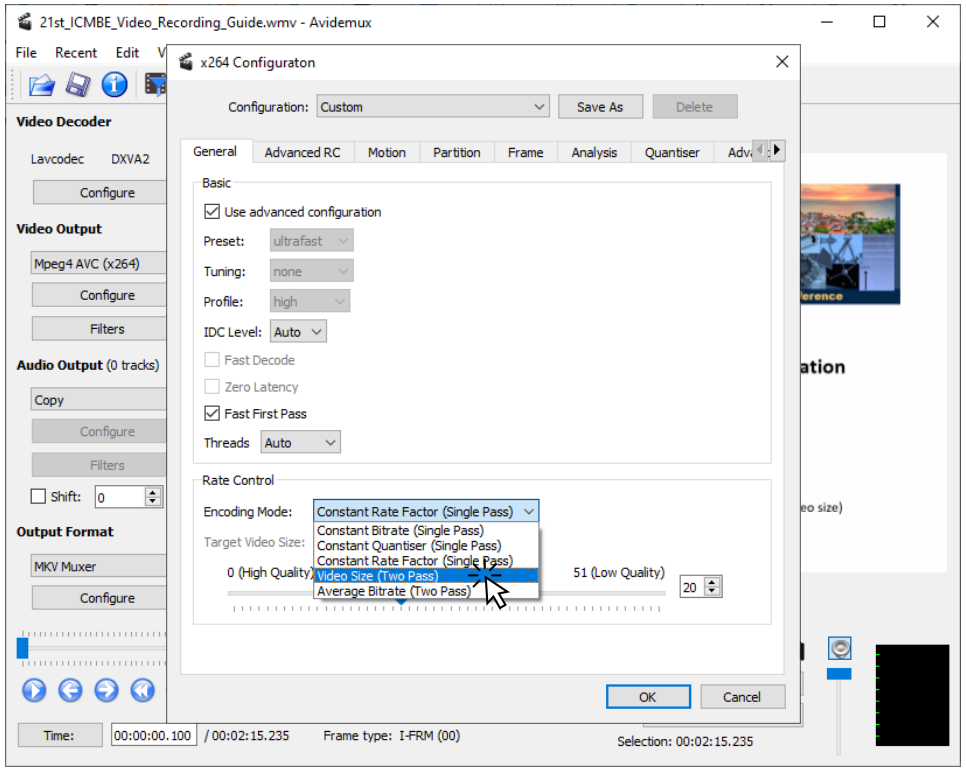
2. Set “Video Output” to “Mpeg4 AVC (x264)”. Then click on “Configure” button below.

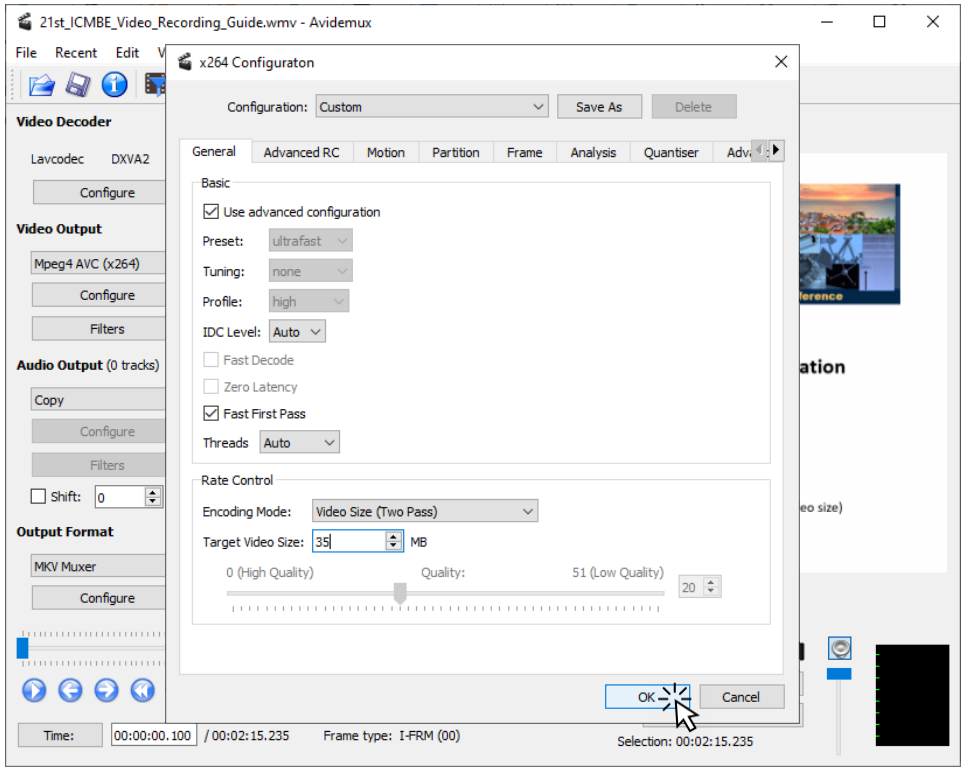




How to convert .wmv video file to .mp4 using Avidemux

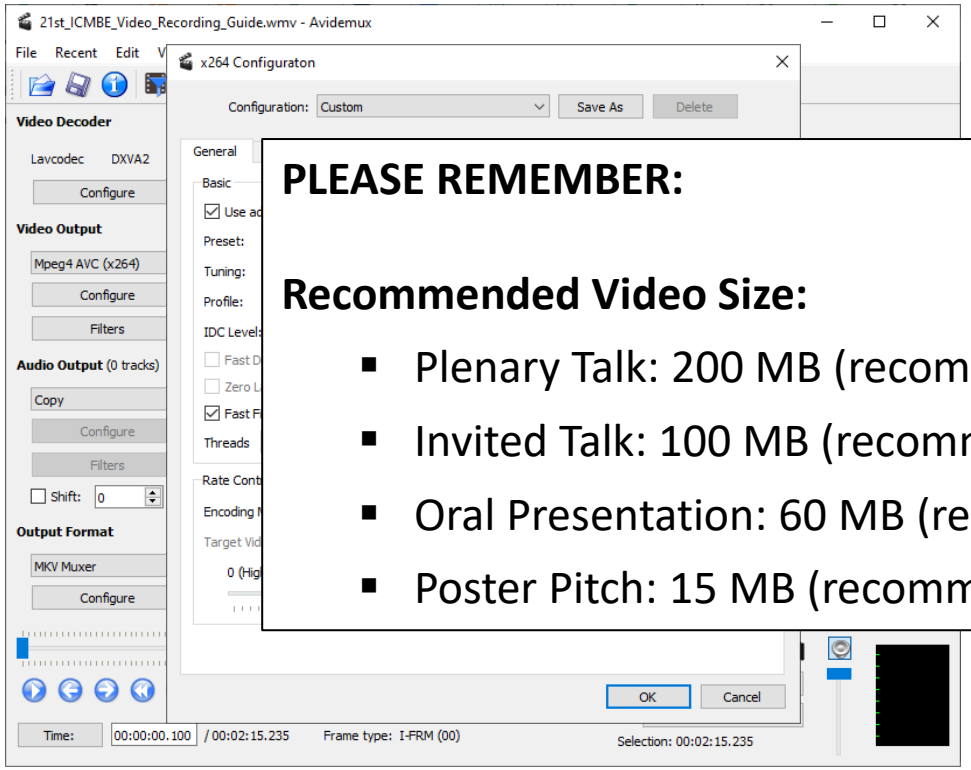
3. Set “Encoding Mode” to “Video Size (Two Pass)”. Then set “Target Video Size” to approximately 80% of the recommended video size.

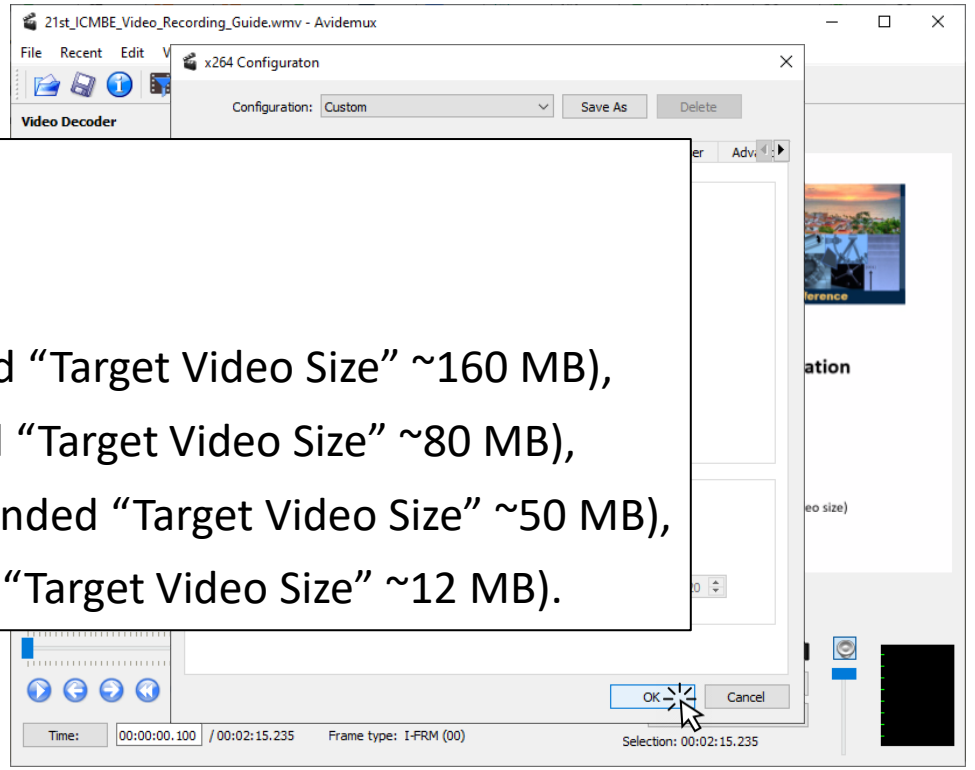




How to convert .wmv video file to .mp4 using Avidemux

3. Set “Encoding Mode” to “Video Size (Two Pass)”. Then set “Target Video Size” to approximately 80% of the recommended video size.





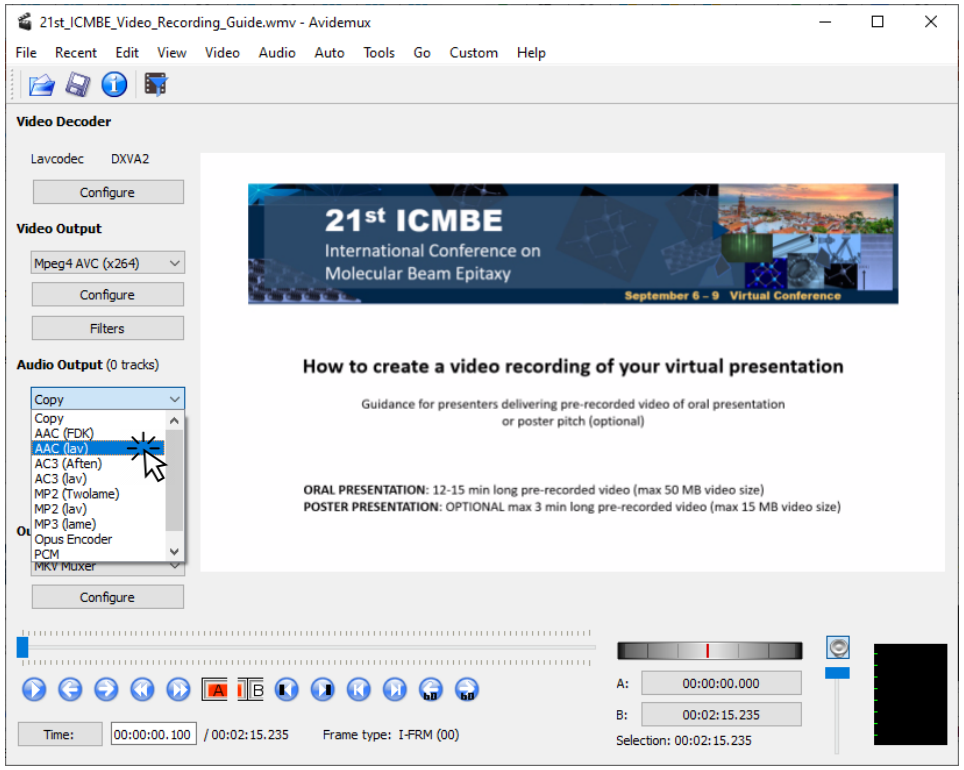
PLEASE REMEMBER:

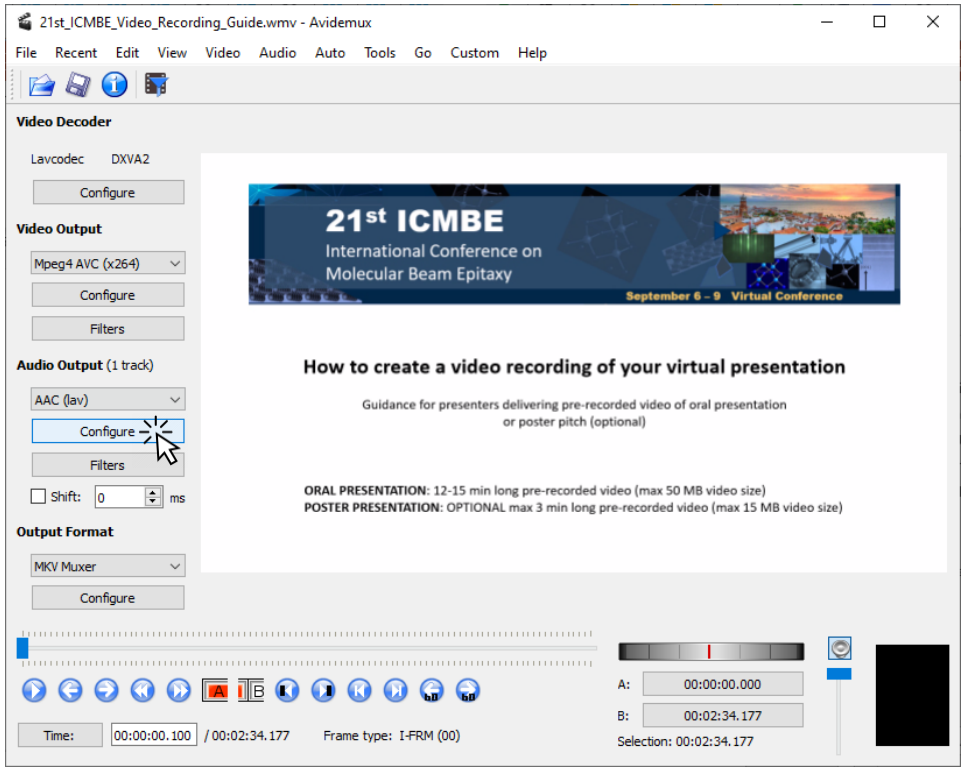
Recommended Video Size:

- Plenary Talk: 200 MB (recommended “Target Video Size” ~160 MB),
- Invited Talk: 100 MB (recommended “Target Video Size” ~80 MB),
- Oral Presentation: 60 MB (recommended “Target Video Size” ~50 MB),
- Poster Pitch: 15 MB (recommended “Target Video Size” ~12 MB).

How to convert .wmv video file to .mp4 using Avidemux

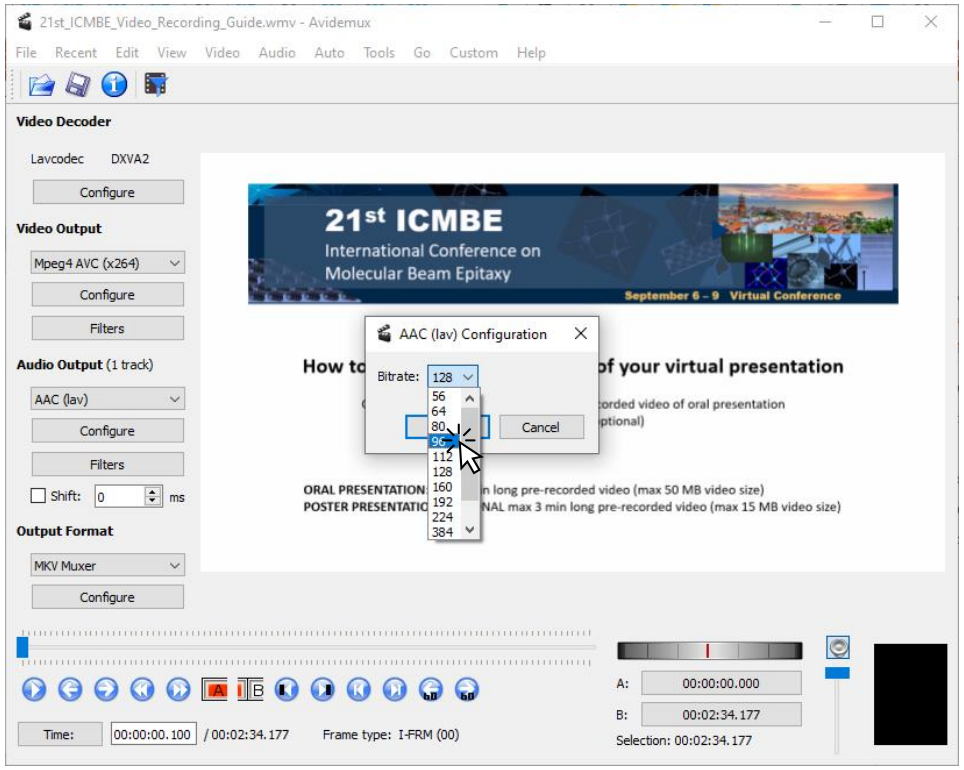
4. Set “Audio Output” to “AAC (lav)”. Then click on “Configure” button below.



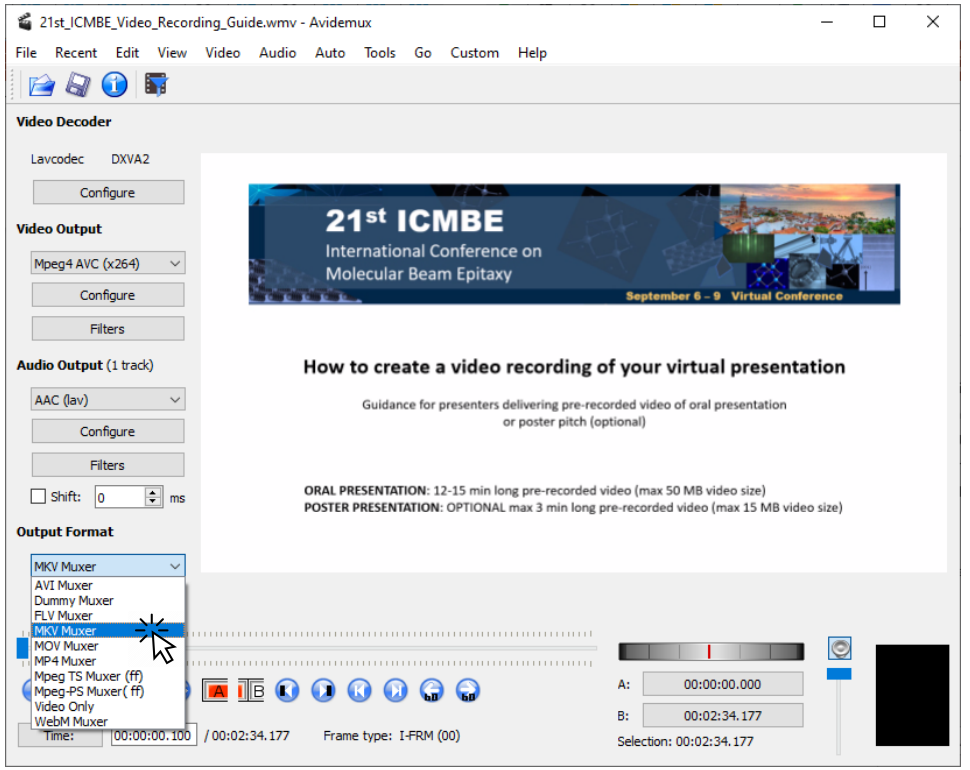


How to convert .wmv video file to .mp4 using Avidemux

5. Set “Bitrate” to “96” and click on “OK” button.

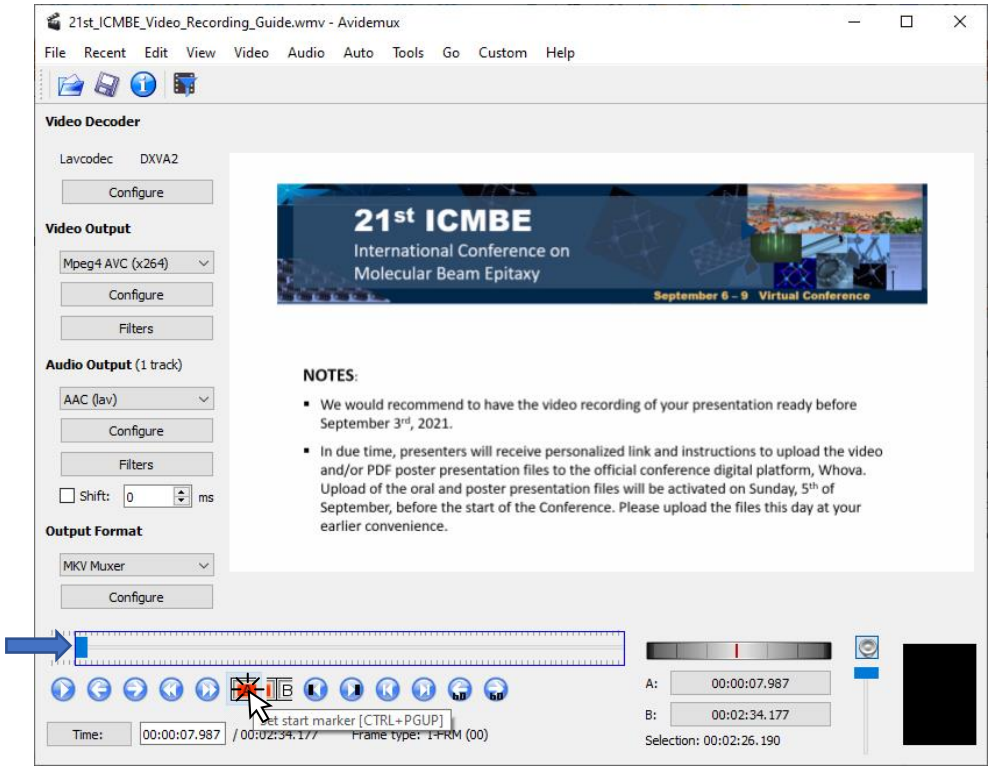


6. Set “Output Format” to “MKV Muxer”.



How to convert .wmv video file to .mp4 using Avidemux

7. If you want to trim your recording, drag the handle on the playback bar to required start position and click the “A” (Set start marker) button.



