Global Conference on Sustainability in Higher Education

presents

How to record your presentation
Agenda for Today

- Updates
- Preparing your presentation
- Preparing your slides
- Preparing to record
- Recording your presentation
- Next steps
Updates
Presenter Toolkit & Recordings

aashe.org/conference/program/presenter-details/
# Upcoming Presenter Q&A Sessions

To register for one or all of these sessions, or to view on-demand, please visit [https://www.aashe.org/conference/program/presenter-details/](https://www.aashe.org/conference/program/presenter-details/)

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Emerging Issues - Call for Proposals

- AASHE has currently open a supplementary Emerging Issues Call for Proposals

- The Emerging Issues Call for Proposals will close on August 14.

- Submissions should be designed to fill a live 40-minute session (however, some proposal may be accepted as On-Demand 15- or 40-minute sessions)

- Priority will be given to sessions that speak to the current moment. For example:
  - Opportunities to advance sustainability as part of the COVID-19 response
  - New actions or commitments to support racial equity and social justice
  - Efforts to support and encourage students and the entire campus community to vote
Become a Host Institution

- Unlimited registration passes for everyone with your institution's email IP or email address.
- 30 days of access and exposure for all registrants!
- Dedicated virtual space to showcase your branded promotional videos, white papers, documents and links.
- Live group chat with attendees to conduct private discussions with peers, partners, and prospective students.
- Verbal recognition during the Official Conference Opening.
- Logo recognition in conference promotional materials including website, welcome address slides and social media.
- Press release template highlighting your involvement as a sponsor.
- Available to AASHE member campuses only.

4-year Campuses = $4,500  2-year Campuses = $3,000
Presenter Deadlines

**RSVP Deadline**  
**Friday, July 31, 2020**
Small changes may be made to your session in AI up until this date. After this date, small changes will need to be made in Hubb.

**Registration Deadline**  
**Tuesday, Sept. 15, 2020**
Use the presenter link provided in your acceptance email. Presenter discount will be automatically applied at checkout. Additional discount codes cannot be used. Presenter discounts are already at the maximum discount offered. October 2, 2020 for Emerging Issues presenters.

**Recordings Uploaded**  
**Tuesday, Sept. 15, 2020**
Finalized recordings will need to be uploaded into Hubb.

**Substitution Deadline**  
**Thursday, Oct. 1, 2020**
Substitutions are available for presenters only. October 2, 2020 for Emerging Issues presentations.

**Cancellation Deadline**  
**Thursday, Oct. 1, 2020**
A 20% administrative fee will be deducted.
Preparing your presentation
Be mindful of your time

- **On-Demand Lighting Talks and Educational Sessions** can utilize their full time in the recording (15 minutes for Lightning Talks and 40 minutes for Educational Sessions).

- **Live/Simulive Educational Sessions** will need to leave time for their interactive elements, such as live video Q&A, breakout rooms or polls. Live/Simulive Educational Sessions are 40 minutes long, so be sure to subtract time for your engagement elements from your total recording time.

- **Networking and Discussion Groups** are 60 minutes long and are not required to have a recording.
Making your presentation engaging

- Include videos of your institution to illustrate points in your presentation
- Interview students, faculty or staff on campus
- Ask questions of the audience so they can engage with the presentation and respond in chat while watching the recording.
  - Live/Simulive Sessions presenters can chat while the recording is playing or can carry those questions forward to a live video Q&A at the end.
  - On-Demand Sessions presenters won’t be able to respond to chat comments synchronously, but can engage with the chat throughout the conference on their own time.
Preparing your slides
Preparing Your Slides

• Use layout “widescreen” 16:9

• Use the Title Slide template
Preparation Your Slides
- Solo Speaker

• Leave room on your slides in the upper right hand corner for your webcam view.

• Create a biography slide introducing yourself. Give your background, your interests and your credentials. Brag a little! Don’t be afraid to share something fun about yourself!
Preparing Your Slides - Multiple Speakers

• Combine your slide decks.

• Confirm who will be screen sharing and advancing slides.

• Write up a short timeline of who talks when.

• Create a speaker biography slide outlining who the speakers are and their backgrounds and affiliations. Don’t be afraid to share something fun about yourselves!
Preparing to Record
Key Roles

● Host - Person responsible for setting up the recording session and inviting all presenters

● Slide Manager - Presenter advancing the slides

● Recording Manager - Presenter responsible for hitting Record
  ○ For free Zoom accounts, this person will also be the Host
Technology
- Recommended Software

Zoom (free), Camtasia, Go to Meeting, other meeting- or webinar-based platforms with recording capabilities

Zoom is preferred. AASHE can provide some technological assistance with Zoom, but we are not able to provide technological assistance with other platforms.
Technology
- Recommended Hardware

- Earbuds with built-in microphone or USB microphone (recommended).
  - Avoid cell phones and speakerphones.
- Hardwired internet connection
- Webcam (internal or external)
Wardrobe

- Plain colored tops
  - Avoid tight patterns
  - Avoid solid black or white tops

- Chose a color the opposite of your backdrop
Prepare your space

Background
Lighting
Height
Noise
Eye Contract
Quit / Silence everything you can

- Any software running in the background that may interrupt your recording with pop-up or sound notifications, such as email, instant messaging, or antivirus monitoring.

