Pre-Recording Guide for Speakers

Training Agenda

- **Pre-Recorded Session Overview**

- **Options for Pre-Recording**
    - How to Pre-Record via Zoom
    - How to Pre-Record via PowerPoint

- **Uploading your Pre-Recording**

OpenWater

Virtual Conference

Pre-Recorded Sessions Overview

What are Pre-Recorded Sessions

- Pre-Recorded Sessions are meetings that are recorded ahead of time using Zoom or PowerPoint "Narrate" feature. The recording is played back to a live audience.

Why Pre-Record

- Less concern around connection issues / drop offs during the event
- Less anxiety around having to "perform" live

Pre-Record + Live Q&A

- For maximum participation and to add strong energy to an event we encourage all speakers of the pre-recorded sessions to be available in the live playback for Q&A

Pre-Record + Live Q&A

On Demand Playback + Live Q&A

- Your pre-recording will be made available to watch in the gallery for the entire duration of the conference. Participants will be expected to watch the video at their convenience and then join a meeting room at a designated time for Live Q&A.

- You should plan to arrive for the Q&A portion.

Live Playback + Live Q&A

- All participants and speakers arrive in the meeting room at the designated time.

- Playback occurs in the meeting room and everyone watches the content at the same time. At the end of the playback you and your co-presenters participate in a live Q&A.

Options for Pre-Recording

Record via Zoom

- Recommended when you are showing more than slides and if there are more than one speaker / presenter.
- Use an existing Zoom account including the Free version
- Record your screen, slides, and camera in a flow (as if you were presenting live)

Record via PowerPoint

- Record one or more slides at a time
- PowerPoint makes it easy to edit the audio of one slide at a time
- The benefit is it is easier to perform an exact script, the downside is PowerPoint recording sounds a bit more monotonous

OpenWater

Virtual Conference

Recording Via Zoom

Start a Web Meeting (https://zoom.us/start/videomeeting)

- Use an existing Zoom account or create a free account
- If you have other speakers you are working with be sure to click the Participants tab
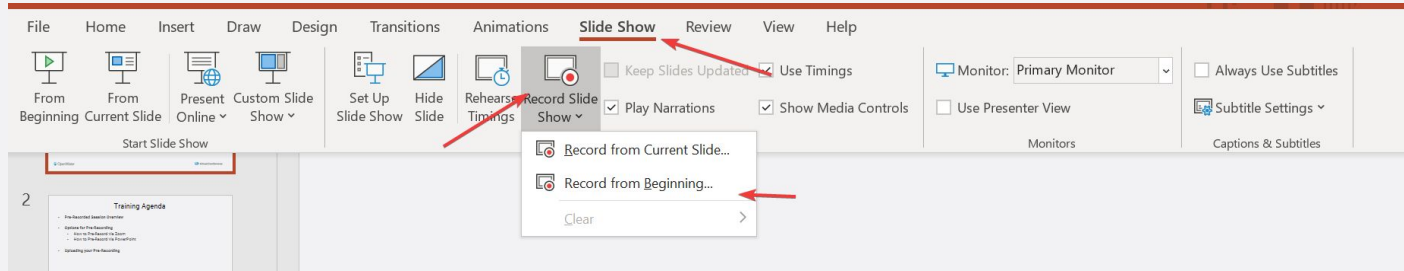

Then click to Invite them
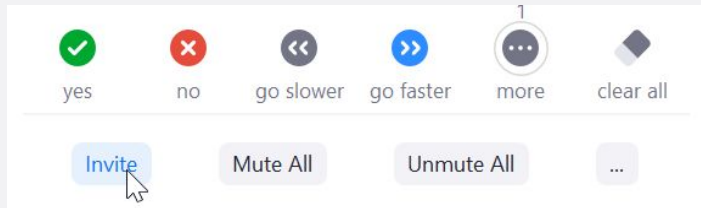
Once you are ready click Record > Record on this Computer

OpenWater

Virtual Conference
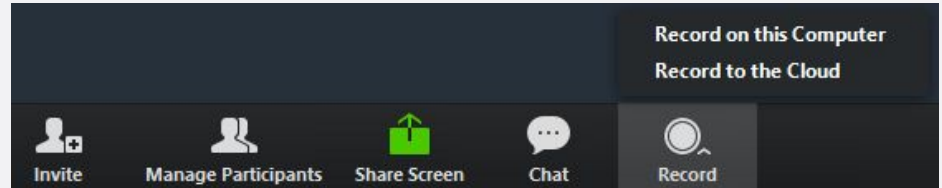
Recording Via PowerPoint

