GLOBAL CONFERENCE ON SUSTAINABILITY IN HIGHER EDUCATION

Recording On-Demand Sessions

Presenter Training - July 27, 2021
Daita Serghi
Education Programs Manager
• Main point of contact for presenters

Erin Hathaway
Conference & Events Manager
• GCSHE virtual platform management

Use education@aashe.org to contact both of us
Agenda

- Updates
- Presenter information
- Preparing your presentation
- Preparing your slides
- Preparing to record
- Recording your presentation
- Next steps
Updates
# Upcoming Presenter Sessions

To register for one or all of these sessions, or to view on-demand, 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

- **Supplementary Emerging Issues** Call for Proposals: http://aashe.link/CallforContent
- Closes on **August 20**.
- Submissions for a **live 45-minute session**
  - some proposal may be accepted as On-Demand sessions
- **Racial justice, campus reopenings and resilience in the face of climate change**
Presenter Details Page

aashe.org/conference/program/presenter-details/
Become a Host Institution

Unlimited Registration
- Unlimited registrations for current students, faculty and staff
- On-demand virtual conference session/tour (max 45 min.)
- $5,500 USD for 4-year institutions
- $4,000 USD for 2-year institutions

Capped Registration
- 200 registrations for current students, faculty and staff
- $4,500 USD for 4-year institutions
- $3,000 USD for 2-year institutions
Presenter Information
Conference Platform - Pheedloop

- **New platform** - improved attendee & presenter experience
- **Speaker Portal** - invites were sent July 8 and again on July 22
- If you did not receive, **check your Spam folder** for “no-reply@pheedloop.com”
GCSHE Presenter Pheedloop Tasks

- Agree to Presenter Policies - RSVP
- Upload video recording: http://aashe.events/GCSHE-Upload-Video
- Update/confirm profile information
- Upload presentation materials - slides, handouts, etc
- Finalize session information - check title, description, presenters, etc
  - For edits fill-out this form: https://www.formpl.us/form/1996266057
- Upload a profile picture
- Register to attend GCSHE - presenter discount expires Sept. 17
Register to Attend GCSHE

- Select Presenter to get started.
- Select Presenter Ticket or Student Presenter Ticket
- Enter Access Code: GCSHEPRES37591
- If you are from a Host Institution, you will enter your institution’s Promotional Code after the Access Code prior to checkout
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- Be sure all session details are finalized in Pheedloop prior to this date.
Planning Your Presentation
Develop Your Session

● **Review your goals** for the session and design your presentation around them.

● **Decide on a format** that would best support these goals: debate, interview, short individual presentation, case study discussion, etc.

● **Build your session** taking into account your time limitation and best practices for online engagement.

● **Practice your planned scenario** at least once or twice to make sure the session flows well and addresses your goals.

● [https://www.aashe.org/events-education/get-interactive/](https://www.aashe.org/events-education/get-interactive/)
Be Mindful of Your Time

- On-Demand Sessions can utilize their full time in the recording (up to 45 minutes).
  - It’s okay if it’s a little bit shorter or longer.

- Plan to change what you’re doing every 10-15 minutes.

- If adapting previous in-person content, trim at least one-third – it takes longer to get things done in a virtual setting.
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 and respond in chat while watching the recording.
  - 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
Slide Format

- Use layout “widescreen” 16:9
- Don’t overwhelm your slides with text and data
- Templates for Title and Presenter Slides are available in the Speaker Portal
Preparing Your Slides: Biography Slide

- 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: Solo Presenter

- Leave room on your slides for your webcam view in the upper right corner.
  - Make sure the webcam will not cut off important pictures or information.
Preparing Your Slides: Multi. Presenters

- Combine your slide decks.
- Confirm who will be screen sharing and advancing slides.
- Write up a short script of who talks when.
Preparing to Record
Recommended Recording 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.
Recommended Hardware

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

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.

- This includes automatic backup software, which could cause the recording to stutter if it starts backing up your computer during your presentation.
Video Format Requirements

Accepted File Formats:
- MP4 (Zoom), MOV, WMV, AVI and FLV.

Maximum video file size:
- 2Gb
- 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.
Prepare Your Space

- Background
- Lighting
- Height
- Noise
- Eye Contact
- Wardrobe
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.
Recording
Key Responsibilities

- **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
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.
Introduction

- **Wait 5 seconds** to ensure that recording has begun.
  - Title slide should be visible during this time.

- 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

- 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. Here is a sample script:
  - *Thank you for listening to our session. If you have questions or comments, we’d love to hear them. Please leave them in the Chat and one of the presenters will follow up with you shortly via Chat or Direct Message within the platform.*

- **Recording Manager ends the recording.**

- **Don’t relax** until the Recording Manager tells you the recording has ended.
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

- 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
- Use Video Editor (Windows) or QuickTime (Mac) to trim off the beginning or end of the recording.
Zoom Tip: Multiple Recordings

- You can “Pause” or “Stop” repeatedly in the same Zoom meeting, allowing you to do multiple recordings without having to create a new Zoom meeting.
  - If using “Pause” & “Record”: Zoom will record to the same video file for the recording segment.
  - If using “Stop” & “Record”: a new video file will be created for the next recording segment.
Uploading Your Recording
Uploading Your Recording

● Upload your video here:

http://aashe.events/GCSHE-Upload-Video

○ If multiple presenters, confirm who will upload

○ Be sure your video file name includes your session title

○ Confirm you have all appropriate permissions to share your video
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