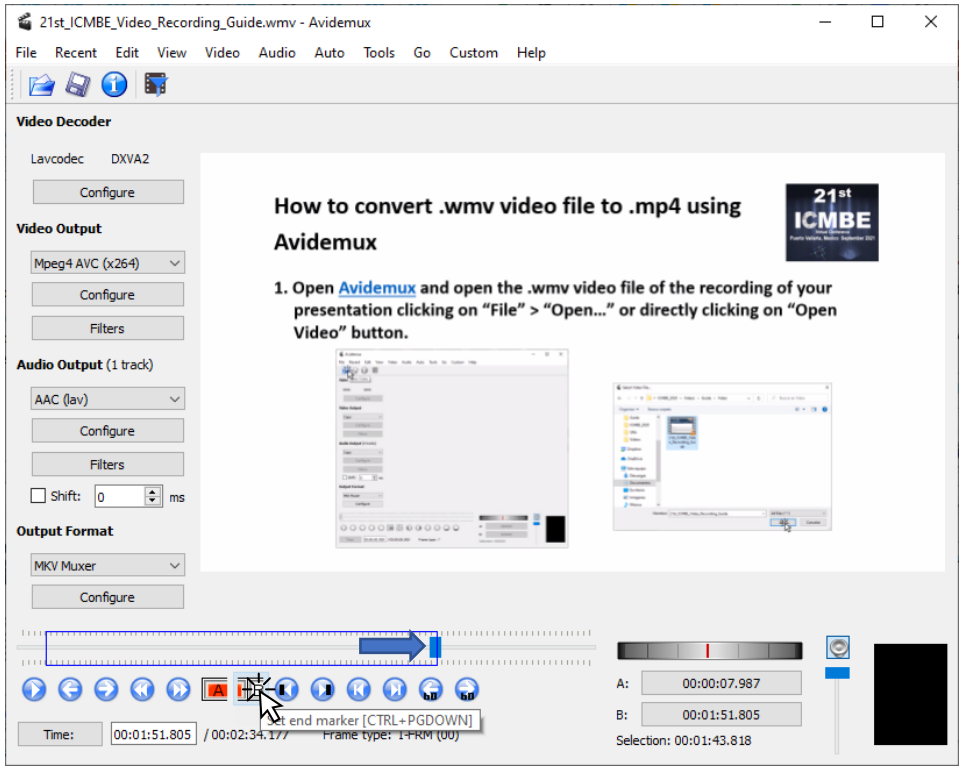
If you do not want to trim your recording, skip steps 7-8.

The precise handle position can be adjusted using Left/Right Arrows on your keyboard.

You can also click on “Time:” button and enter the exact time.

How to convert .wmv video file to .mp4 using Avidemux

8. In similar way you can set required end position and click the “B” (Set end marker) button.



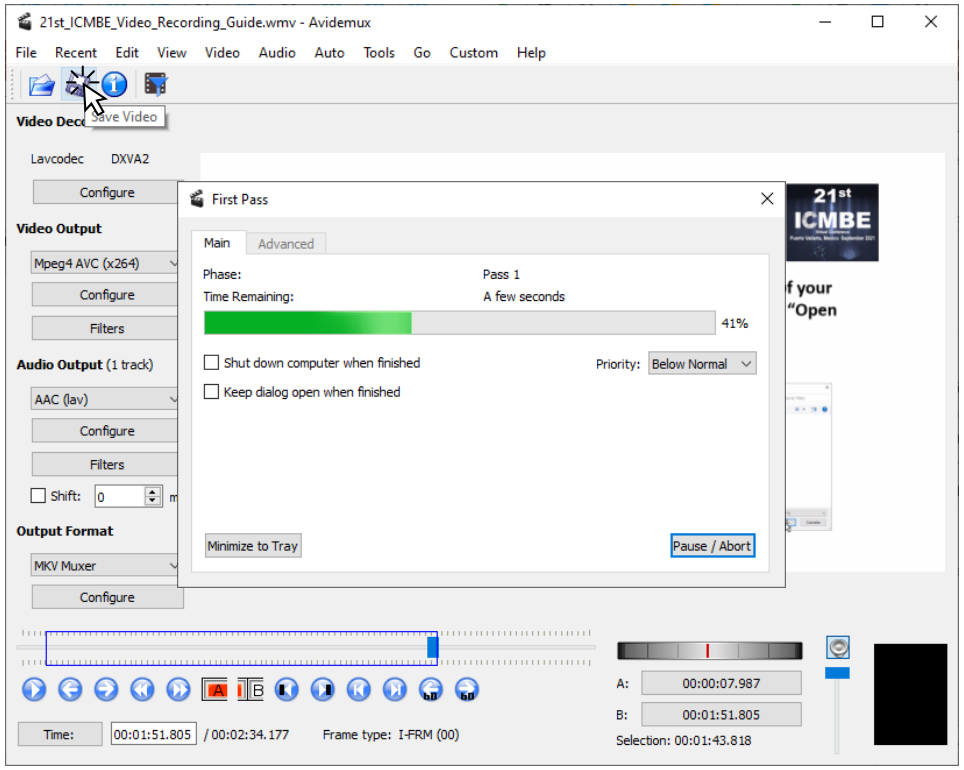
If you do not want to trim your recording, skip steps 7-8.

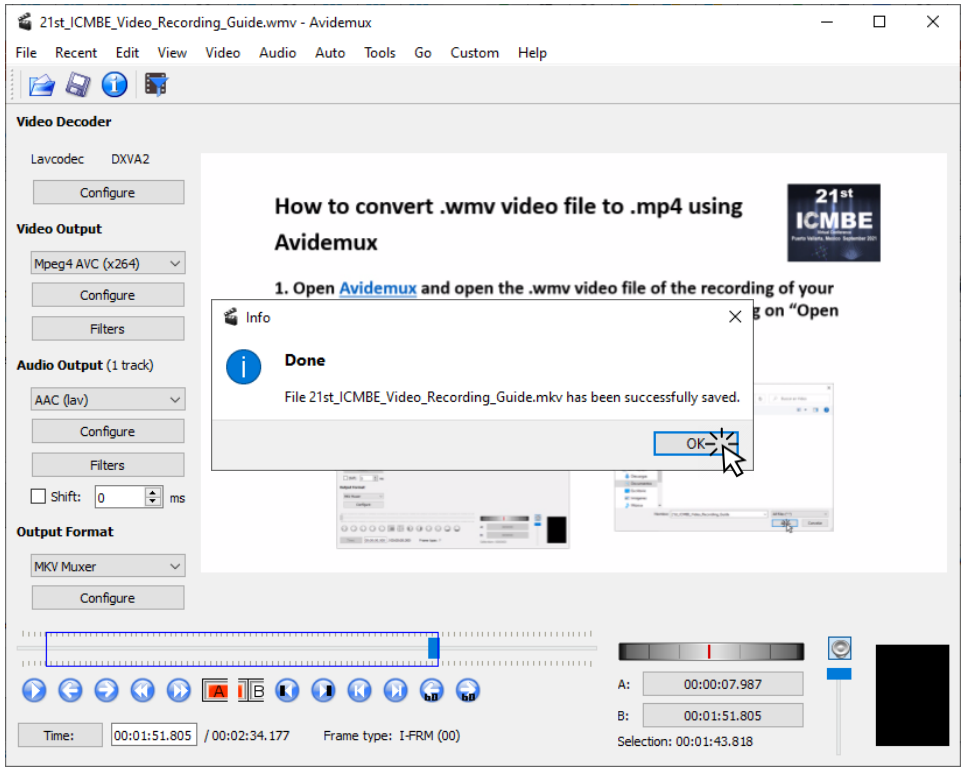
The precise handle position can be adjusted using Left/Right Arrows on your keyboard.

You can also click on “Time:” button and enter the exact time.

How to convert .wmv video file to .mp4 using Avidemux

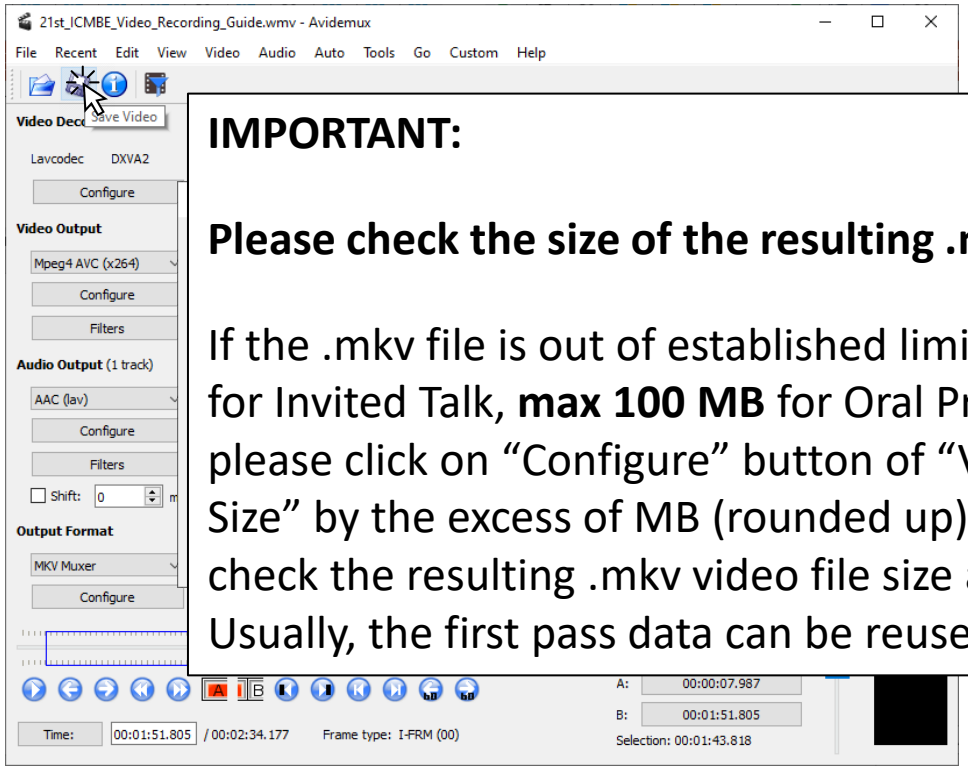
9. Save the video clicking on “File” > “Save” or clicking directly on “Save Video” button.

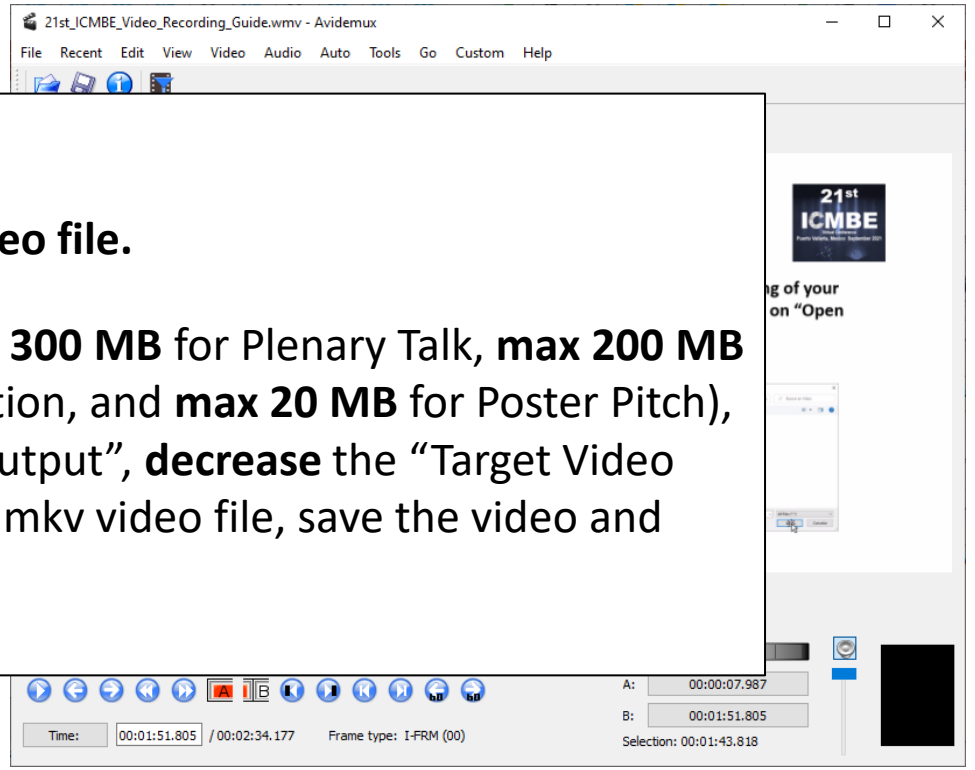




How to convert .wmv video file to .mp4 using Avidemux

9. Save the video clicking on “File” > “Save” or clicking directly on “Save Video” button.





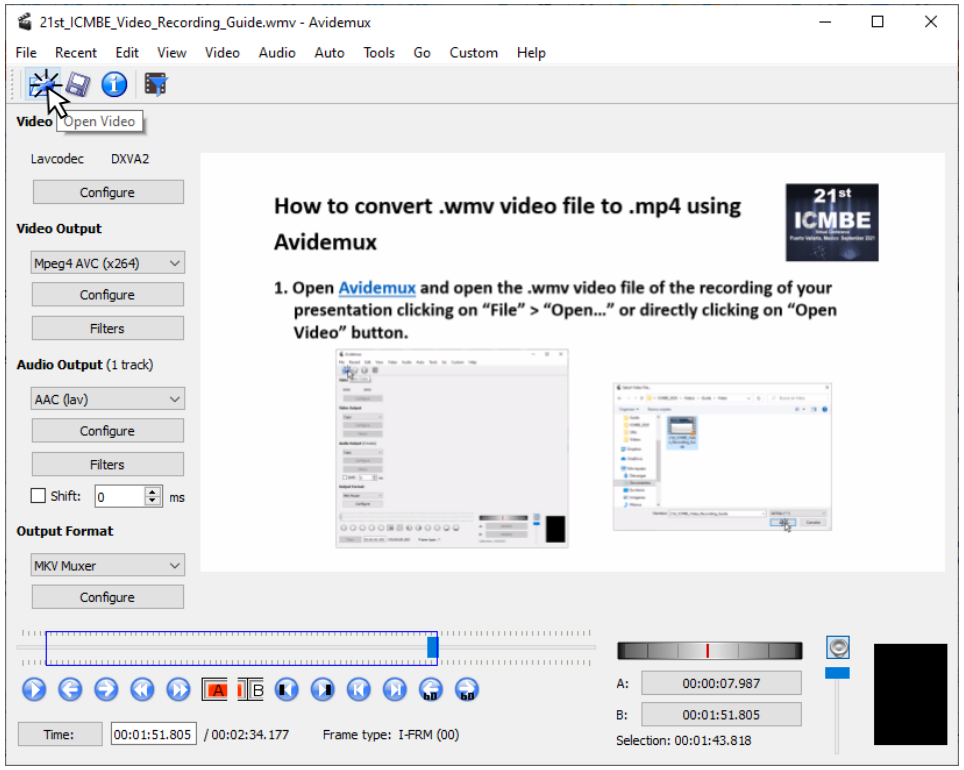
IMPORTANT:

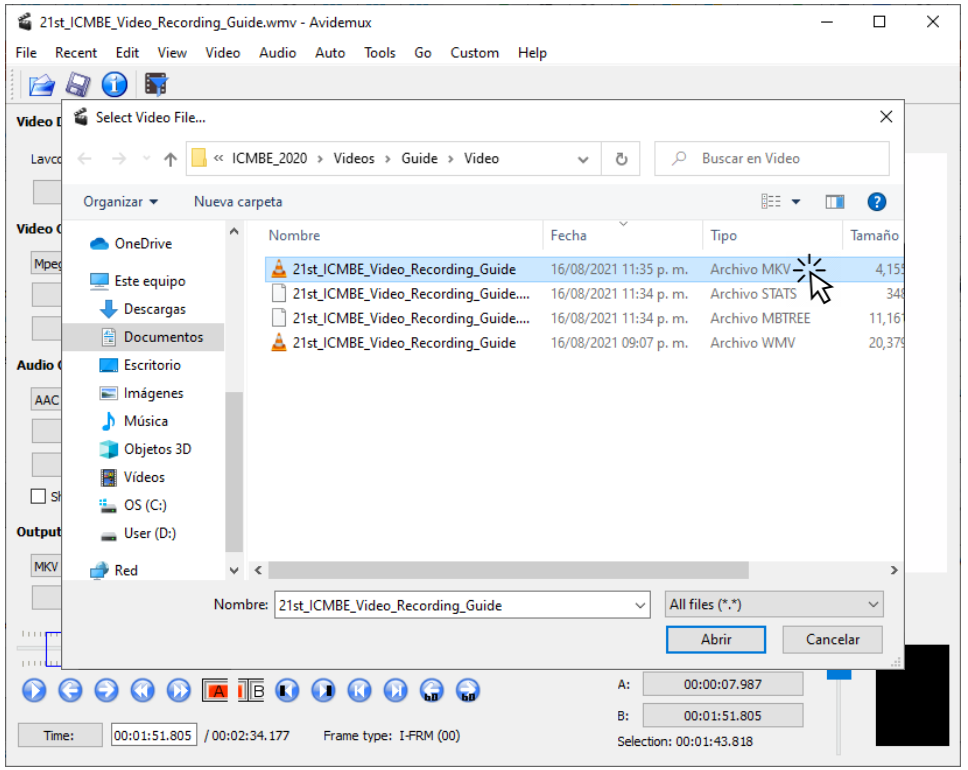
Please check the size of the resulting .mkv video file.

If the .mkv file is out of established limits (**max 300 MB** for Plenary Talk, **max 200 MB** for Invited Talk, **max 100 MB** for Oral Presentation, and **max 20 MB** for Poster Pitch), please click on “Configure” button of “Video Output”, **decrease** the “Target Video Size” by the excess of MB (rounded up) of the .mkv video file, save the video and check the resulting .mkv video file size again.
Usually, the first pass data can be reused.

