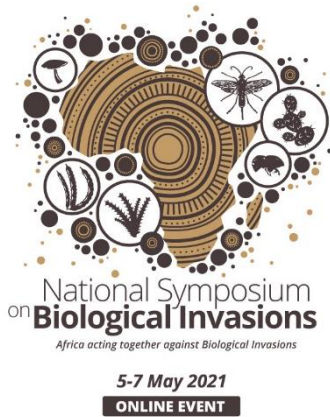


Guidelines for Pre-recorded Presentations



We require your pre-recorded presentations to be submitted by the 26th of April 2021. The guidelines below are for you to use to successfully record you presenting your presentation with your face being videoed at the same time.

You will be assigned a mentor or coach to assist you in doing this in time. You will need to leave enough time to trouble shoot the recording and ensure you stick to your allocated time slot of 5 or 10 minutes.

When creating a presentation and/or recording a session for a webinar, please adhere to the following guidelines:

- Preferably the video files need to be saved in mp4 format – size 1280 x 720 or 16 by 9 (not the standard 4:3) so that the presentation will fill the screen.
- Only use dark fonts on light backgrounds or vice versa, refrain from using grey or lighter fonts on light backgrounds.
- Logos should be placed over a plain background (not covering any text).
- Do not use too much text - a maximum of 40 words per slide should be used.
- The smallest font size used should be 24pt. Please make sure when saving your presentation that your words are viewable for a PC and Mobile device.
- When including images/graphs in the presentation, please consider that mobile devices are often used to participate and the graphs/images should still be visible accordingly.
- You can either create your own presentation in PowerPoint or Prezi.
- Remember when recording with your video on, you will need to leave space for your face to appear and not cover text in your slides (normally the top right corner).

Please follow the following general guidelines when recording and saving your presentation:

- Record yourself against a plain background.
- Use natural lighting so that the speaker is visible, but not also too bright.
- When speaking, use a headset or earphones to reduce background noise.
- Ensure the laptop or camera is at eye level.
- Ensure head and shoulder are within the frame (not cut off).
- Ensure that your internet connection is stable if you make use of an online recording system such as Zoom or Prezi. Close any applications on your PC so that there are no unnecessary notifications and you have access to your full bandwidth. Your internet speed will affect the quality of recordings.

Three options to record and save your presentation:

- There are three recommended ways of recording and saving the presentation:
 1. Some versions of PowerPoint- ie. 2016, 2019, or 365 have an option to record your presentation with your webcam on, see video to guide you using this programme: <https://www.youtube.com/watch?v=03NRbHpm-JE>
You will then need to export the PPT to video by following these steps in PowerPoint: FILE > EXPORT > Create a Video > HD (720p) (Do not save at higher resolution than 720p as the file will then be too big).
 2. Zoom is a great tool to record your presentation, watch this video to guide you using this platform: <https://www.youtube.com/watch?v=gk7l1FJB35s>.
If recording through Zoom, then the top right corner of any presentations should be clear of any text as this is where the presenter's thumbnail video will show in the recordings.
 3. Prezi video can also record your presentations:
<https://www.youtube.com/watch?v=gQCdL4rXlQA>

Uploading presentations

There is a Google Share Drive for your video to be uploaded, please label clearly with name of presenter and session number (e.g. Weaver_session2). Link:

<https://drive.google.com/drive/folders/14VXIkYgOlZC9JshxS9d7MMxEUwpsRc8J?usp=sharing>

You will be assigned a mentor or coach to assist you in getting your presentation perfect and they can assist you with saving it. Please do not hesitate to contact Kim Weaver k.weaver@ru.ac.za or 0796927295 for any additional assistance.