For the pre-recording of your talk, we will need you to provide a video file containing your slides and talking head (picture-in-picture). The result we're aiming for is the following:

You can record your presentation using;

- Zoom (https://www.youtube.com/watch?v=Wp16MNHnBTc)
- PowerPoint (Windows only: https://www.youtube.com/watch?v=Y0iuFe7zJR8)
- Panopto (see detailed instructions below)
- … or any other service you prefer

Important: the video should not be longer than your allocated presentation time.

SELF-RECORDING INSTRUCTIONS USING PANOPTO

Watch the video instructions here: https://vimeo.com/461135252/ea56428b01

SHORTCUT LINKS

1. Test your computer: https://live.eventinsight.io/check.html
2. Record your presentation: https://www.panopto.com/record/
3. Submit your video: https://www.wetransfer.com/

1. PREPARE AND CHECK YOUR COMPUTER

What do you need? A computer with a stable broadband internet connection, a headset with microphone, and a webcam.

Tips & tricks:

- Make sure your computer is up-to-date and running stable (no warning messages, annoying advertisement pop-ups, software update reminders, etc…).
- **Close all software programs** you won't be needing during your presentation to avoid unwanted notification messages (incoming e-mails, calendar reminders, etc…).
- It is strongly advised to use the **Google Chrome** browser for this application. If you don't have it installed yet, you can download it for free here: https://www.google.com/chrome/.
- You'll need a good **internet connection** for this to work seamlessly. If you can view any YouTube video (https://www.youtube.com) without interruptions or hiccups in browsing, video, or audio – you are good to go! If you are having troubles or things are going slowly, try moving closer to your wi-fi router or connect your computer via a network cable for a better internet connection.
- If you are using a laptop, make sure your power adaptor is connected so your computer doesn't run out of battery.
- Use a **headset with microphone** to reduce environment noise and have a good quality audio for you to listen in to.

All set up? Test your connection and systems here: https://live.eventinsight.io/check.html

2. PREPARE YOURSELF AND CHECK THE ROOM

Tips & tricks:

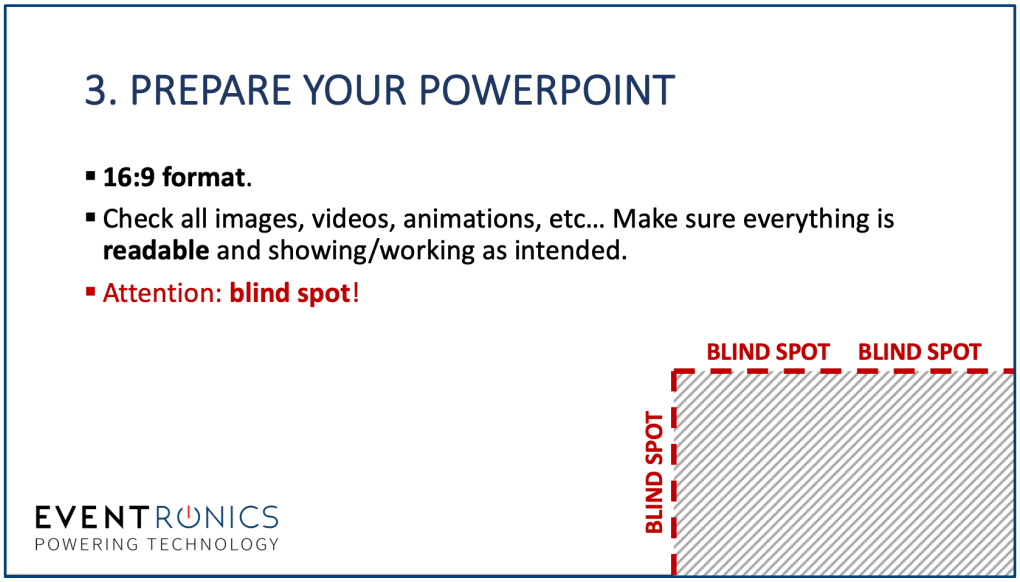
- Choose a **quiet environment**, free of any distractions (no open windows, no street noise from roadworks or passing vehicles with sirens, no kids or pets around, etc…). Don't forget to turn off your phone ☺.
- Check your **camera image** for any distractions or private items that are visible in your video background (family pictures, confidential info on a flipchart, etc…) – **remove anything you don't want others to see**.
- **Check whether your face is sufficiently lit,** and if your facial expressions are clearly visible on screen. Avoid pointing the camera to windows (backlight) and try adding an extra light behind your camera/computer to make your face more visible if necessary.
- Choose your **clothing.** Neutrals, soft blues, and browns are the way to go. Avoid high-contrast clothing like a bright green shirt and bright red pants, and striped/dotted/pattern clothing.