How to convert .wmv video file to .mp4 using Avidemux

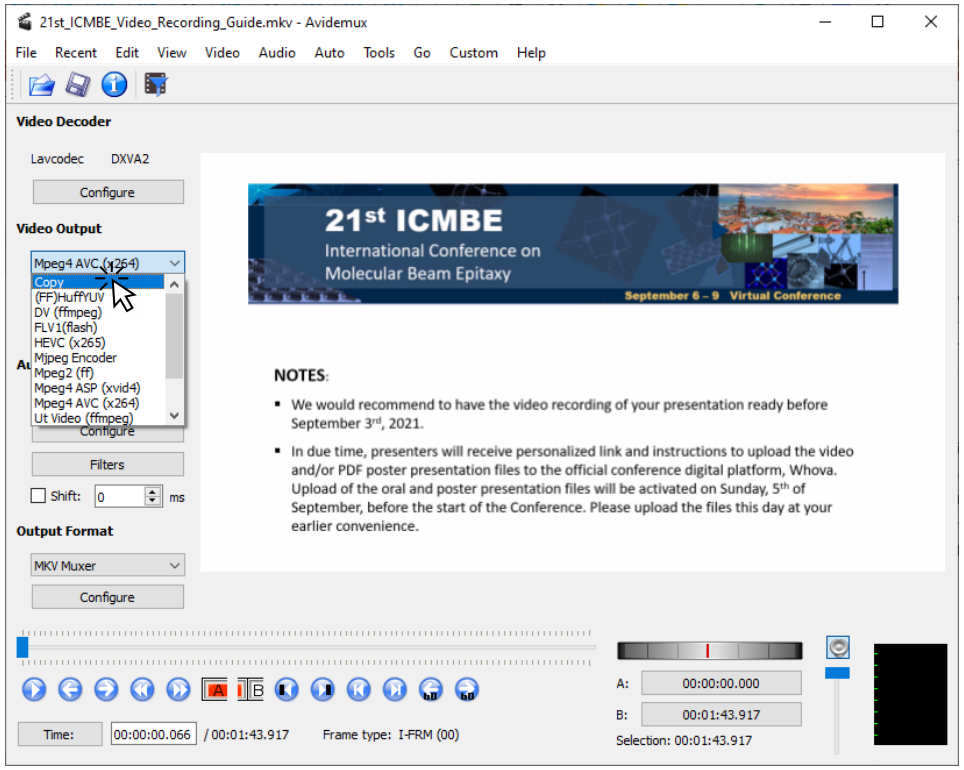
10. Open the resulting .mkv video file clicking on “File” > “Open…” or clicking directly on “Open Video” button.

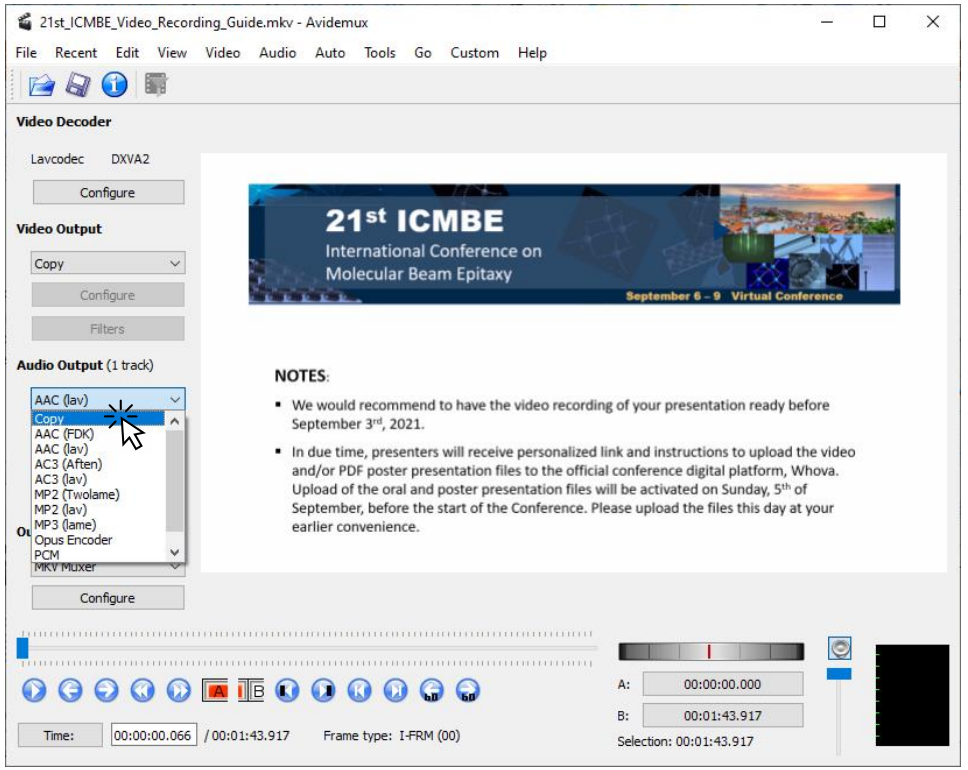




How to convert .wmv video file to .mp4 using Avidemux

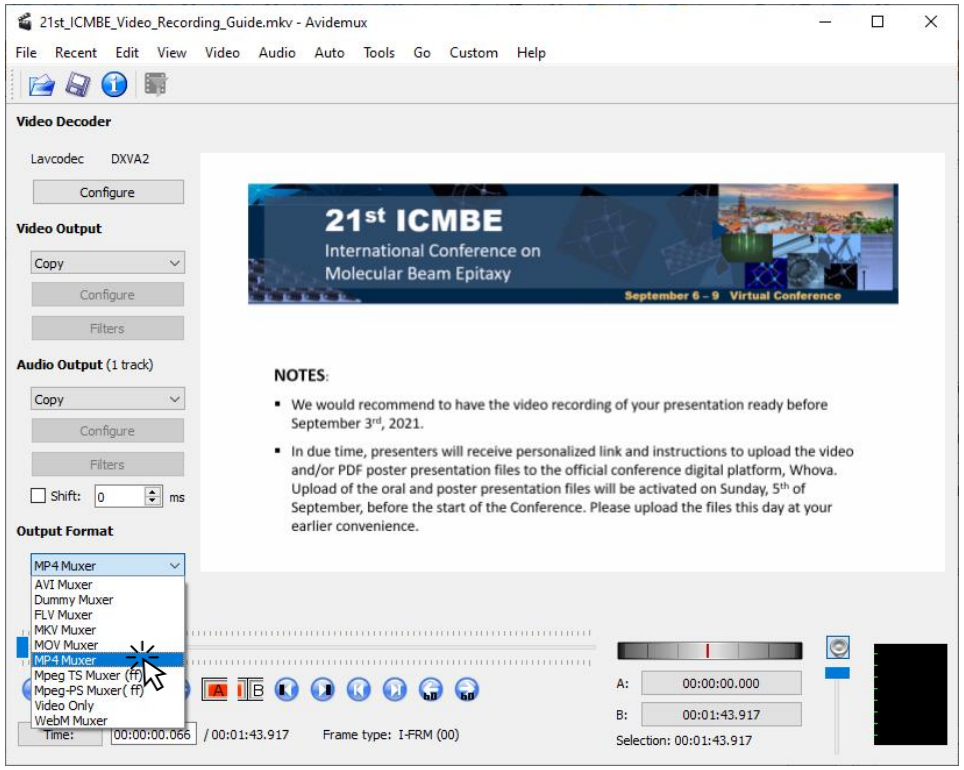
11. Set both “Video Output” and “Audio Output” to “Copy”.

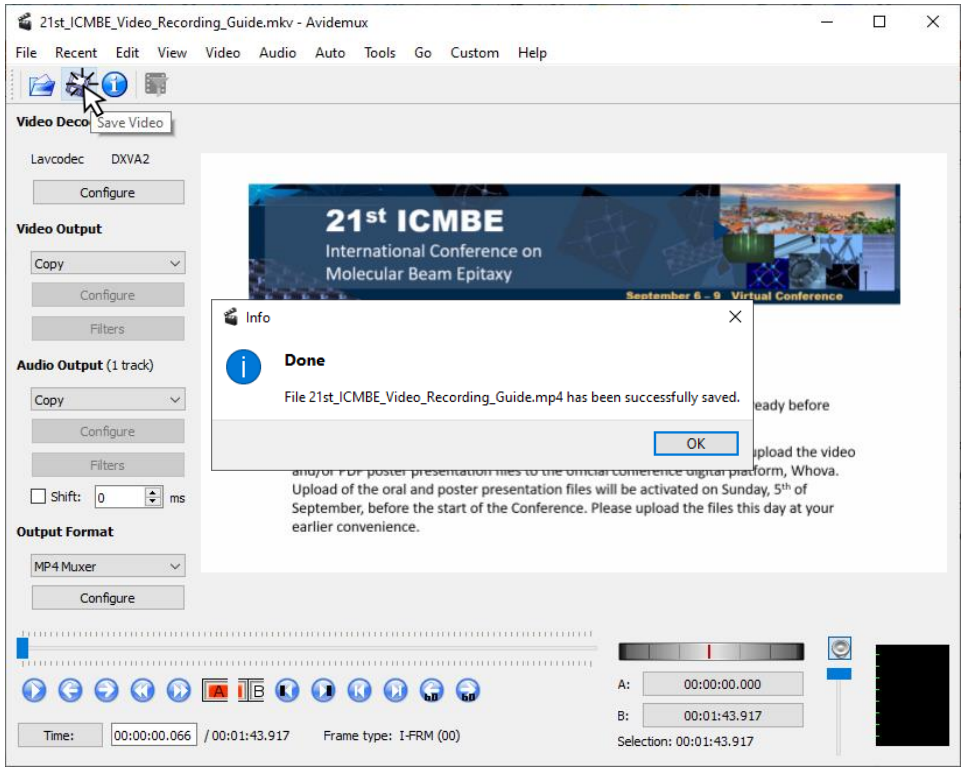




How to convert .wmv video file to .mp4 using Avidemux

12. Set “Output Format” to “MP4 Muxer”. Then save the video clicking on “File” > “Save” or clicking directly on “Save Video” button. Done!



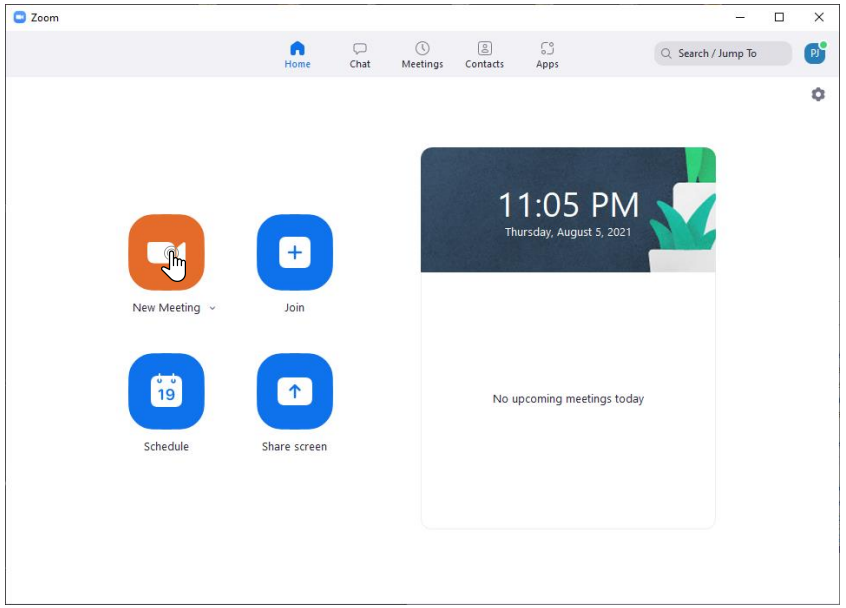


How to create a video recording of your presentation using Zoom

NOTES:

- newest version of Zoom Desktop Client is recommended
- requires Basic (free) Zoom User Account (or above)

1. Open Zoom, Sign In, and create a “New Meeting”.

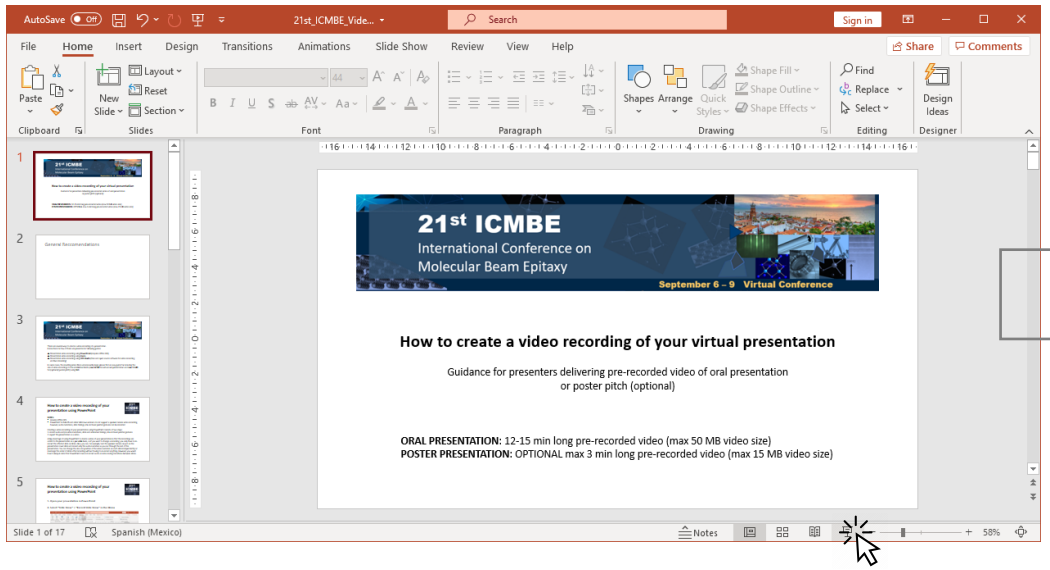


Afterwards, you may need to click “Join with Computer Audio” button.

How to create a video recording of your presentation using Zoom

2. Open your presentation in PowerPoint (or PDF Reader)

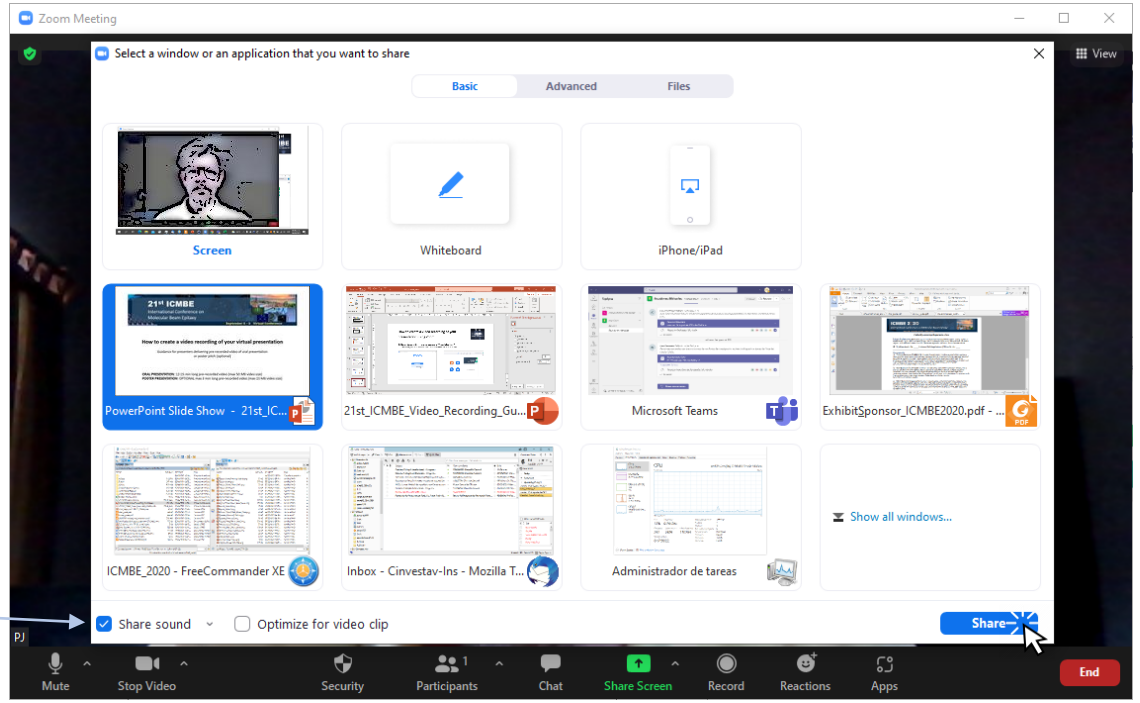
and switch to Slide Show View (Fullscreen Mode in PDF Reader)



How to create a video recording of your presentation using Zoom

3. In “Zoom Meeting” window, click on “Share Screen” and select the Screen or Window (e.g. Slide Show View of the presentation) you want to record.

4. Select “Share Sound” and click “Share” button.



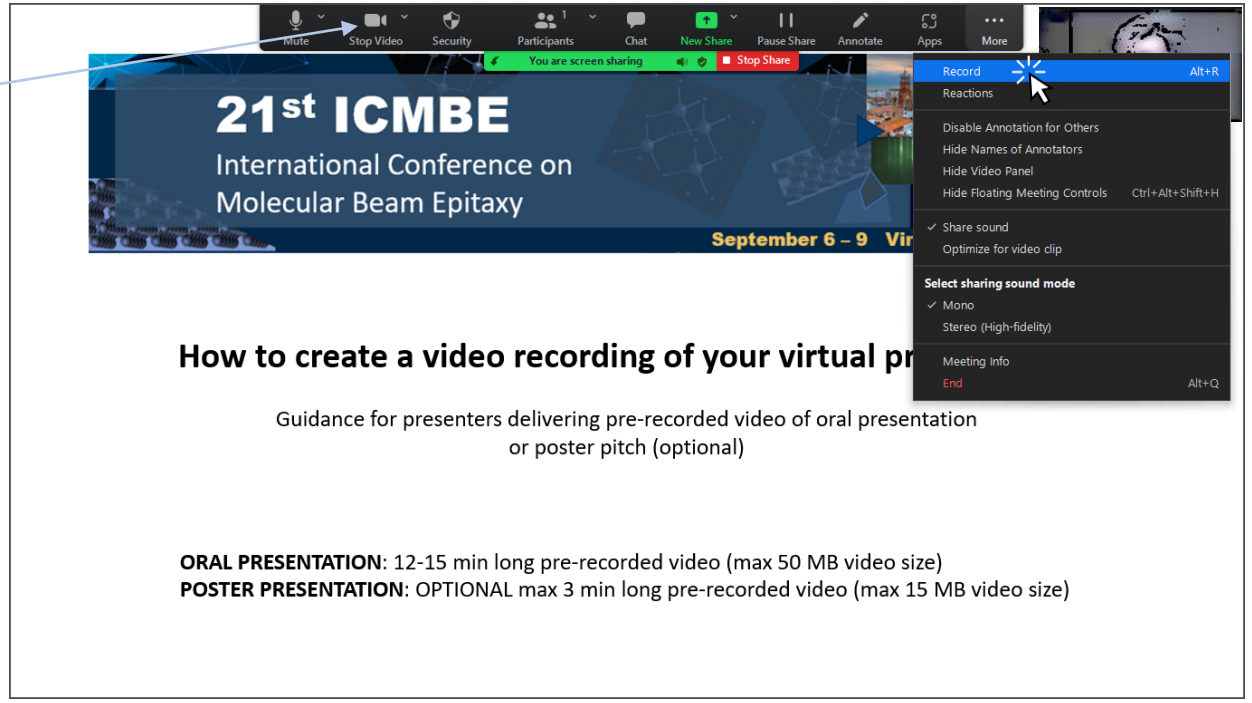
How to create a video recording of your presentation using Zoom

5. When ready, click on “More” > “Record” to start recording your presentation.

Speaker Camera can be switched off at any moment during the recording.