Load Your Presentation in PowerPoint

- Choose **Slide Show** > **Record Slide Show** > **Record from Beginning**

Recording Via PowerPoint

- At the Top Left you will notice the Record, Stop and Replay options
  - Record allows you to record audio for this slide
  - Replay allows you to hear your Recording

- At the top right you'll see Clear
  - Clear allows you to clear one slide's audio or To start over

- At the bottom right you'll see the toggle for your camera

Recording Via PowerPoint

- At the Top Left you will notice the Record, Stop and Replay options
  - Record allows you to record audio for this slide
  - Replay allows you to hear your Recording

- At the top right you'll see Clear
  - Clear allows you to clear one slide's audio or To start over

- At the bottom right you'll see the toggle for your camera

Recording Via PowerPoint

- Click on the **File > Export** option
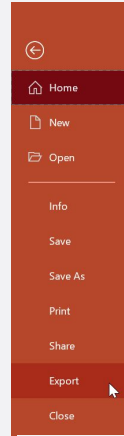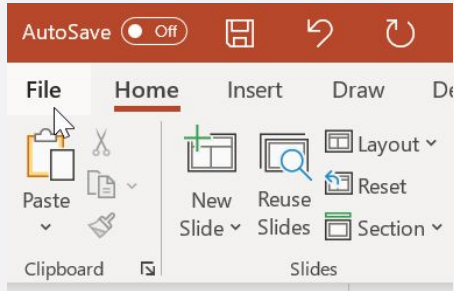
- Choose **Create a Video**
  Then click the **Create Video** button

OpenWater
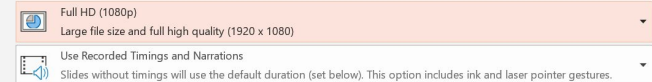
Uploading Your Pre-Recording

- Both **Zoom** and **PowerPoint** create an **MP4** file on your computer
- Click on the Link provided (example)
- Complete the required fields and upload the recording

- You can press Save and Finalize at any time after uploading. You do not need to wait for your recording to process.
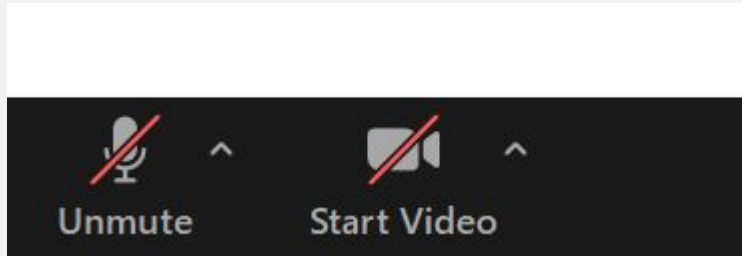
How We Use Your Recording

- Our Room Monitors will prepare your pre-recorded video prior to your live session start time

- The Room Monitor will choose to **Share Screen** and **Share Computer Sound**. (We will not optimize screen sharing for video clip as it will distort your video)
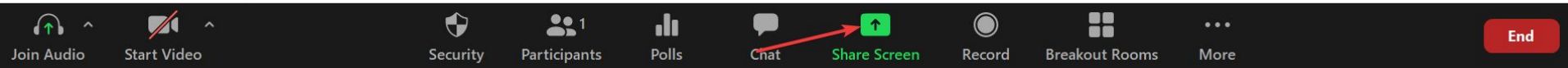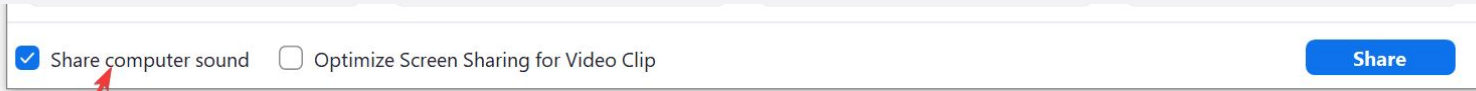
- To play the pre-recording the room monitor assigned will be a high-bandwidth network with a machine that has been tested to play recordings at a sufficient quality

OpenWater

Virtual Conference

Live Q&A

- While the recording plays we will ask all hosts / co-hosts to turn off their cameras

- When the recording is complete we will cue everyone with a statement like
  "And now the presentation has completed, please give our hosts a moment to start their cameras and audio so we can start the panel discussion"

- In Zoom pay attention to your Audio and Video controls

Questions?

-