3. PREPARE YOUR POWERPOINT

Tips & tricks:

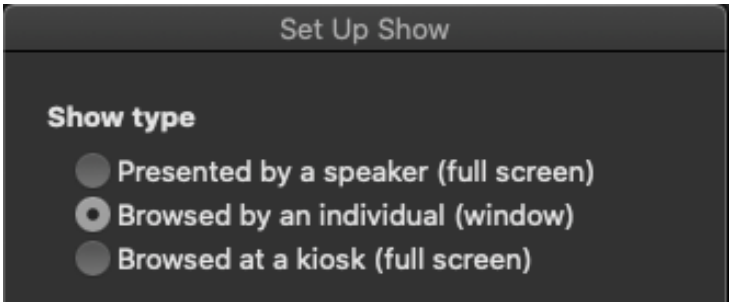
- Make up your PowerPoint in a **16:9 format** (see: https://support.microsoft.com/en-us/office/change-the-size-of-your-slides-040a811c-be43-40b9-8d04-0de5ed79987e).
- Always **check your slideshow** and make sure all content shows as wanted (all images, videos, animations, etc…). If you are showing charts, tables, or images, make sure everything is **readable**.

- Mind the blind spot in the lower-right corner! The 'picture-in-picture' recording will hide this part of your presentation.



Set up your PowerPoint as following:

1. Open your PowerPoint presentation and have your first slide ready.
2. In the top menu, navigate to SLIDE SHOW > SET UP SHOW…
3. Under SHOW TYPE, select BROWSED BY AN INDIVIDUAL (window).



4. Confirm the settings by clicking OK.
5. Start the slideshow.

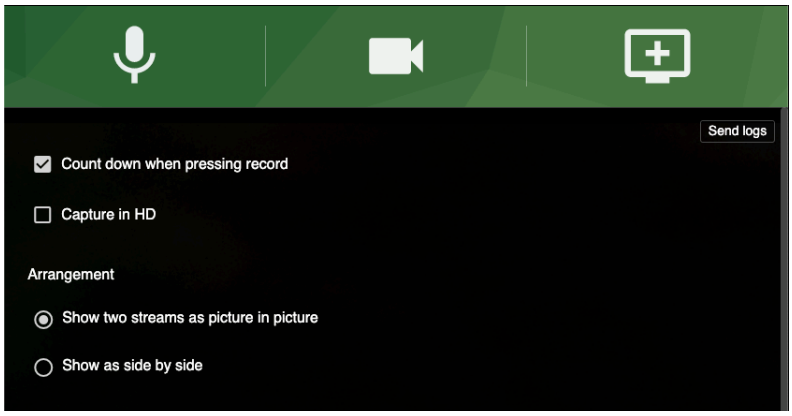
4. RECORD YOUR TALK

Open the Google Chrome browser and surf to https://www.panopto.com/record/.