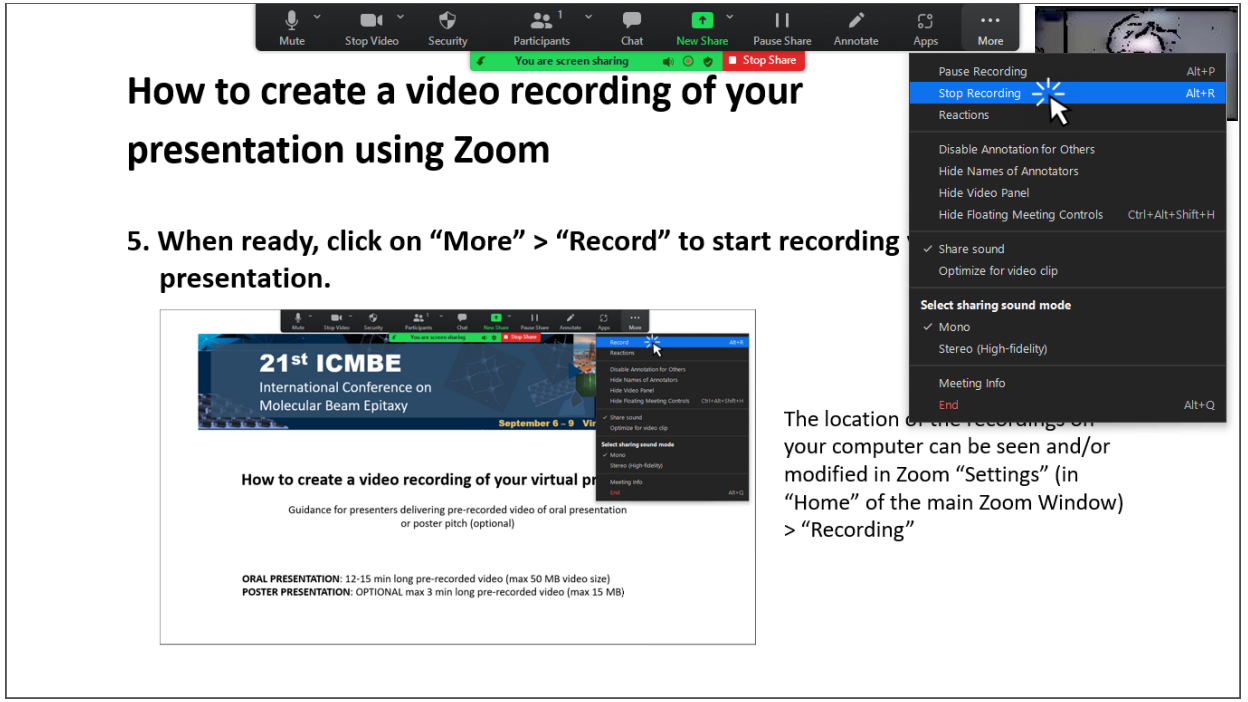
The location of the recordings on your computer can be seen and/or modified in Zoom “Settings” (in “Home” of the main Zoom Window) > “Recording”

More tips can be found for example here.



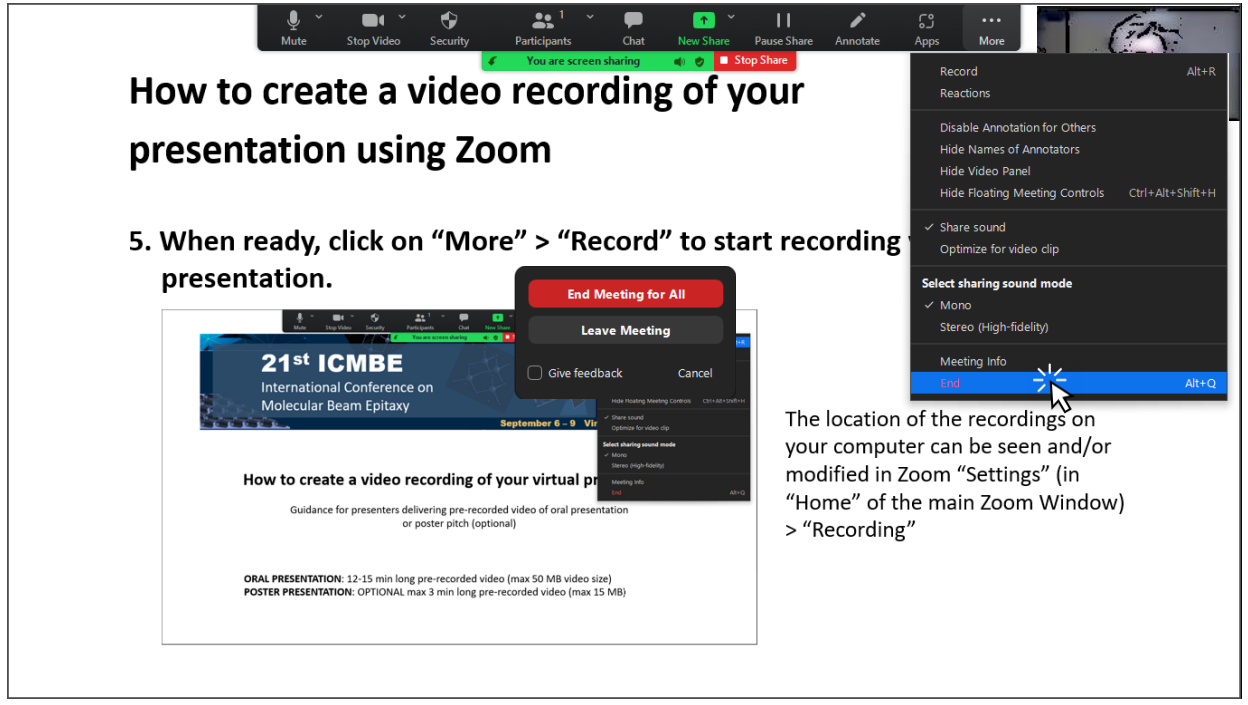
How to create a video recording of your presentation using Zoom

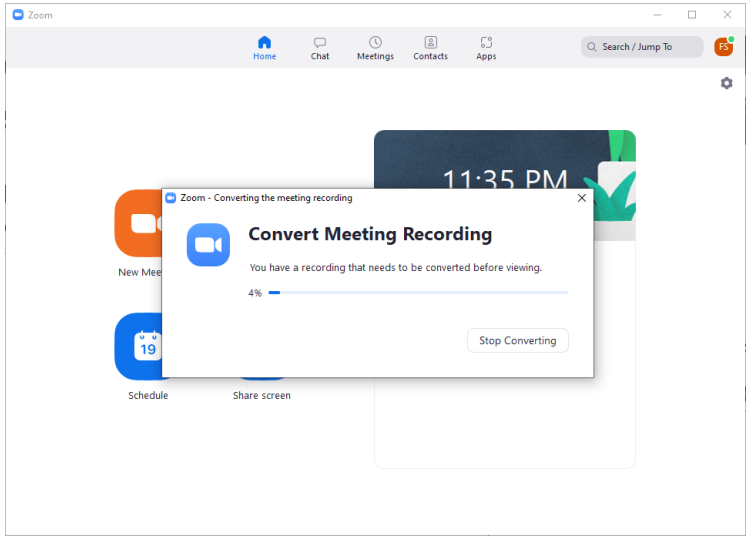
6. Once recording of your presentation is done, click on “More” > “Stop Recording”.



How to create a video recording of your presentation using Zoom

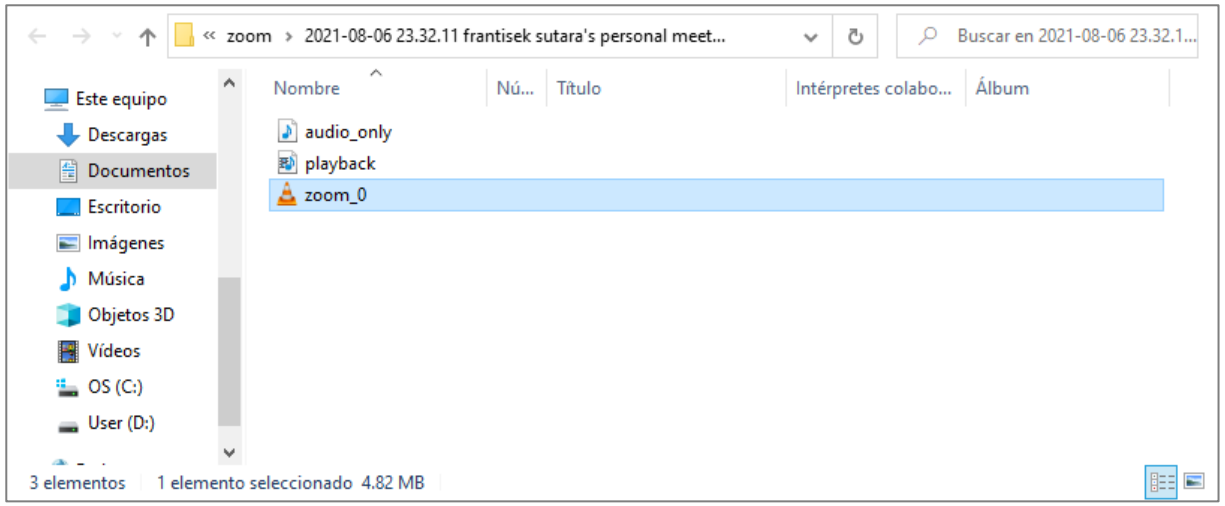
7. Then you can click “End” > “End Meeting to All”. The recording will be converted & saved automatically; a pop-up window will show a progress.





How to create a video recording of your presentation using Zoom

8. The folder containing the recording (zoom_*.mp4 file(s)) will be opened.

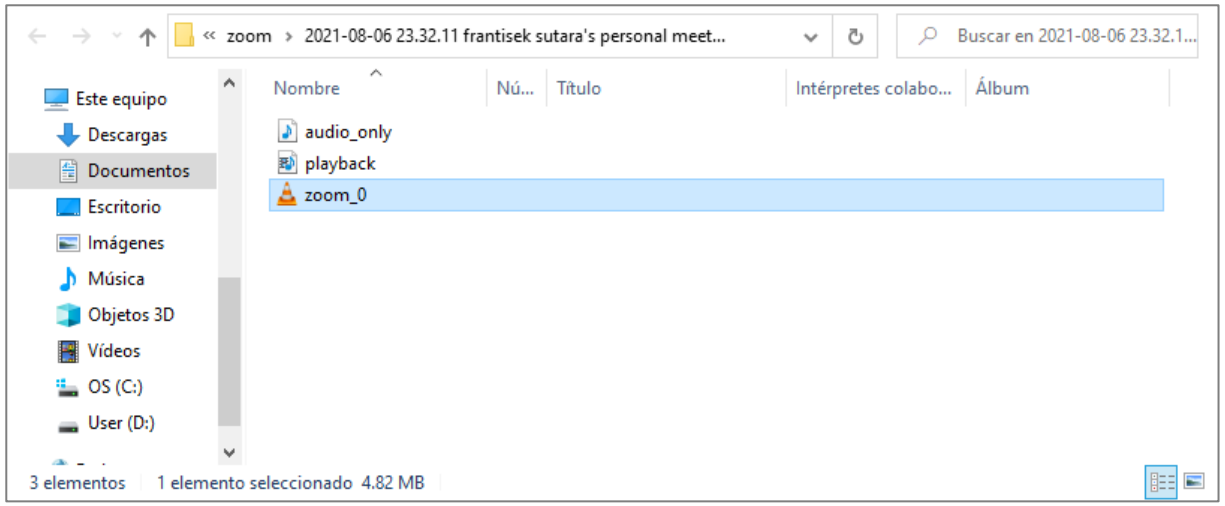


You may want to rename the .mp4 video file.

If you need to trim the video recording, you can do it following these instructions.

How to create a video recording of your presentation using Zoom

8. The folder containing the recording (zoom_*.mp4 file(s)) will be opened.



Please check whether the video file fits the maximum allowed size (**max 300 MB** for Plenary Talk, **max 200 MB** for Invited Talk, **max 100 MB** for virtual Oral Presentation, and **max 20 MB** for (optional) Poster Pitch). If not, reduce the video file size, for example using Avidemux following these instructions.

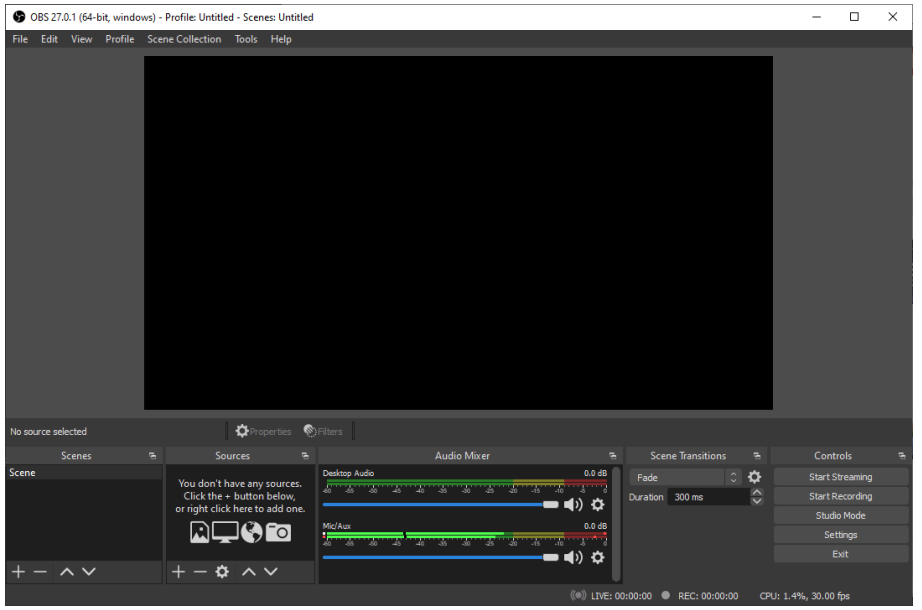
How to create a video recording of your presentation using OBS Studio

NOTES:

- highly configurable free (open source) software for video recording and live streaming
- a bit more computer skills required

1. Open the OBS Studio

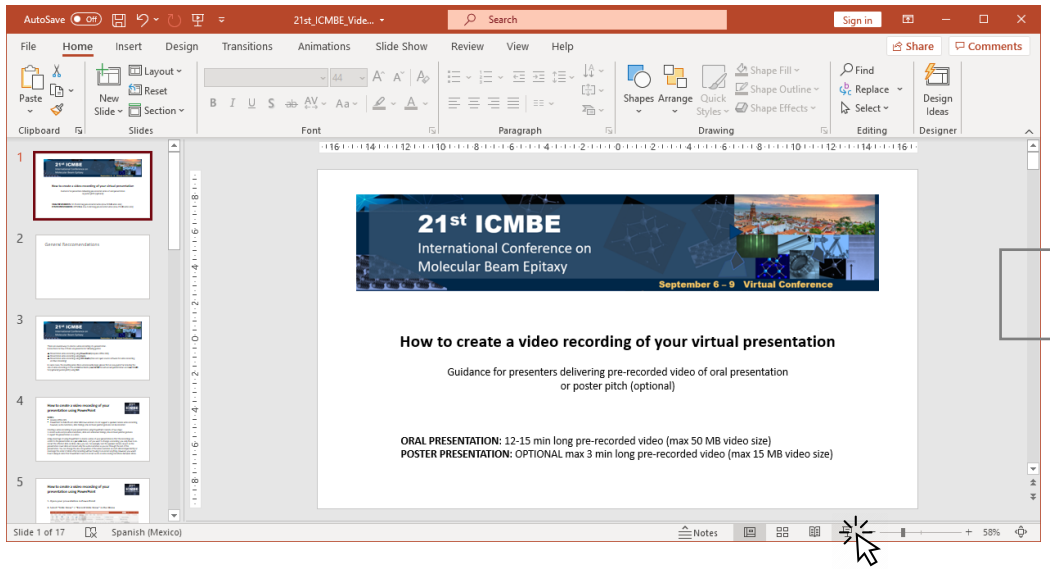
If it is a first run of OBS Studio, Auto-Configuration Wizard will probably pop-up. Select “Optimize just for recording, I will not be streaming” option, and then specify the video settings you would like to use for your recording. Please avoid high FPS rates.



How to create a video recording of your presentation using OBS Studio

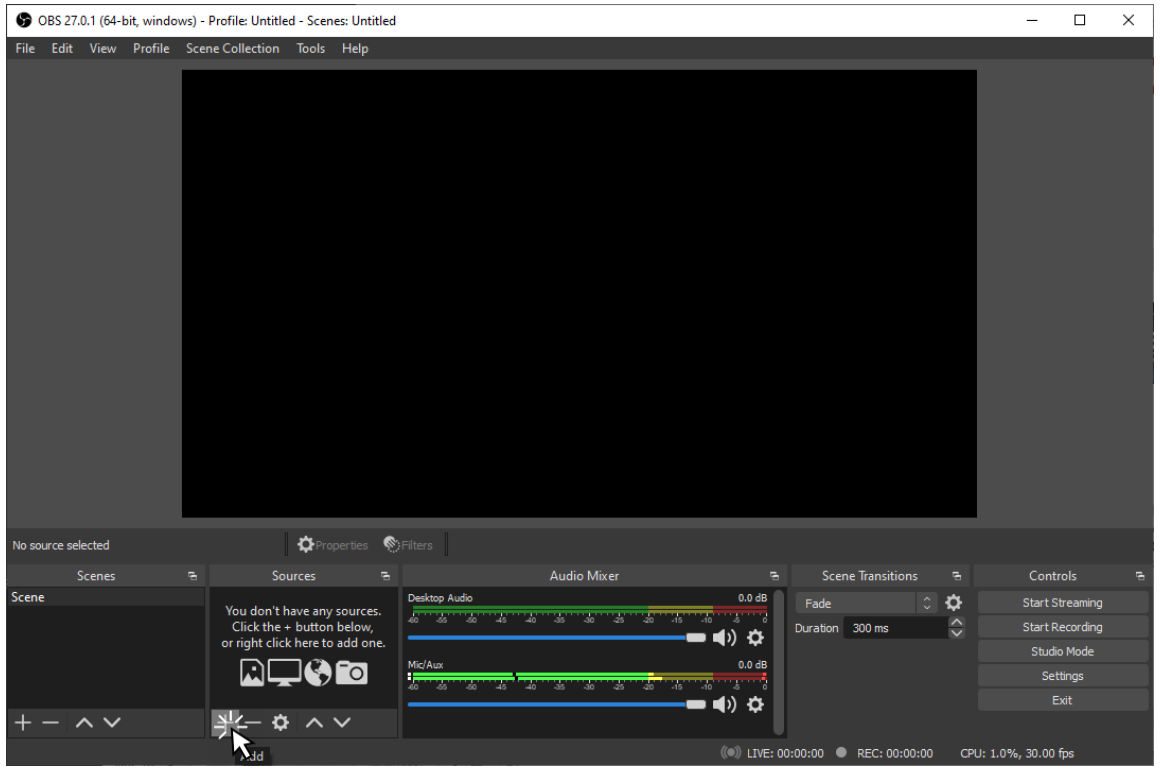
2. Open your presentation in PowerPoint (or PDF Reader)

and switch to Slide Show View (Fullscreen Mode in PDF Reader)



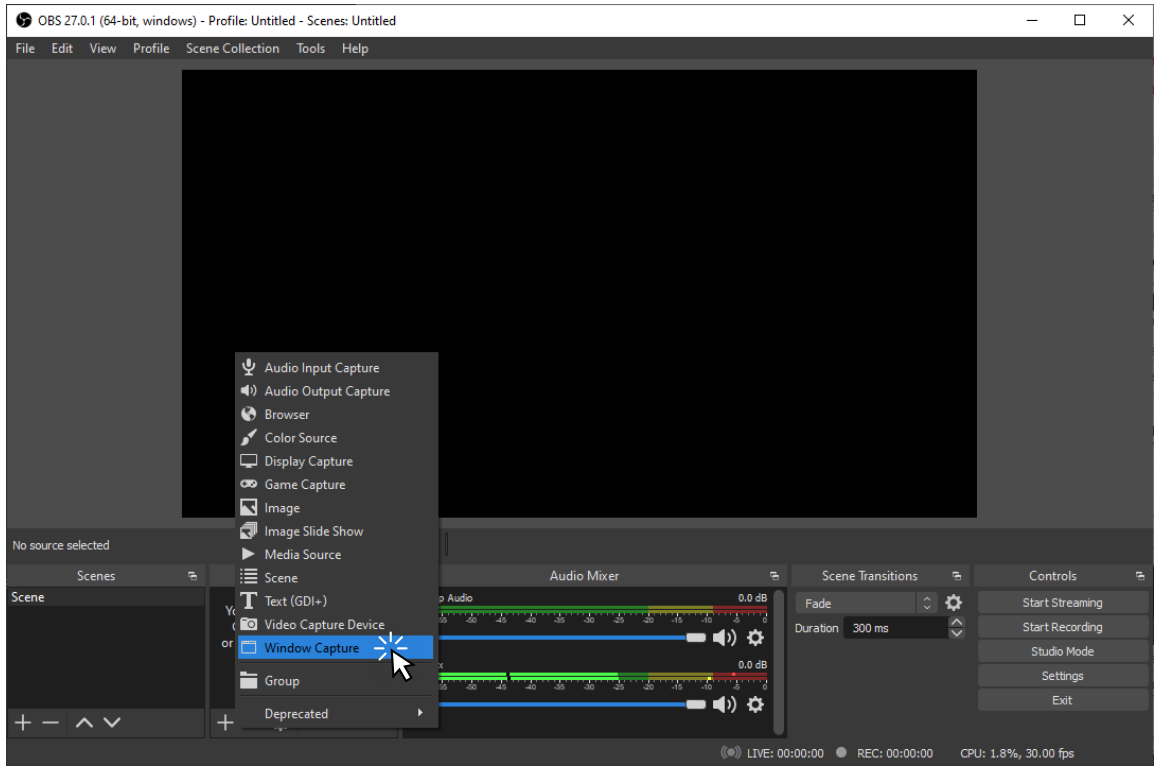
How to create a video recording of your presentation using OBS Studio

3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.



