

Instructions for Pre-Recorded Oral Presentations

Specifications and Requirements

Duration: 15 minutes

File size: 1–2 GB

Accepted formats: MP4, M4V, or MOV

Dimensions: aspect ratio 16:9

File name: LastName-AbstractNumber

Submission deadline: June 14, 2021, 4:00 p.m. PDT/7:00 p.m. EDT/11:00 p.m. UTC

Submission via email: meetinginfo@hou.usra.edu

If your file is too large to attach to an e-mail and you do not have large file transfer capability, contact dmitchell@hou.usra.edu to request a USRA/LPI large file transfer invitation.

You may use any program/platform to pre-record your presentation as long as the file you submit is an MP4, M4V, or MOV.

PowerPoint

Create your PowerPoint file, as usual. To add narration, choose “Record Slide Show” in the Slide Show tab. When you’ve completed your narration, save your file. To export to an MP4, select File/Export/Create a Video/Create Video and Save.

Additional Resources:

[Instructions for recording a PowerPoint presentation](#)

[Instructions for saving as an MP4 in PowerPoint](#)

Keynote

Create your Keynote file, as usual. To add narration, choose the “Record Slideshow” under the Play Menu. Click the red circle at the bottom of the window to start and stop your recording. Press the escape key to exit the presentation mode. When you’ve completed your narration, save your file. To export to an M4V, select File/Export/Movie and save.

Additional Resources:

[Record Keynote presentations on Mac](#)

[Export Keynote to M4V](#)

Zoom/RingCentral

Log into your account.

Join audio (computer audio, phone, headset).

Start your video.

Share your screen with your presentation in presenter view.

In the Meeting Control bar, select the 3 dots, “More” and click Record.

Once you are done, click on “More” again and stop recording.

End Meeting, and your recording will save to your computer or cloud.

Review your recording.

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Tips for Recording your Presentation

- Video backgrounds – For physical and virtual backgrounds, ensure that your surroundings and/or virtual background are appropriate and professional.
- Be aware of your lighting — lighting can make your video look great or washed out. Light sources should come from in front of you or from your side to best light your face.
- If available, use a headset to ensure you are heard by the audience. If a headset is unavailable, try to stay close to the microphone on your webcam or phone.
- Silence your device notifications.
- Look directly at your webcam rather than your presentation.
- Review your recording to ensure the audio is clear, your start and stop are prompt, and your animations are working properly.

Questions

Contact meetinginfo@hou.usra.edu.