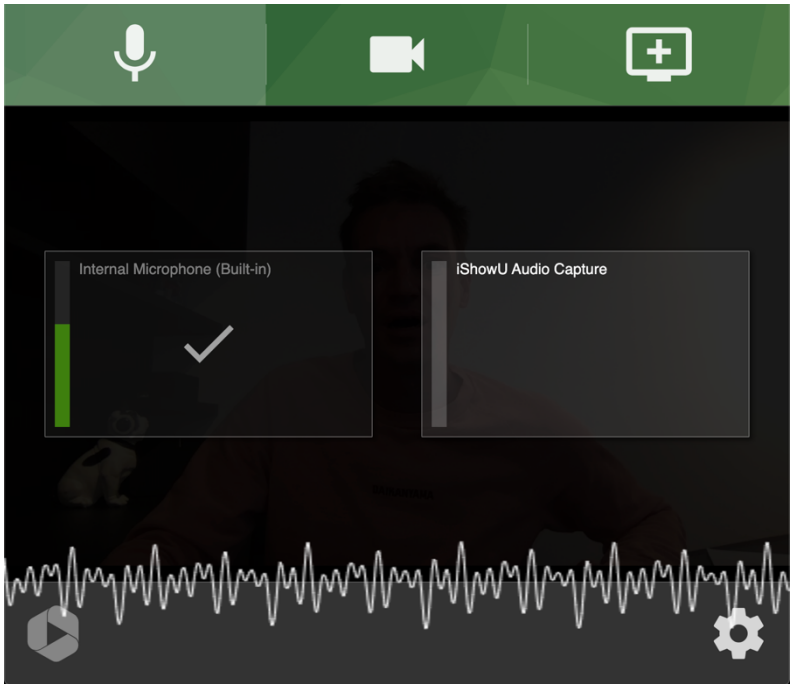
Set up your recording:

1. Click the SETTINGS wheel in the lower-right corner and make sure following options are selected:
   - COUNT DOWN WHEN PRESSING RECORD

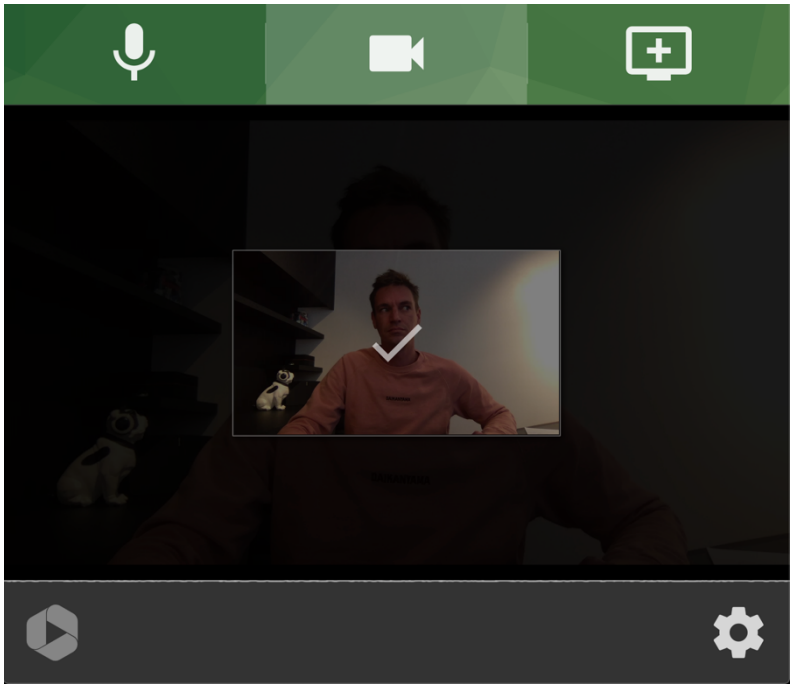
- SHOW TWO STREAMS AS PICTURE IN PICTURE