How to create a video recording of your presentation using OBS Studio

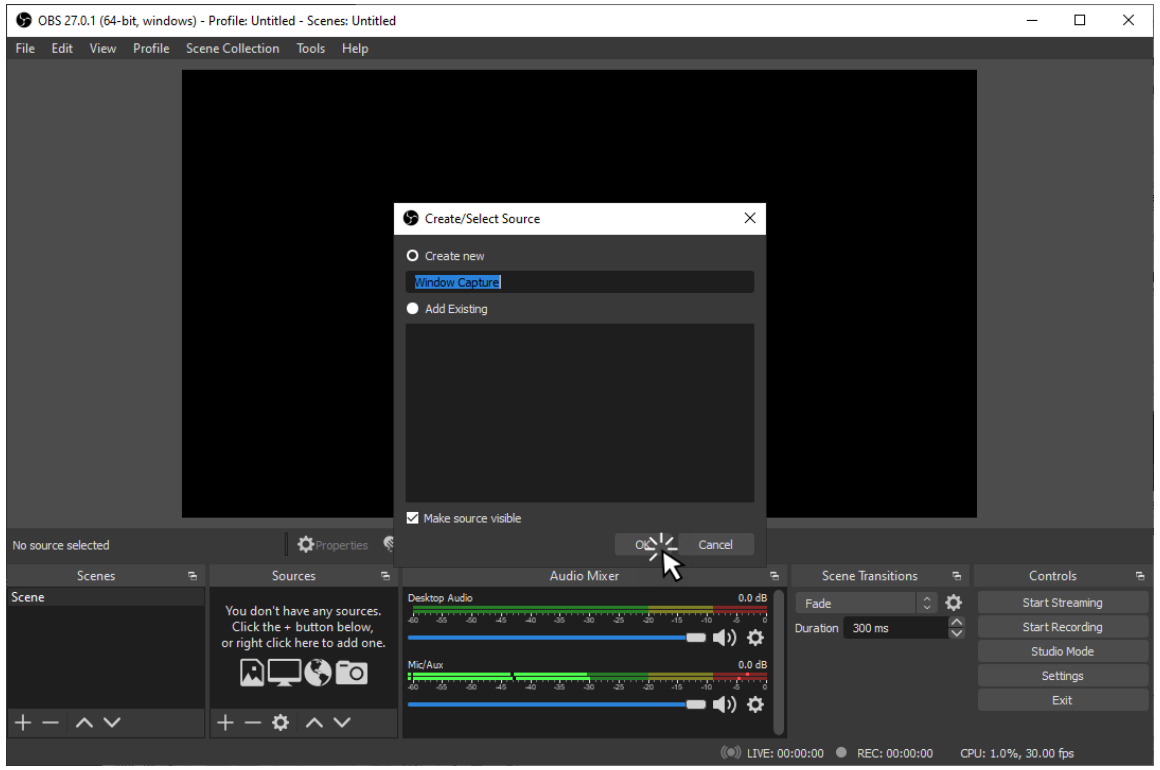
3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.



First, select “Window Capture” to add the presentation window.

How to create a video recording of your presentation using OBS Studio

3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.

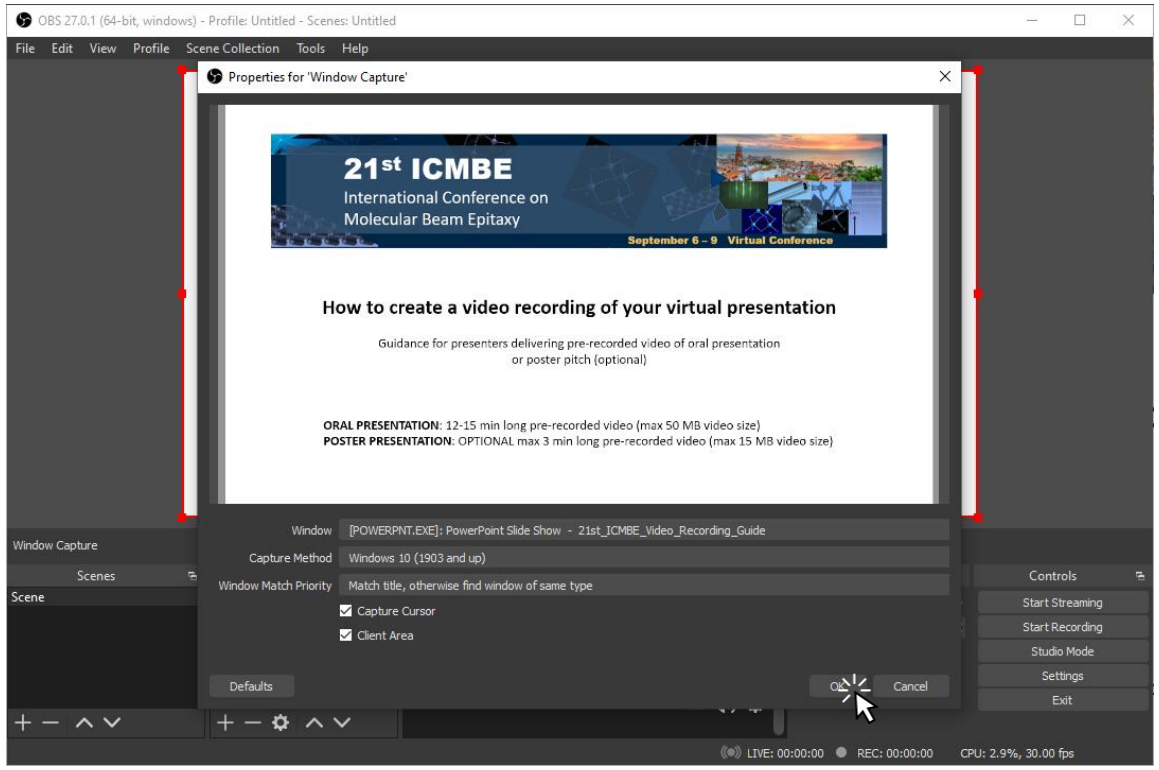


First, select “Window Capture” to add the presentation window.

Keep selected “Create new” and click “OK”. “Window Capture” source can be renamed in this step.

How to create a video recording of your presentation using OBS Studio

3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.



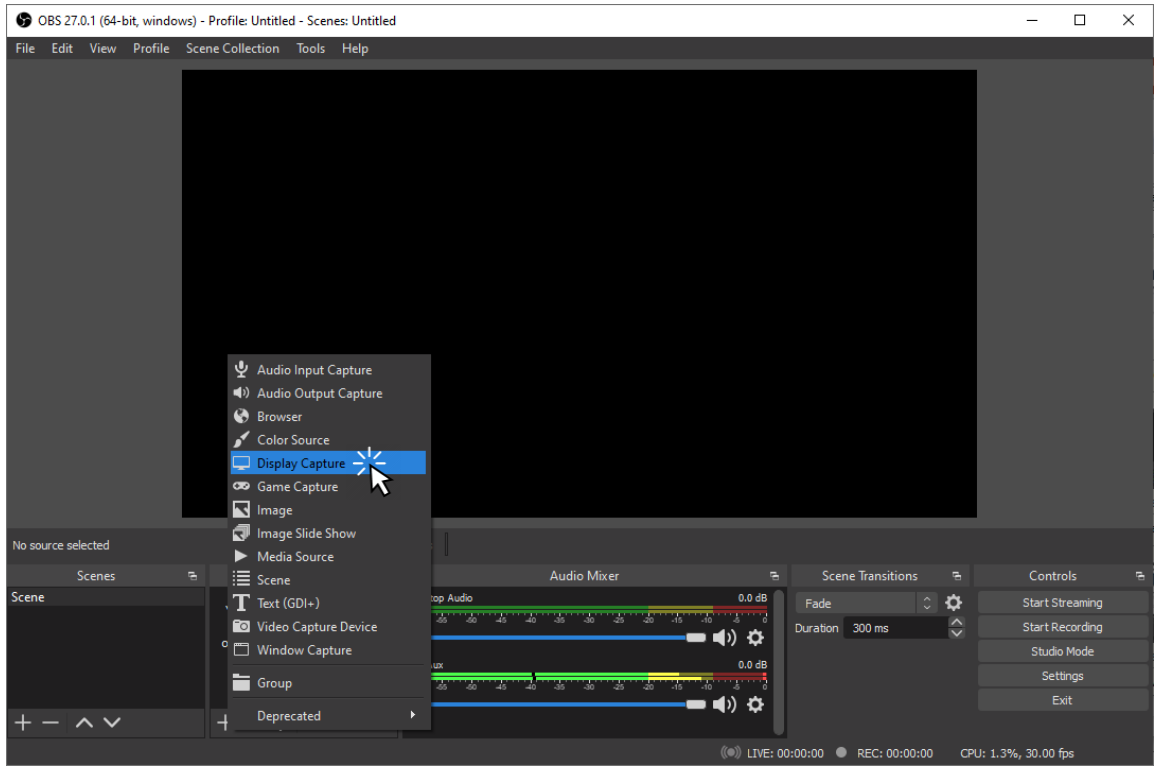
First, select “Window Capture” to add the presentation window.

Keep selected “Create new” and click “OK”. “Window Capture” source can be renamed in this step.

Select the presentation window (PowerPoint Slide Show View or Fullscreen Mode in PDF Reader), appropriate “Capture Method” and click “OK” button.

How to create a video recording of your presentation using OBS Studio

3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.



First, select “Window Capture” to add the presentation window.

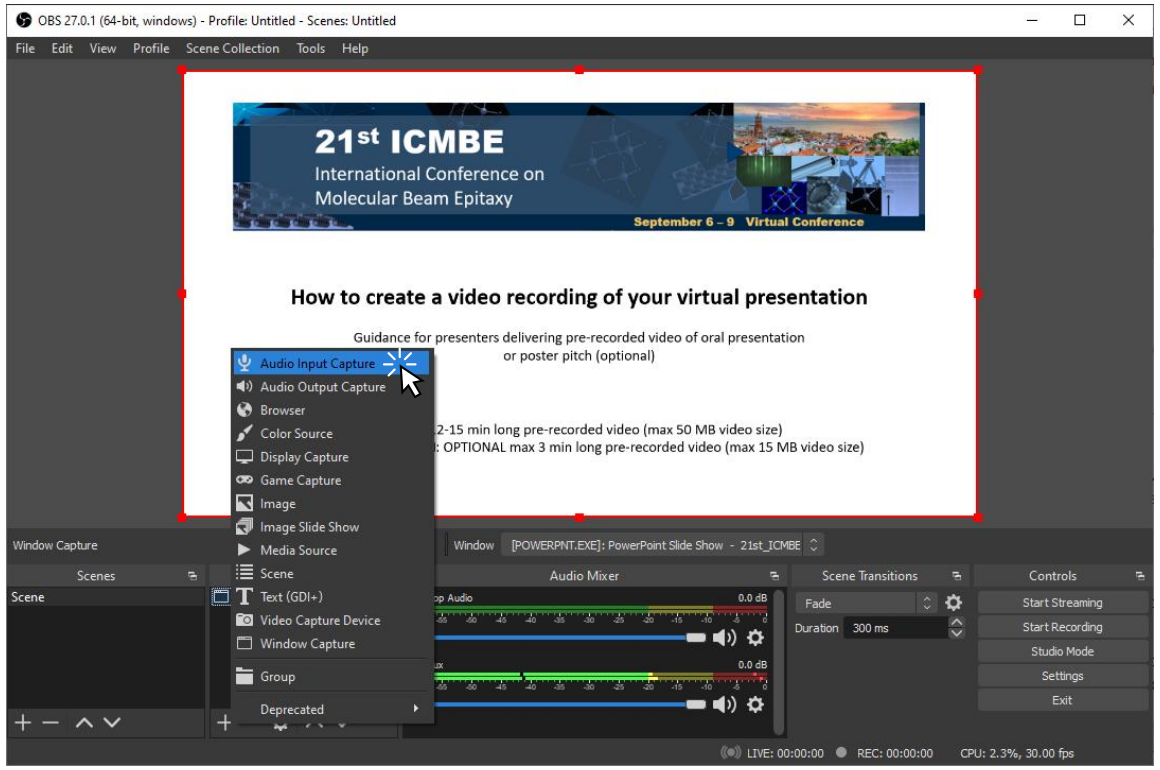
Keep selected “Create new” and click “OK”. “Window Capture” source can be renamed in this step.

Select the presentation window (PowerPoint Slide Show View or Fullscreen Mode in PDF Reader), appropriate “Capture Method” and click “OK” button.

Alternatively, “Display Capture” source can be used instead of “Window Capture”.

How to create a video recording of your presentation using OBS Studio

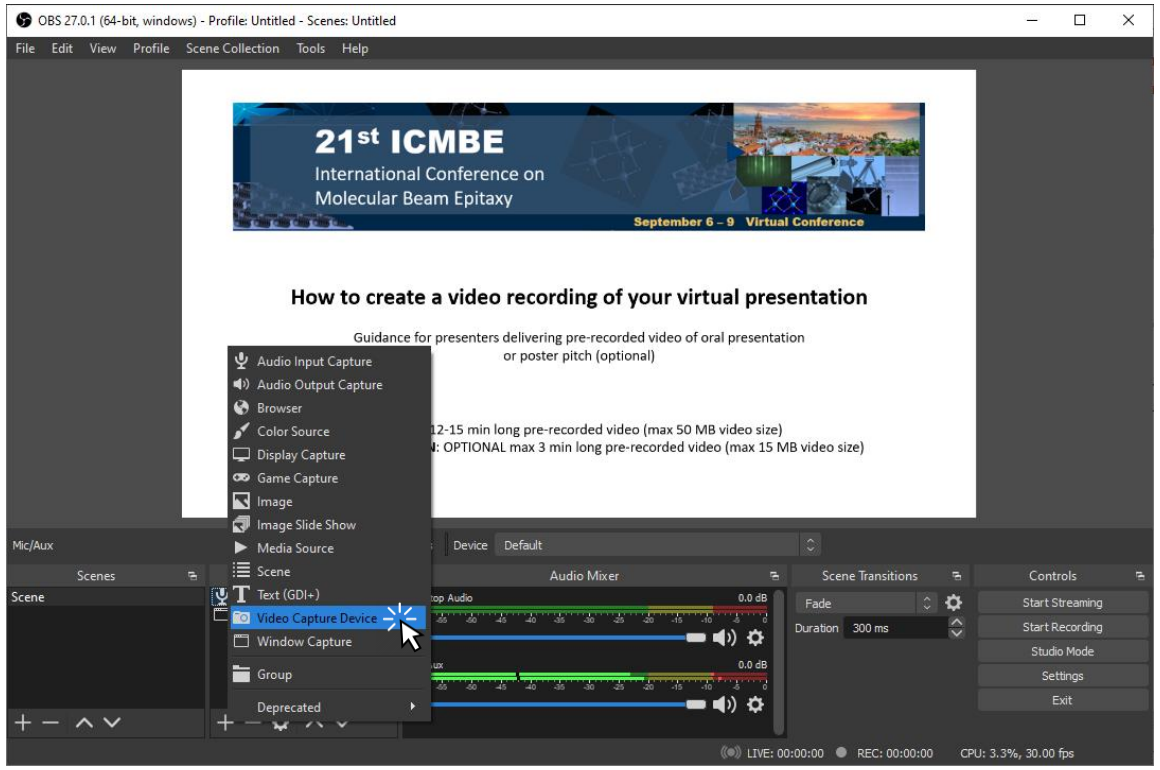
3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.



Then, in similar way, add “Audio Input Capture” source to capture your narration. In this example, existing source “Mic/Aux” has been added.

How to create a video recording of your presentation using OBS Studio

3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.

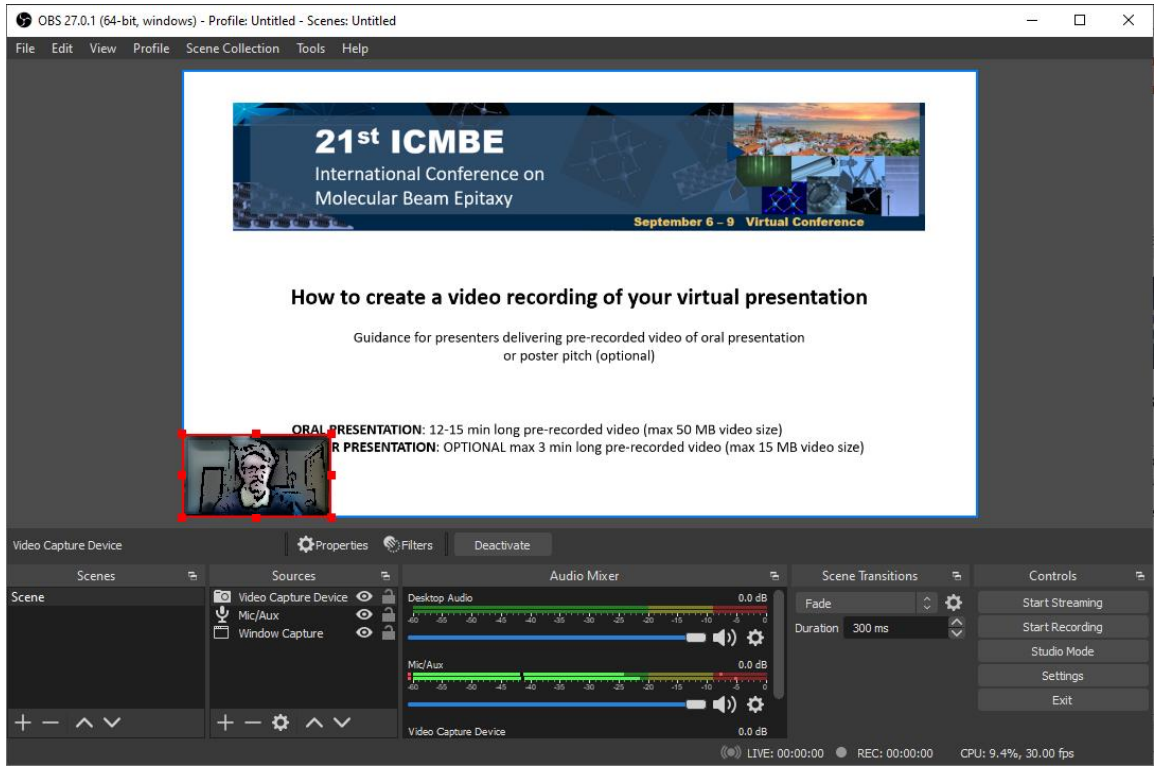


Then, in similar way, add “Audio Input Capture” source to capture your narration. In this example, existing source “Mic/Aux” has been added.

If you want to include a Speaker Camera, add “Video Capture Device” source as well.

How to create a video recording of your presentation using OBS Studio

3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.



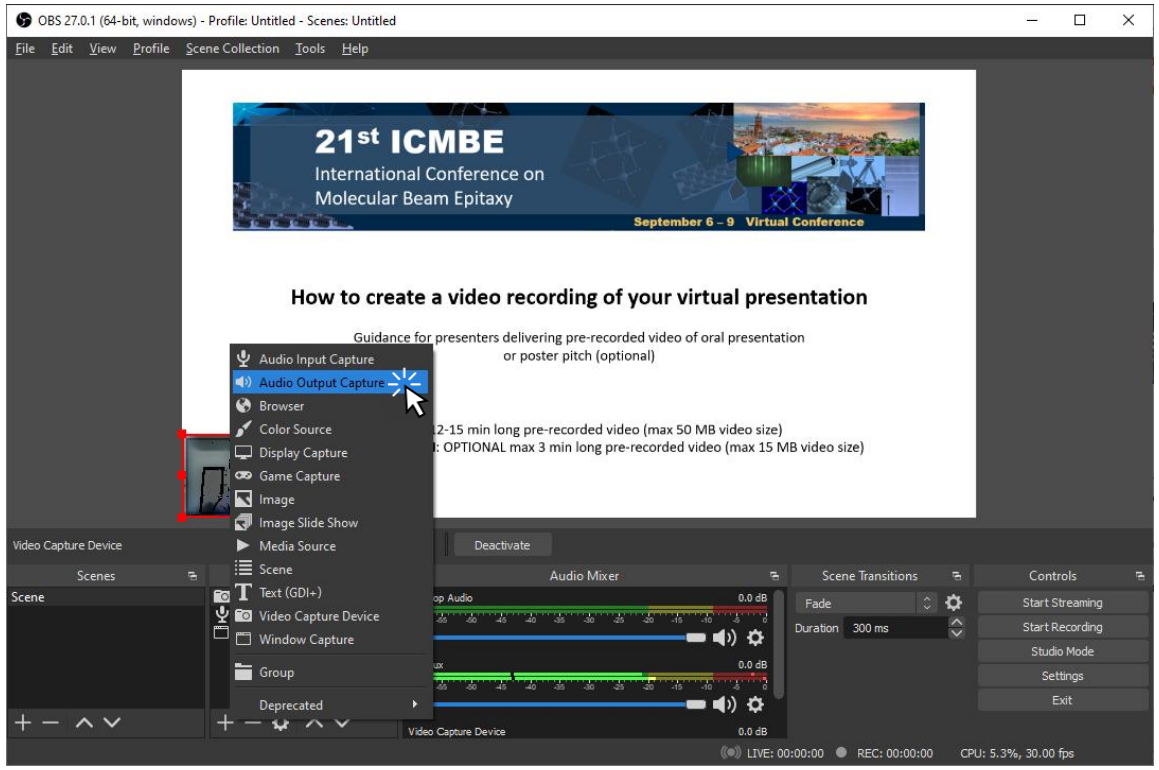
Then, in similar way, add “Audio Input Capture” source to capture your narration. In this example, existing source “Mic/Aux” has been added.