- Automatic backup software, which could cause the recording to stutter if it starts backing up your computer during your presentation.
Test & Practice

- Do a content rehearsal to practice your presentation and to test your run time.
- Record a short rehearsal to test your audio and video.
- Work with your recording platform to find a layout that allows you to share your screen/slides while still showing the presenters on webcam.
- When not speaking, mute your microphone.
- Remember to breathe. You’re only human.
Video Format Requirements

● Accepted File Formats:
  ○ MP4 (Zoom), MOV, WMV, AVI, and FLV

● Accepted video file size limit includes:
  ○ 640×360 standard definition with 2mbs-5mbs bitrate (Zoom)
  ○ 1280×720 with 5mbs-10mbs bitrate
  ○ 1920×1080 HD with 10mbs-20mbs bitrate

● Maximum video file size:
  ○ 1.8Gb
  ○ Smaller file sizes are recommended as the file will upload faster for you and playback will be much smoother for your audience. A 60-minute presentation recording will typically be around 900 megabytes, more if it includes capturing a webcam or motion video.
Recording Your Presentation
Webcam Visibility

- Make sure all presenters’ faces are visible on the screen.
  - For sessions with one presenter, please move your webcam view to the upper right-hand corner.
  - For sessions with multiple presenters, enable Side-by-Side view with all presenters’ webcams visible on the right-hand side and the screen share on the left.
Countdown

- Make sure all presenters are ready.
- Make sure the presentation is up and ready in presentation mode.
- Slide Manager shares their screen.
- Recording Manager confirms their view looks correct
  - Side-by-side view enabled with all presenters showing on webcams on the right and the screen share slides on the left
- Recording Manager counts down
- Recording Manager hits Record
Introduction

- All presenters are silent for 5 seconds while the GCSHE Title Slide is visible.
- After 5 seconds, Slide Manager advances to the Speaker Introduction slide.
- Presentation begins with a welcome, including the session name, and introduction of all speakers.
End of the Recording
- On-Demand Sessions

- Before ending your recording, remind attendees to leave comments and questions in the chat and that the speakers will follow up with them throughout the conference.

- Recording Manager ends the recording.
End of the Recording - Simulive Sessions

- Before ending your recording, give some context around what happens next.
  - Are you doing a live Q&A or breakout rooms?
  - Instruct attendees to click the “Join the Virtual Meeting Room” link just to the left of the video screen.
  - Say something like
    - “Click on the ‘Join the Virtual Meeting Room’ link just to the left of the video screen to join us for a live Q&A session where we’ll answer your questions” or
    - “Click on the ‘Join the Virtual Meeting Room’ link just to the left of the video screen to join us for breakout groups to discuss these topics with other attendees”
Editing Your Recording
Review the Recording

● Review the recording
  ○ Is it the right length?
  ○ Can you hear all presenters clearly?
  ○ Are you happy with the overall quality?

● If need be, try again and re-record. But don’t be TOO critical.
Trim & Splice the Recording

● The Hubb can only handle one video upload per presentation. You will need to combine your videos into one.

○ Use Video Editor or QuickTime to splice videos together, if:

■ You want to interject videos into your presentation between slide sharing. Take multiple shorter recordings of each of your slide sections, then splice the multiple recordings together with your video clips into one video file.

■ Multiple presenters are doing their own presentations and need to combine into one whole

● If there is too much dead air (or prep conversation) on the front or end of the video, you can also use Video Editor (Windows) or QuickTime (Mac) to trim off the beginning or end of the recording.
Zoom Tip - Multiple Recordings

- You can “Stop” and “Record” repeatedly in the same Zoom meeting, allowing you to do multiple recordings without having to create a new Zoom meeting.

- Each Record/Stop segment will save as a separate recording file.
Additional Resources

aashe.org/conference/program/presenter-details/
Coming Soon

- Uploading your video into the Hubb
  - Coming soon! We will email you with step-by-step instructions and a link to an on-demand video.

- For Simulive Sessions
  - Presenter Q&A Session “Support for Live, Simulive and Networking & Discussion Groups” on August 20.
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Questions?

Or email us at conference@aashe.org