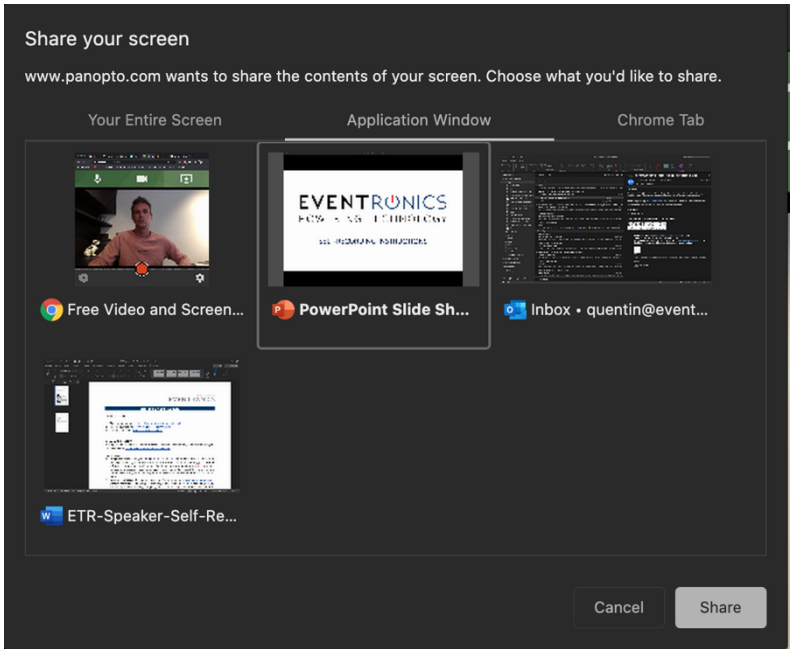
2. Click **MICROPHONE** and choose the correct device. Say a few words, a green bar and frequency wave should move to indicate the microphone is working and it hears you.
   Note: If you see no movement this means no sound has been detected! Check your microphone and its settings – it might be muted or broken.



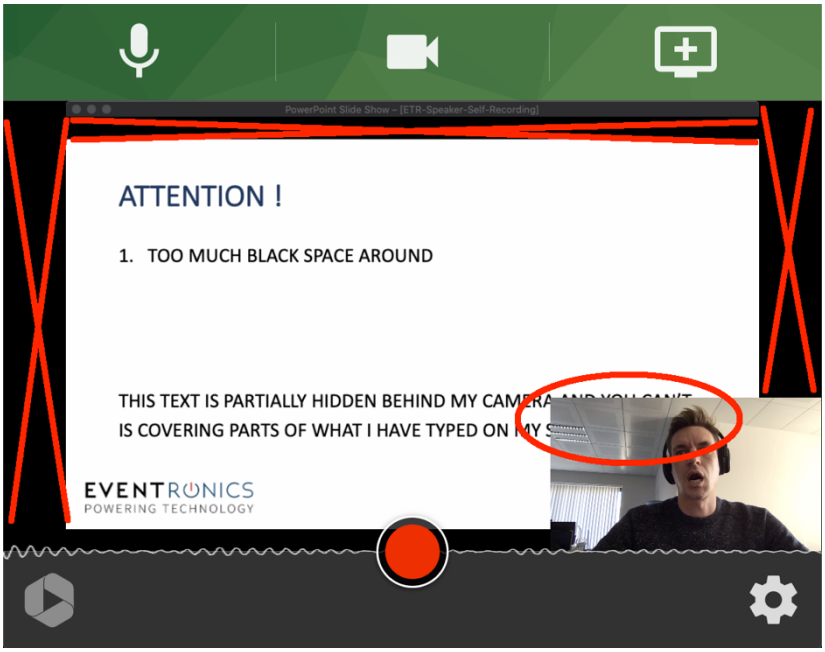
3. Click **CAMERA** and choose the correct device, you should see yourself in the image preview.