If you want to include a Speaker Camera, add “Video Capture Device” source as well.

Adjust the size and position of the Video Capture Device source.

How to create a video recording of your presentation using OBS Studio

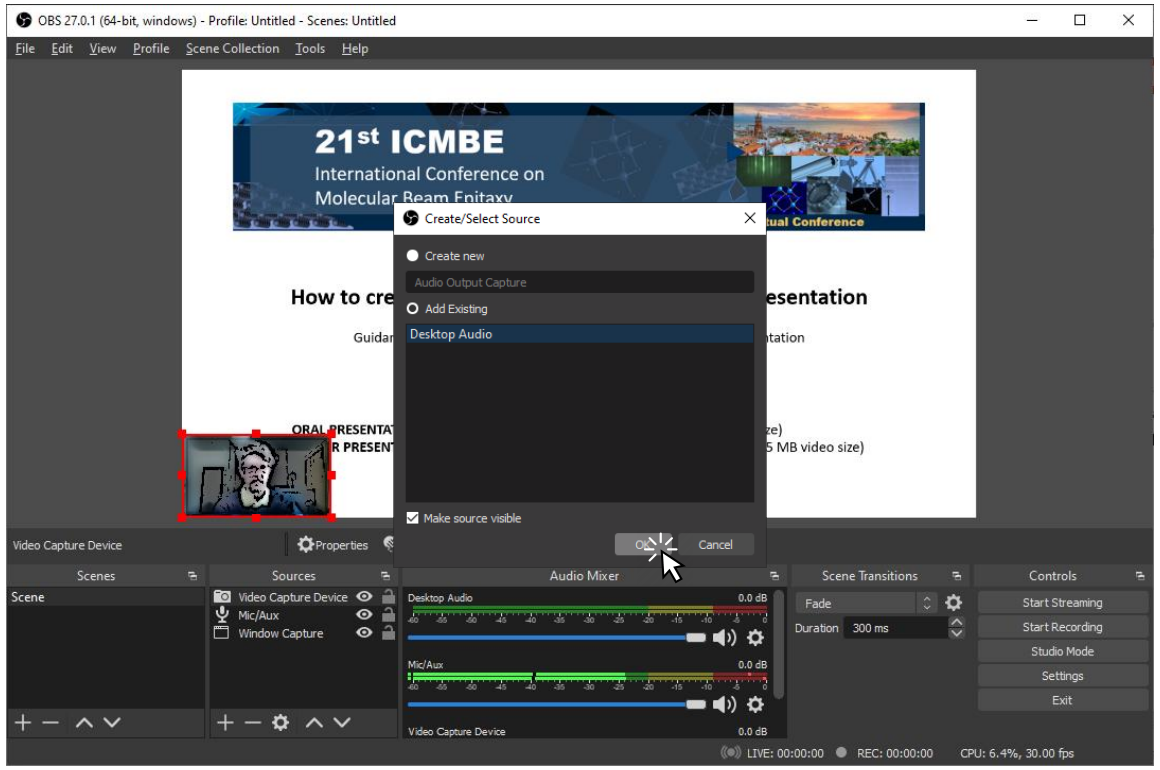
3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.



If you have inserted some audio/video content into your presentation, you may need to add a “Audio Output Capture” source as well.

How to create a video recording of your presentation using OBS Studio

3. In OBS Studio main window, click “+” icon in “Sources” to start adding all necessary sources for your recording.



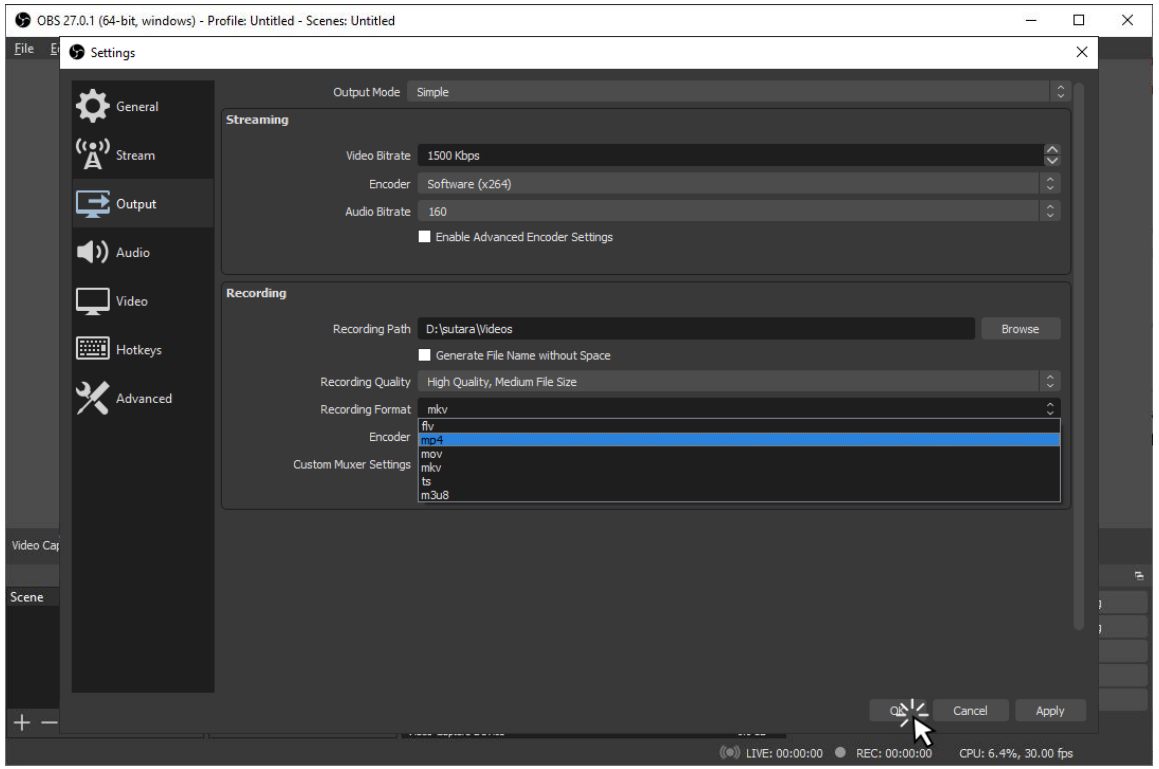
If you have inserted some audio/video content into your presentation, you may need to add a “Audio Output Capture” source as well.

Select “Add Existing” > “Desktop Audio” and click “OK” button.

More useful tips can be found for example here.

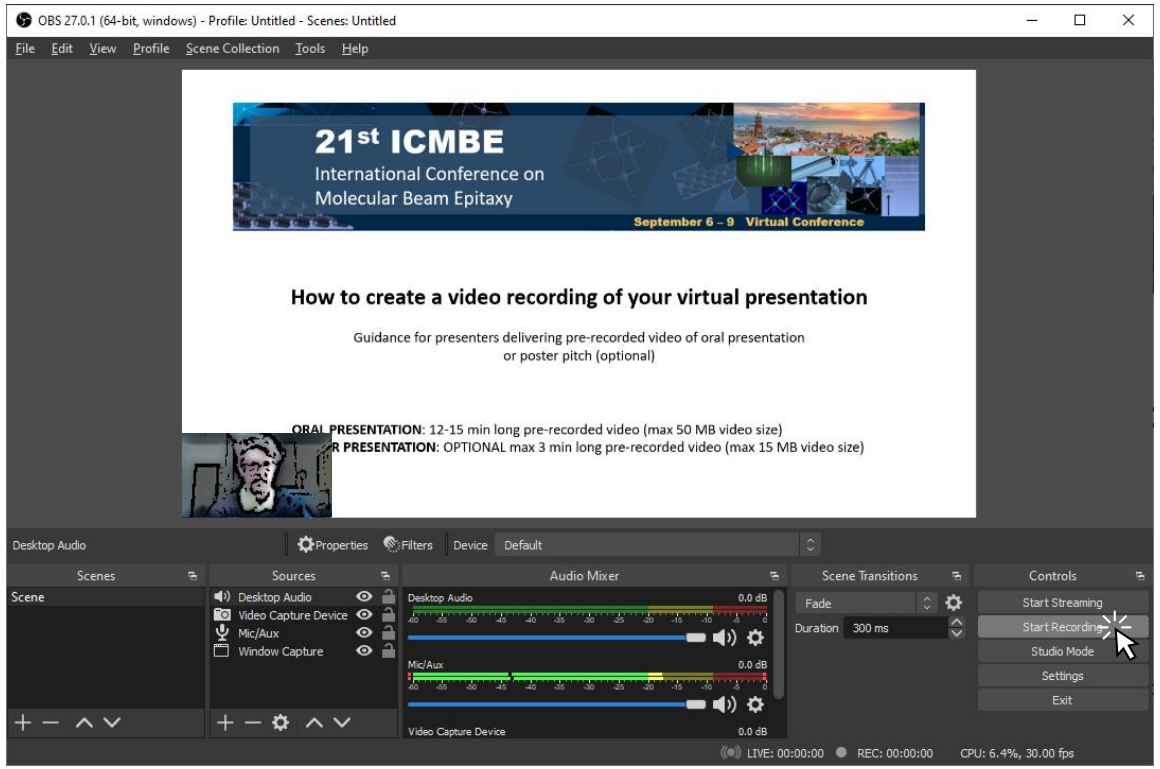
How to create a video recording of your presentation using OBS Studio

4. In “File” > “Settings” > “Output”, change the recording format to mp4 and click “OK” button.



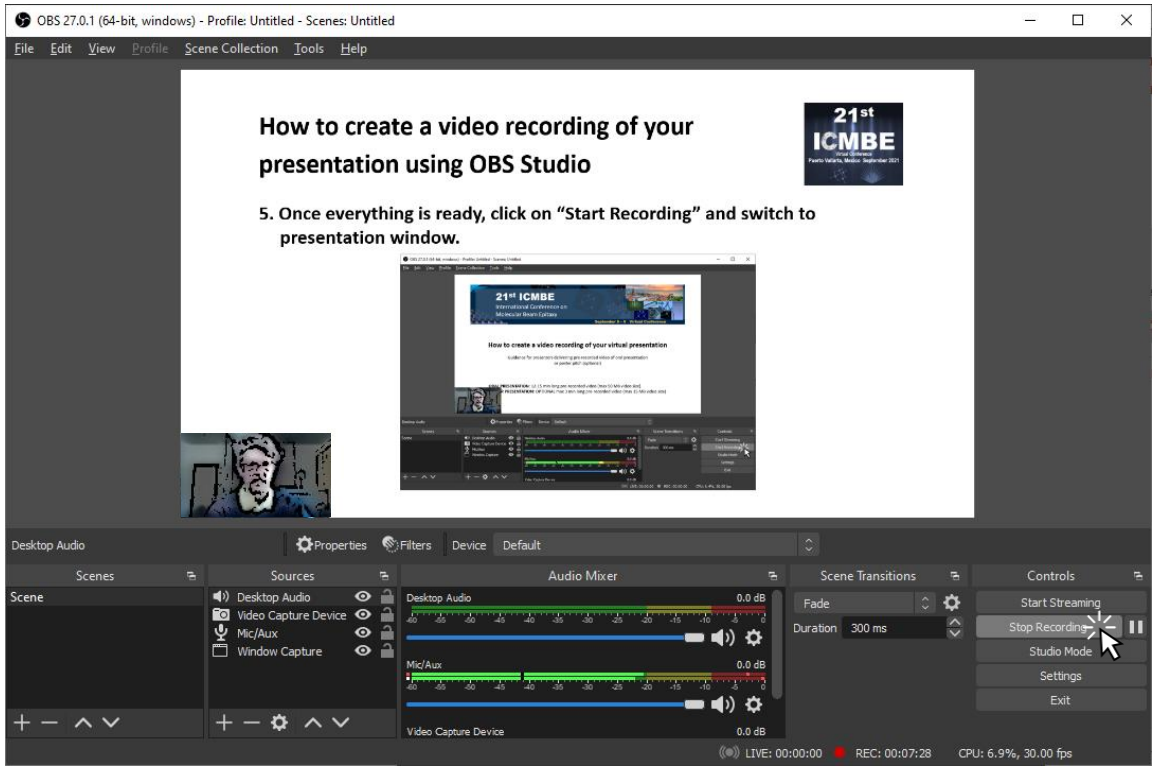
How to create a video recording of your presentation using OBS Studio

5. Once everything is ready, click on “Start Recording” and switch to presentation window.



How to create a video recording of your presentation using OBS Studio

6. Once recording of your presentation is done, switch back to OBS window and click on “Stop Recording”.



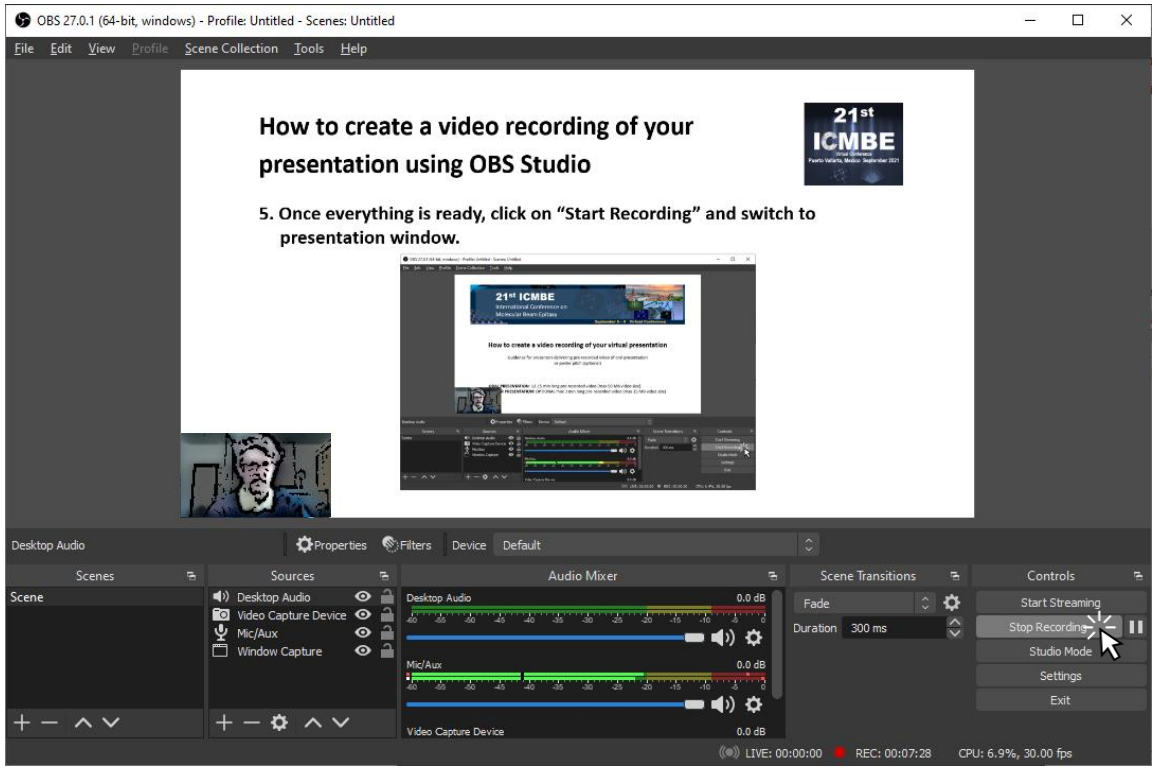
The .mp4 recording video file(s) can be retrieved selecting “File” > “Show Recordings”.

You may want to rename the .mp4 video file.

If you need to trim the video recording, you can do it following these instructions.

How to create a video recording of your presentation using OBS Studio

6. Once recording of your presentation is done, switch back to OBS window and click on “Stop Recording”.

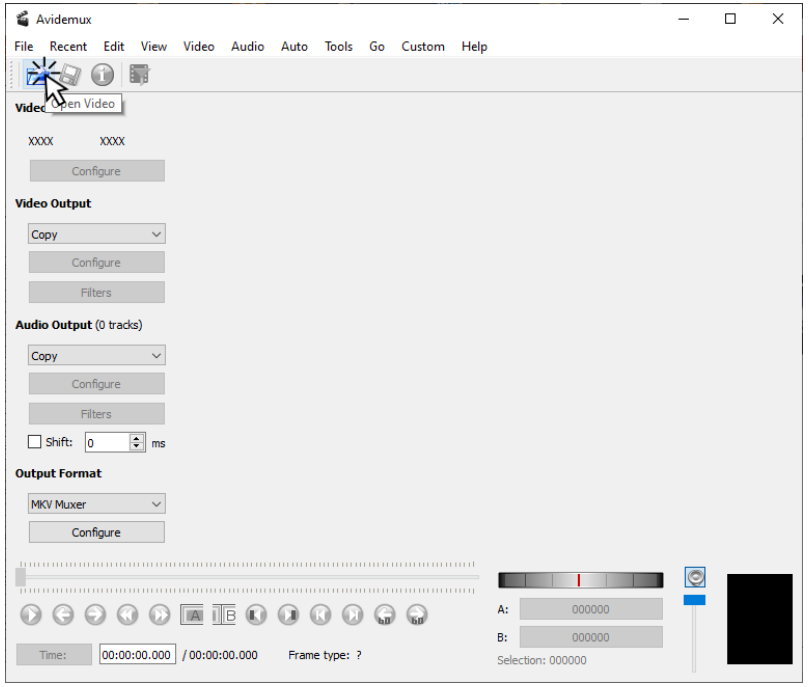


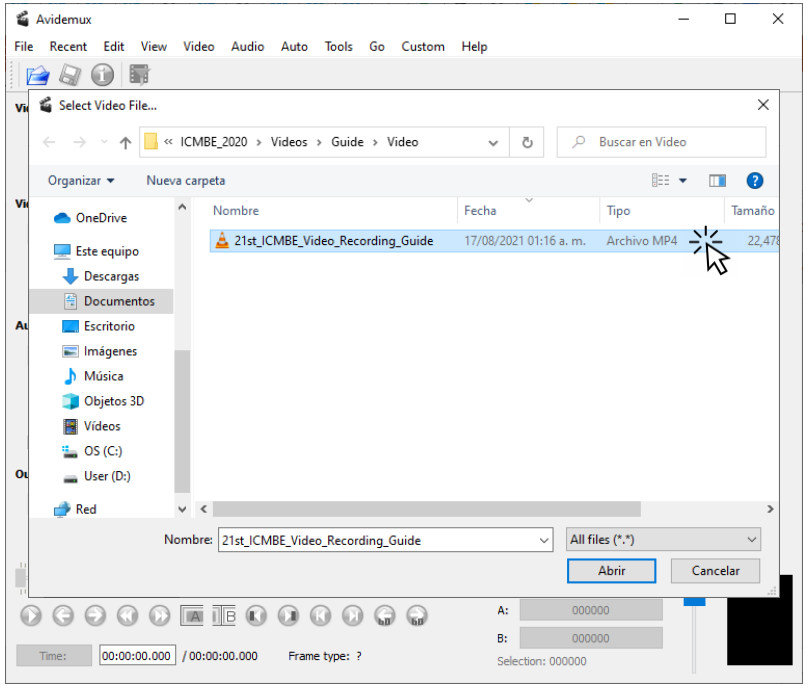
Please check whether the video file fits the maximum allowed size (**max 300 MB** for Plenary Talk, **max 200 MB** for Invited Talk, **max 100 MB** for virtual Oral Presentation, and **max 20 MB** for (optional) Poster Pitch). If not, reduce the video file size, for example using Avidemux following these instructions.