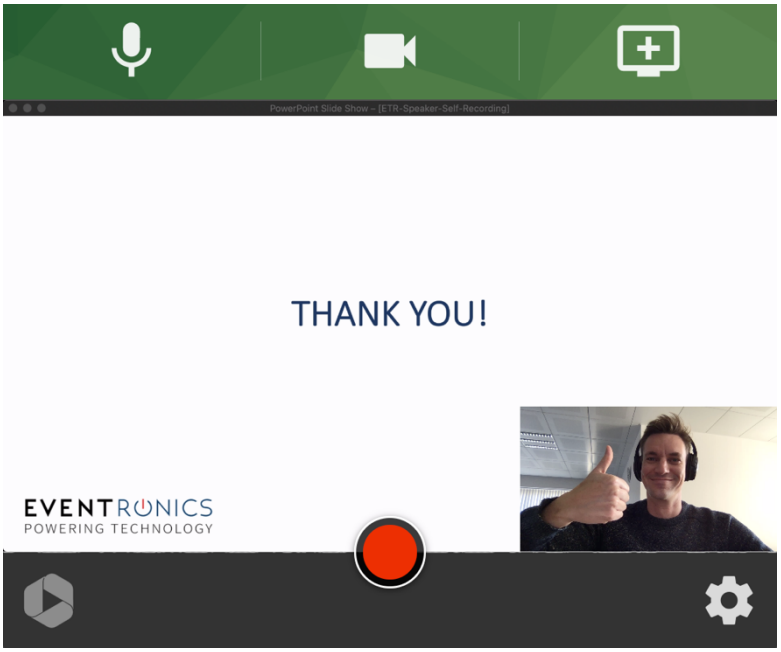
4. Click the **SCREEN OPTIONS**, go to the tab **APPLICATION WINDOW** and select your **POWERPOINT** presentation. Click **SHARE** to confirm.



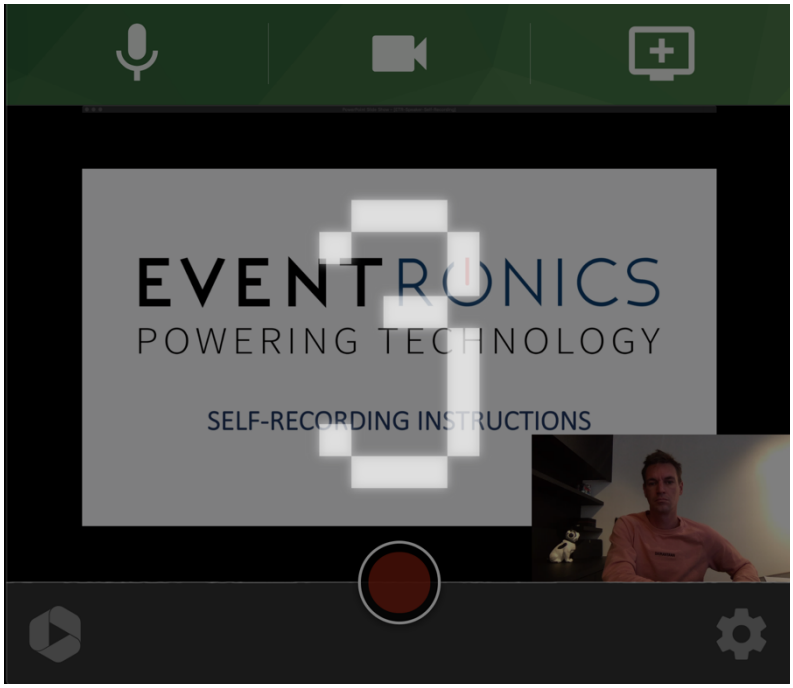
Attention: Make sure you don't have loads of black space around your slides, and check that your camera image doesn't cover up parts of your slide contents!



The entire recording screen should be filled with your slides and 'talking head', as below:



Ready? Click the red **RECORDING** button . The system will **count down** from 5 to 1, and then start recording.



Whenever you're done, hit the recording button again to stop the recording.

5. DOWNLOAD YOUR VIDEO

After you have stopped your recording (the system might also need some processing time), you will see a video preview window. Click the **DOWNLOAD** button under the video to get your file.
Congratulations, you are all done!

SUBMIT YOUR VIDEO TO THE ORGANIZATION

Locate the video file on your computer (you'll probably find it in your Downloads folder) and rename it to **PresentationID-YourFullName.webm** (eg: 0036-ValerieLAllemand.webm). Do not use any special characters or accents (eg: Valérie, L'Allemand, François, Trønto).

Go over to https://www.wetransfer.com/ and **TRANSFER** your files to quentin@eventronics.eu.