How to reduce the size of a video recording of your presentation using Avidemux

(and/or trim the video if necessary)

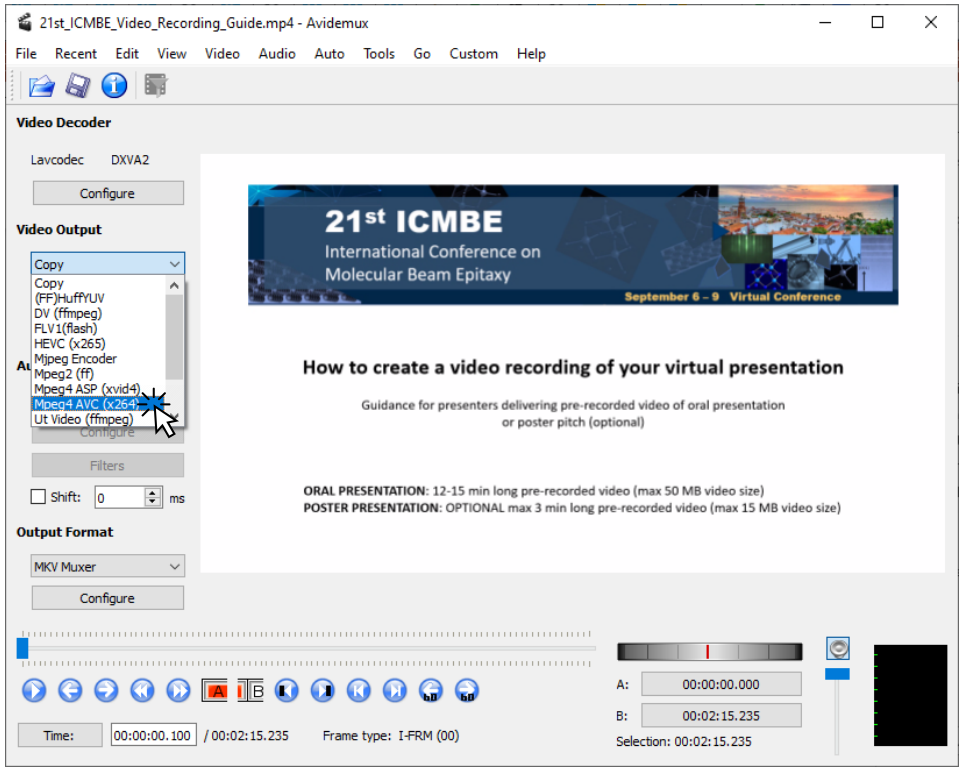
1. Open the video file of the recording of your presentation in Avidemux clicking on “File” > “Open…” or clicking directly on “Open Video” button.

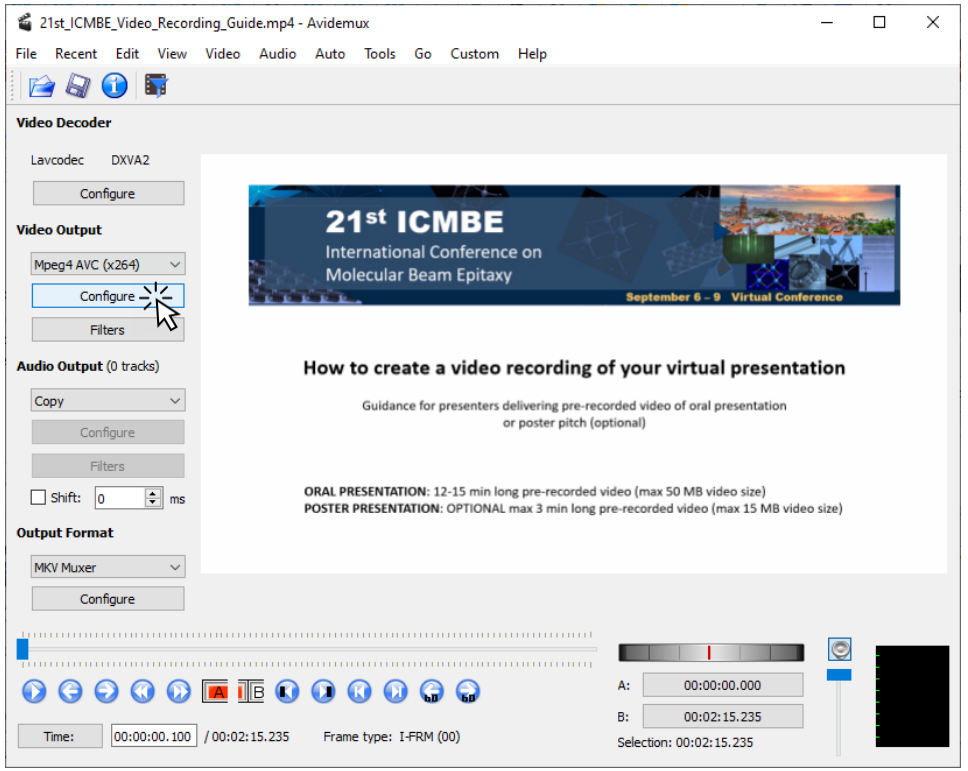




How to reduce the size of a video recording of your presentation using Avidemux

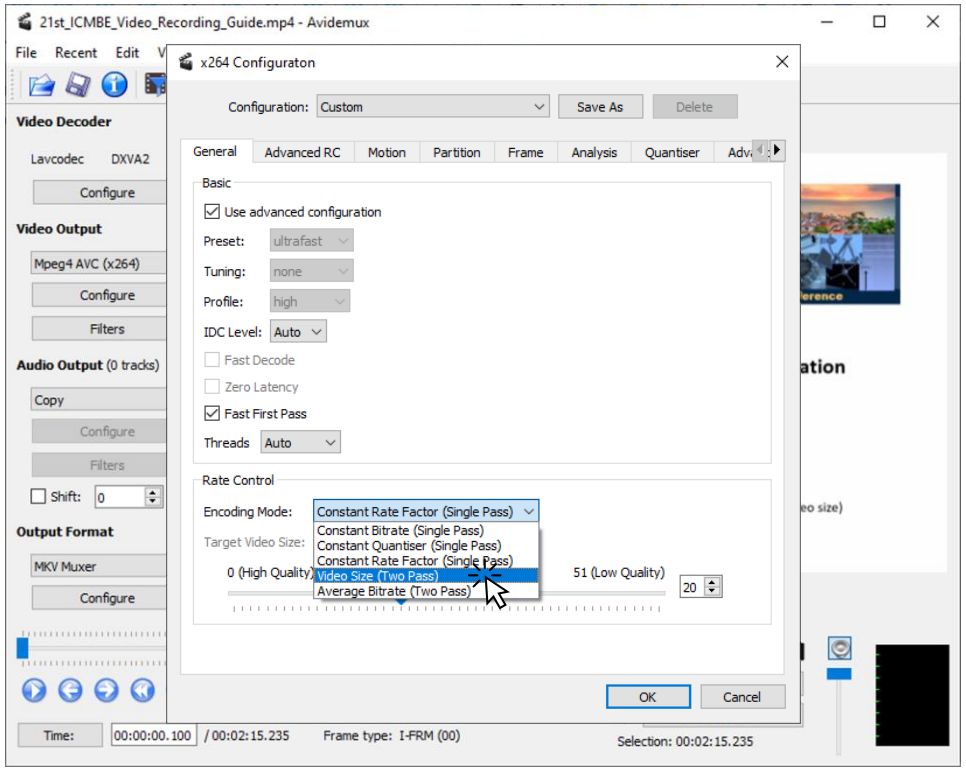
2. Set “Video Output” to “Mpeg4 AVC (x264)”. Then click on “Configure” button below.

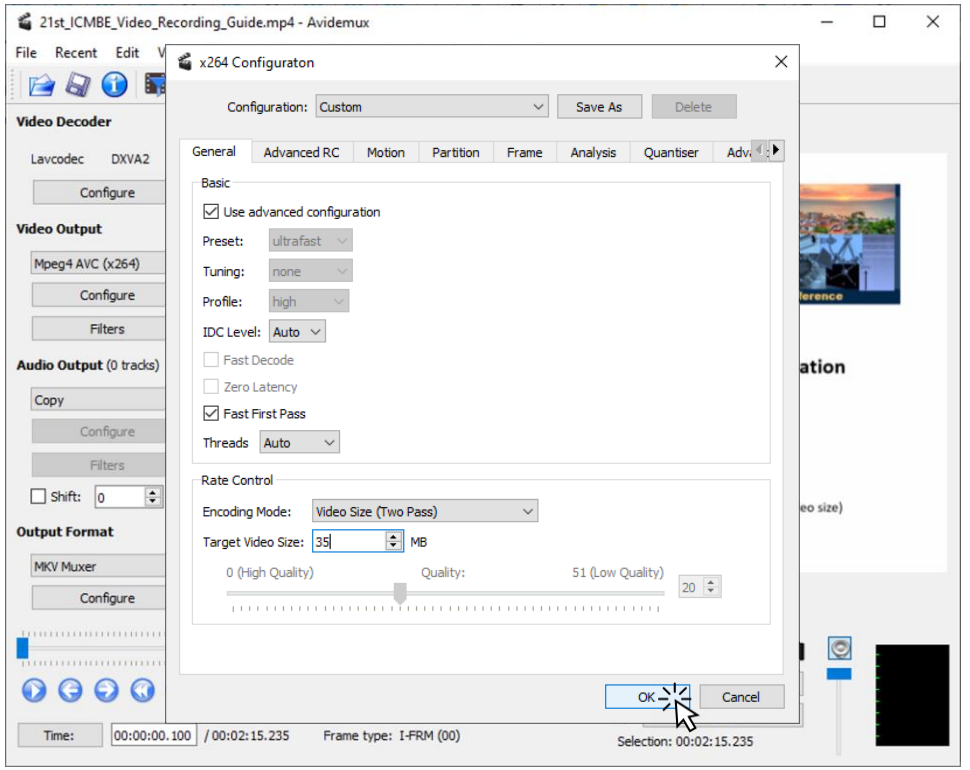




How to reduce the size of a video recording of your presentation using Avidemux

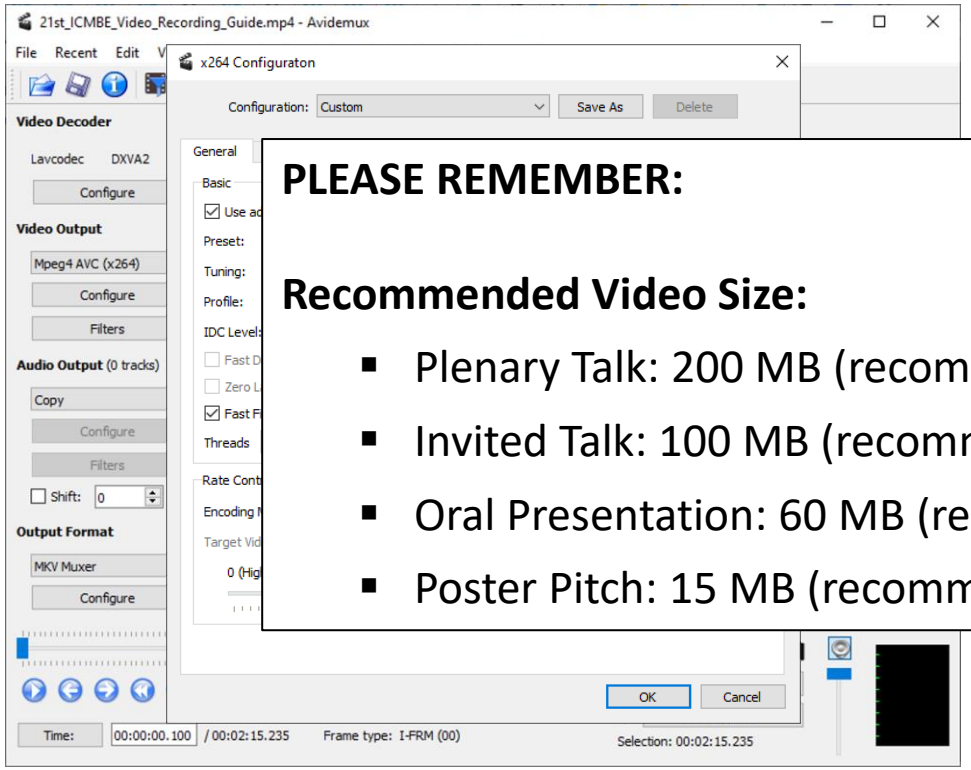
3. Set “Encoding Mode” to “Video Size (Two Pass)”. Then set “Target Video Size” to approximately 80% of the recommended video size.

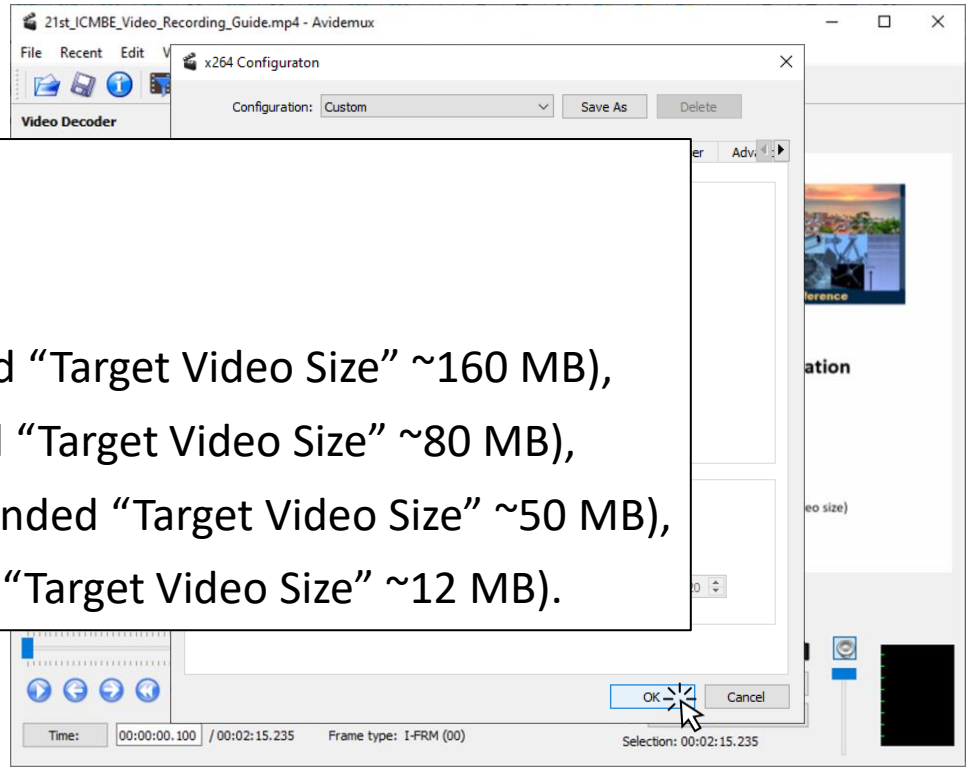




How to reduce the size of a video recording of your presentation using Avidemux

3. Set “Encoding Mode” to “Video Size (Two Pass)”. Then set “Target Video Size” to approximately 80% of the recommended video size.





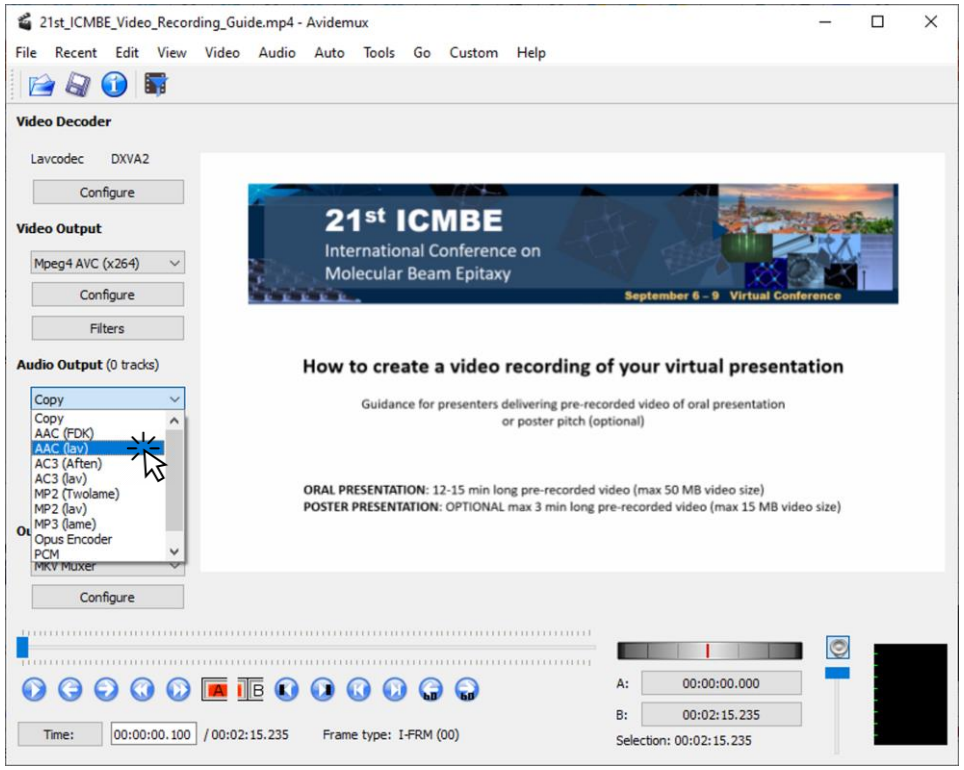
PLEASE REMEMBER:

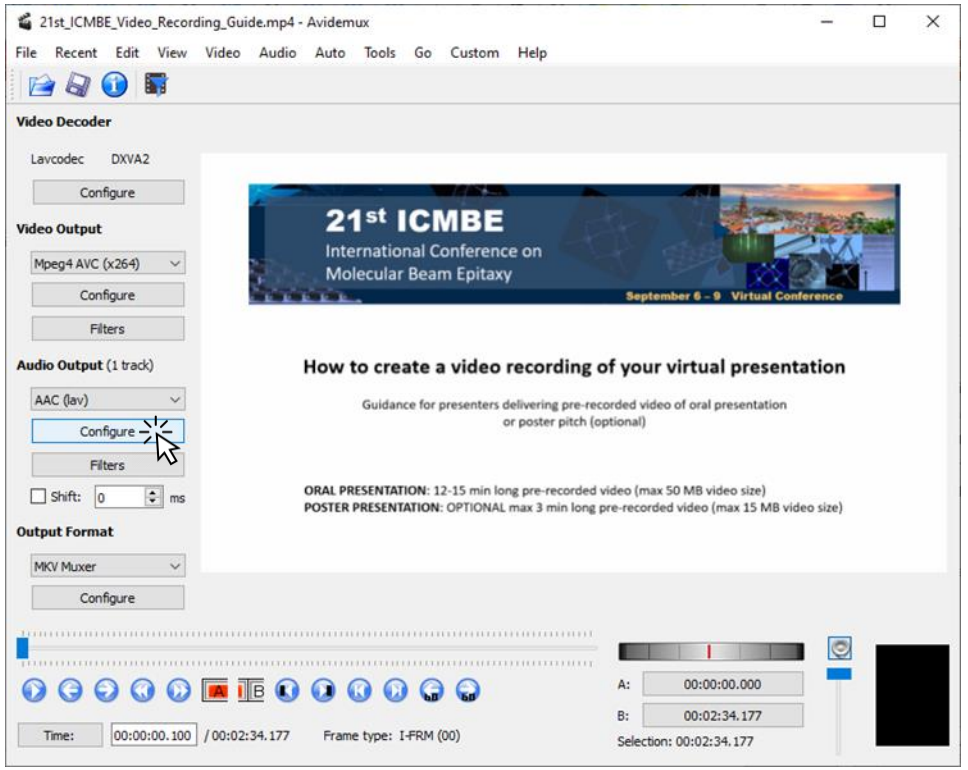
Recommended Video Size:

- Plenary Talk: 200 MB (recommended “Target Video Size” ~160 MB),
- Invited Talk: 100 MB (recommended “Target Video Size” ~80 MB),
- Oral Presentation: 60 MB (recommended “Target Video Size” ~50 MB),
- Poster Pitch: 15 MB (recommended “Target Video Size” ~12 MB).

How to reduce the size of a video recording of your presentation using Avidemux

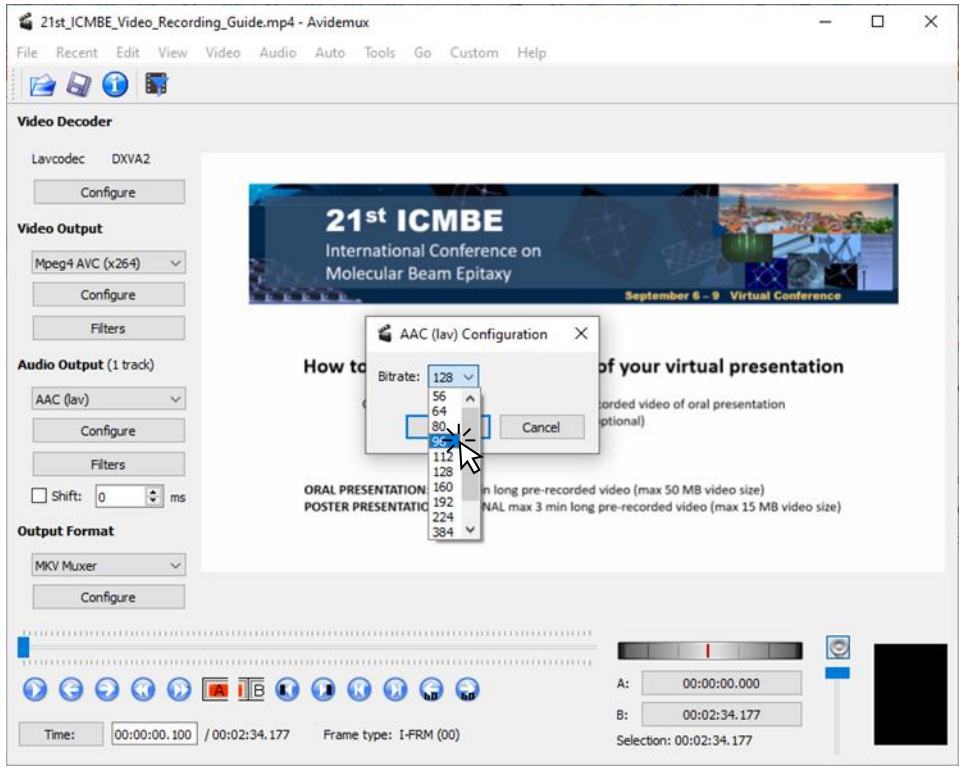
4. Set “Audio Output” to “AAC (lav)”. Then click on “Configure” button below.



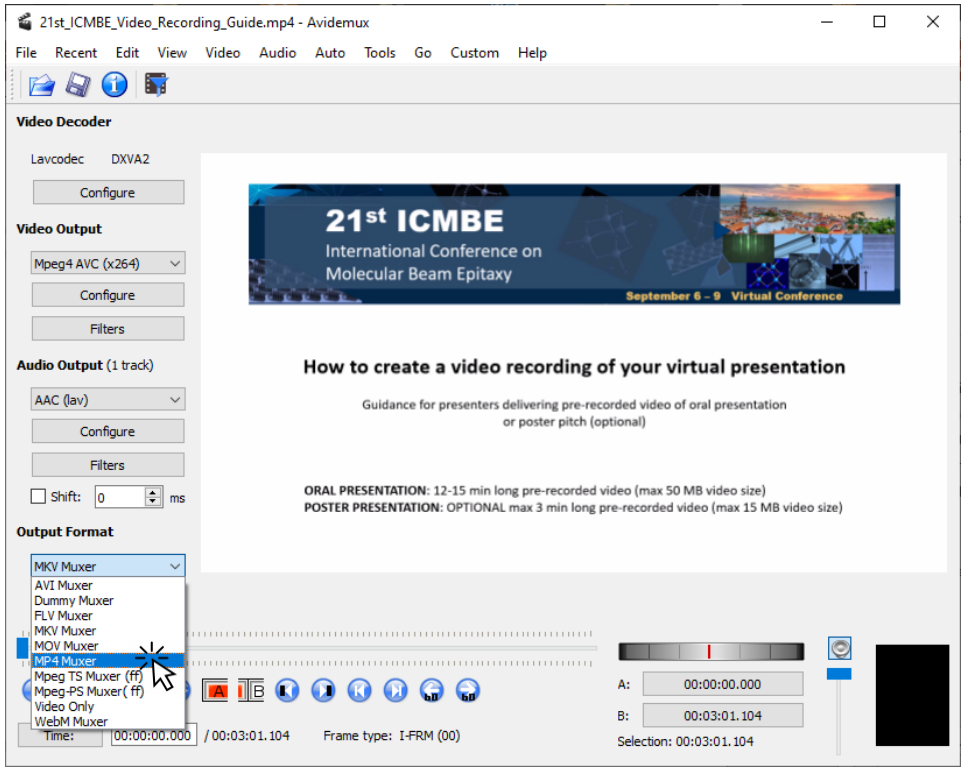


How to reduce the size of a video recording of your presentation using Avidemux

5. Set “Bitrate” to “96” and click on “OK” button.

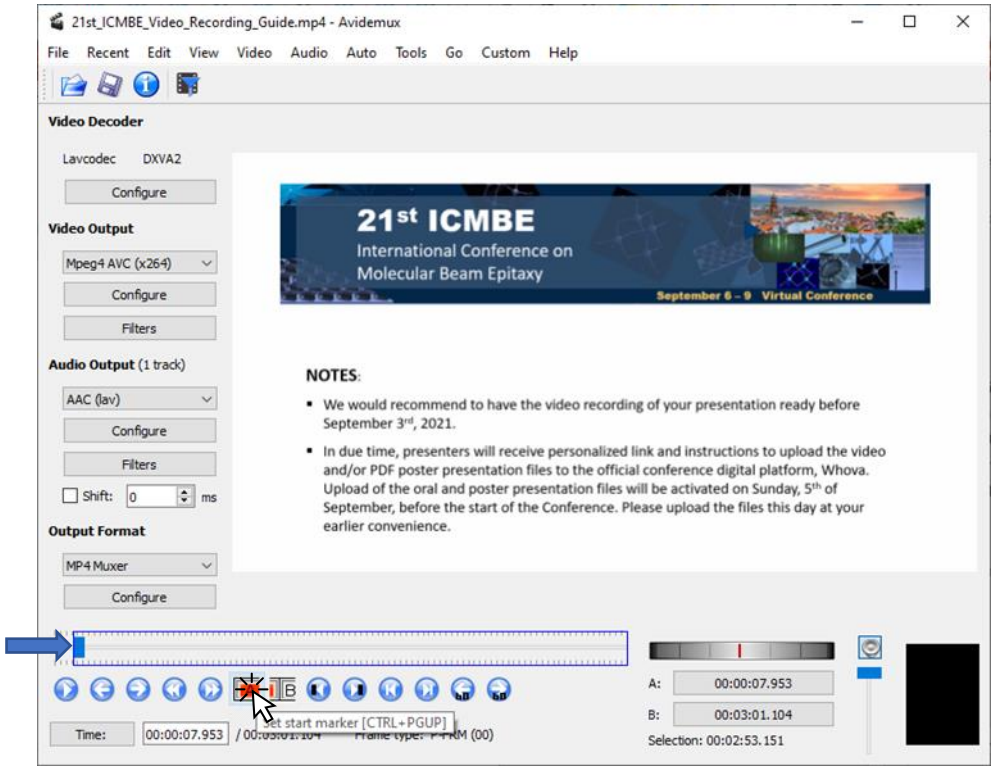


6. Set “Output Format” to “MP4 Muxer”.



How to reduce the size of a video recording of your presentation using Avidemux

7. If you want to trim your recording, drag the handle on the playback bar to required start position and click the “A” (Set start marker) button.



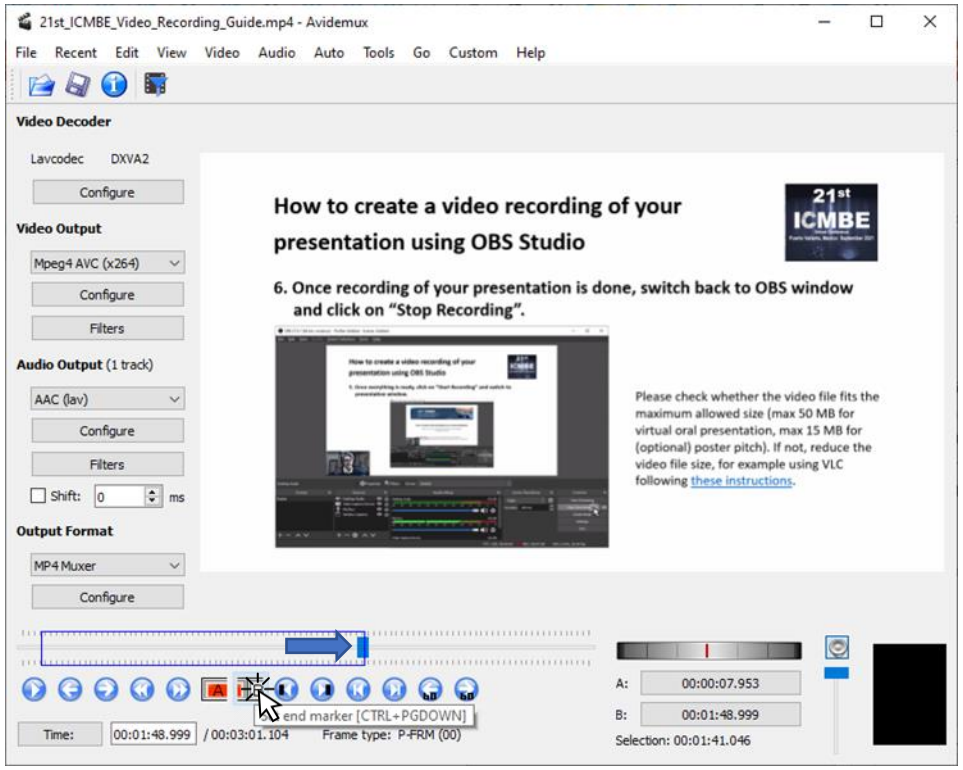
If you do not want to trim your recording, skip steps 7-8.

The precise handle position can be adjusted using Left/Right Arrows on your keyboard.

You can also click on “Time:” button and enter the exact time.

How to reduce the size of a video recording of your presentation using Avidemux

8. In similar way you can set required end position and click the “B” (Set end marker) button.



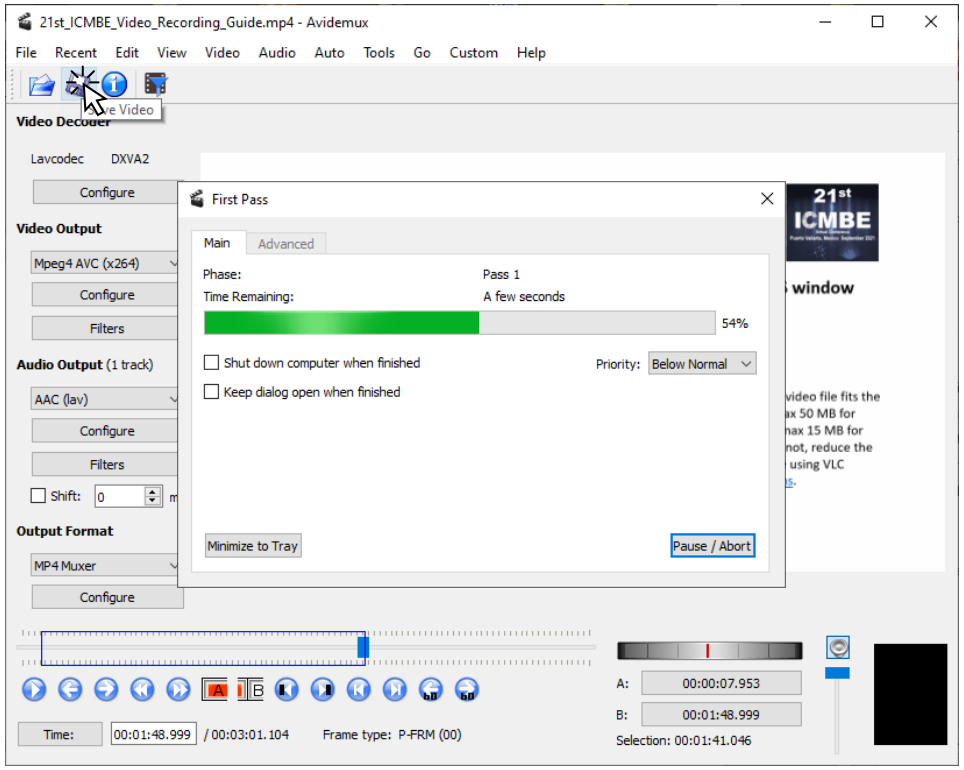
If you do not want to trim your recording, skip steps 7-8.

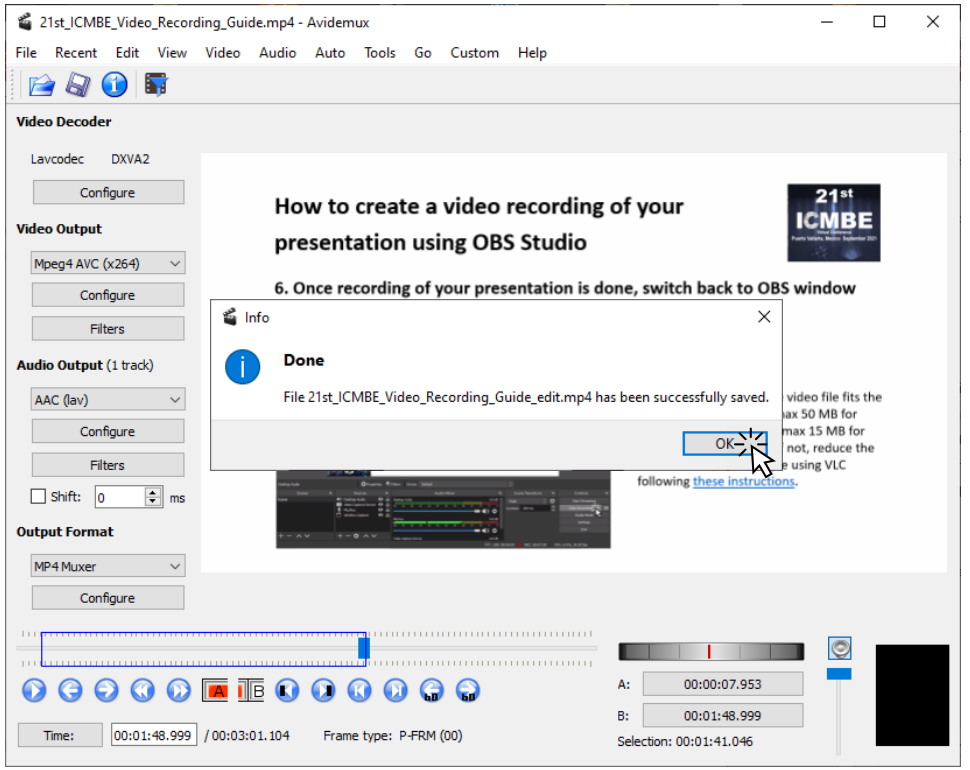
The precise handle position can be adjusted using Left/Right Arrows on your keyboard.

You can also click on “Time:” button and enter the exact time.

How to reduce the size of a video recording of your presentation using Avidemux

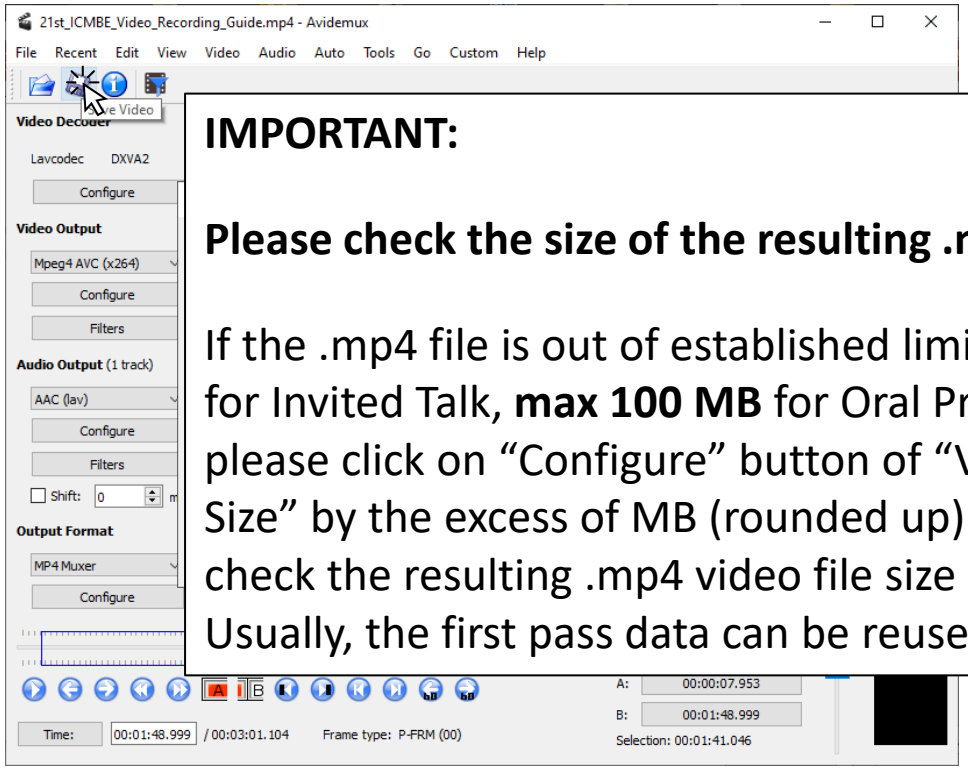
9. Save the video clicking on “File” > “Save” or clicking directly on “Save Video” button.

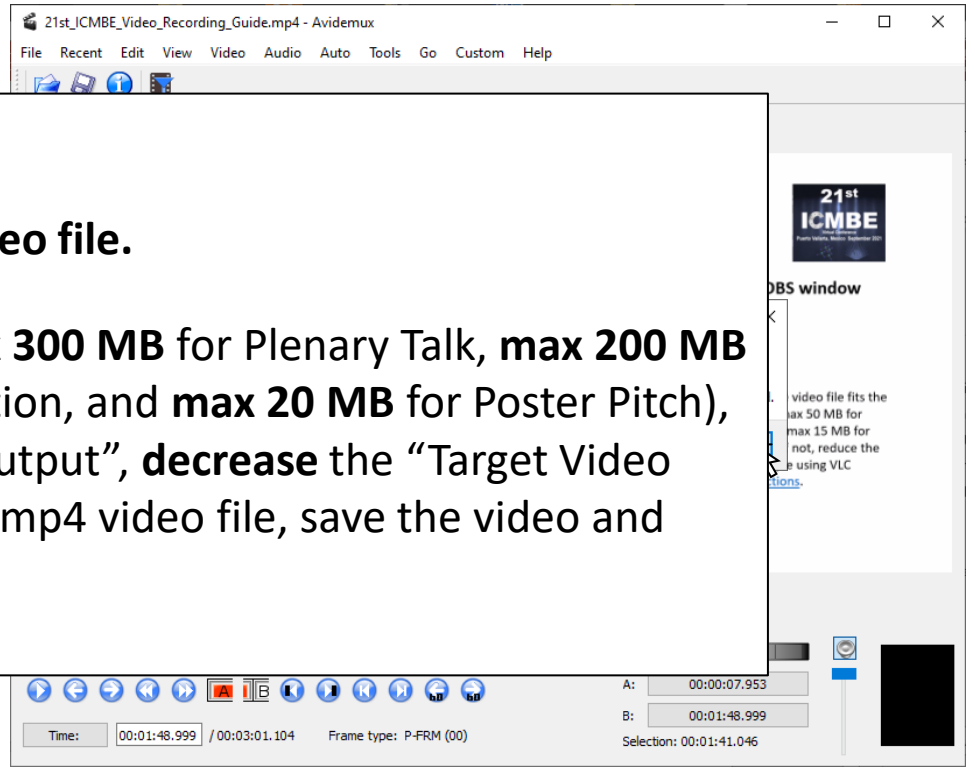




How to reduce the size of a video recording of your presentation using Avidemux

9. Save the video clicking on “File” > “Save” or clicking directly on “Save Video” button.





IMPORTANT:

Please check the size of the resulting .mp4 video file.

If the .mp4 file is out of established limits (**max 300 MB** for Plenary Talk, **max 200 MB** for Invited Talk, **max 100 MB** for Oral Presentation, and **max 20 MB** for Poster Pitch), please click on “Configure” button of “Video Output”, **decrease** the “Target Video Size” by the excess of MB (rounded up) of the .mp4 video file, save the video and check the resulting .mp4 video file size again.
Usually, the first pass data can be reused.

How to create a video recording of your virtual presentation

Guidance for presenters delivering pre-recorded video of Plenary or Invited Talk, Oral Presentation or Poster Pitch (optional)

The End