



2020 VIRTUAL MRS® SPRING/FALL MEETING & EXHIBIT November 27 – December 4, 2020

Technical Presentation Requirements

- **Presentations are due by 11:59 pm ET November 4, 2020**
- MRS has a pre-formatted template provided for your convenience, but you may use your own template so long as your format follows the recommended guidelines. You can download the PowerPoint template at <https://www.mrs.org/meetings-events/fall-meetings-exhibits/2020-mrs-spring-and-fall-meeting/attendee-guidelines>
- Slide 1 must contain:
 - Title
 - Presenter's name and organization
 - Date
 - Email
- Presentation (slides and audio) must be saved as either .MP4, .MOV .PPT, or .PPTX file. Maximum file size is 1 GB.

How to Record a Slide Show with Narration and Slide Timings

You can record narration for a presentation right within PowerPoint. To record and play back sound, your computer must be equipped with a sound card, microphone, and speakers. While you are recording, disable any other sound recording applications such as Speech Recognition.

Narrations and timings can enhance a web-based or self-running slide show. If you have a sound card, microphone, and speakers, and (optionally) a webcam, you can record your PowerPoint presentation and capture narrations, slide timings, and ink gestures.

After you have made the recording, it's like any other presentation that can be played for you or your audience.

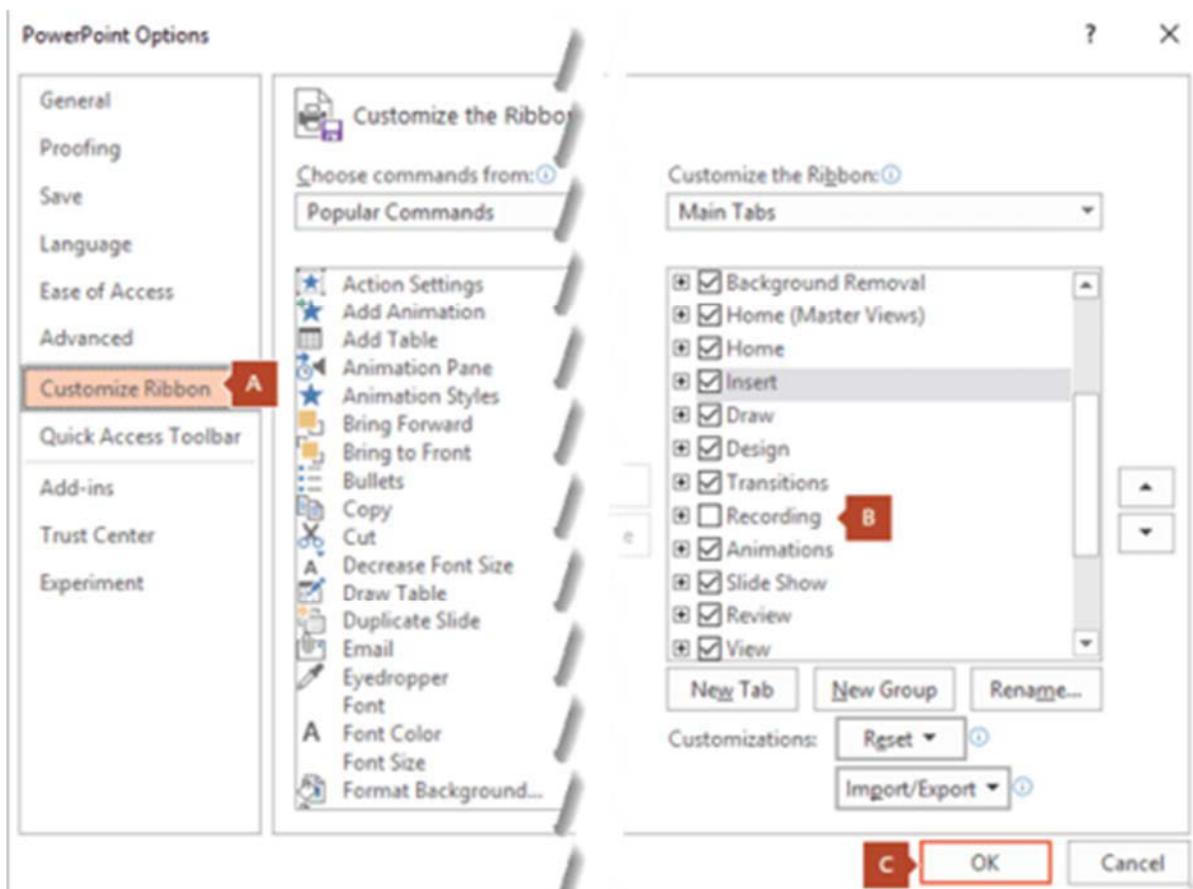
Best Practices for Presentations

- General rule of thumb is 1 slide per 2 minutes of audio, so 5 slides for 10 minutes
- Slides:
 - Landscape orientation
 - 16:9 ratio
 - Font: Sans serif (e.g. Helvetica, Arial, Tahoma)
 - Sized 24 – 40 points
 - Minimal information—highlight main points
 - No promotion or commercial products or companies or advertising
 - Use page numbers for each slide

- Move the audio symbol  to the upper or bottom corner so it is not in the way of text
- Provide contact information at the end of the presentation
- Have notes or a script to guide you

Instructions for Microsoft 365 for Windows

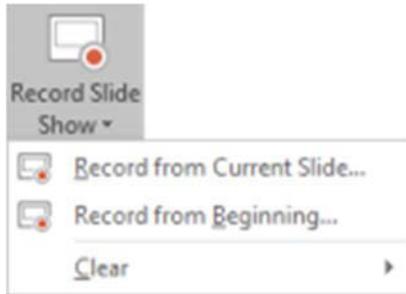
- Turn on the **Recording** tab of the ribbon.
- On the **File** tab of the ribbon, click **Options**.
- In the **Options** dialog box, click the **Customize Ribbon** tab on the left.
- Then, in the right-hand box that lists the available ribbon tabs, select the **Recording** check box. Click **OK**.



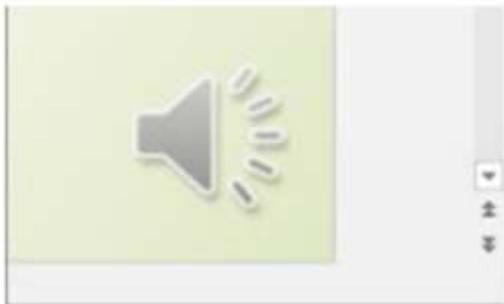
How to Begin Recording

- To get Ready to record, select **Record Slide Show** on either the **Recording** tab of the **Slide Show** tab of the ribbon.
- Clicking the upper half of the button starts you on the current slide.

- Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



- The **Clear** command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.
- The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or Press R on your keyboard) when you are ready to start the recording. A three-sound countdown ensures, then the recording begins.
- The current slide is shown in the main pane of the Recording window.
- You can stop the recording any time by pressing Alt+S on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- PowerPoint for Microsoft 365 automatically records the time you spend on each slide, including any animate text or objects steps that occur, and the use of any triggers on each slide.
- You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview.
- To end your recording, select the square Stop button (or press S on your keyboard). When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam is displayed.
- The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)
- In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process. However, if you need one, you can save your presentation as a view with a few extract steps.

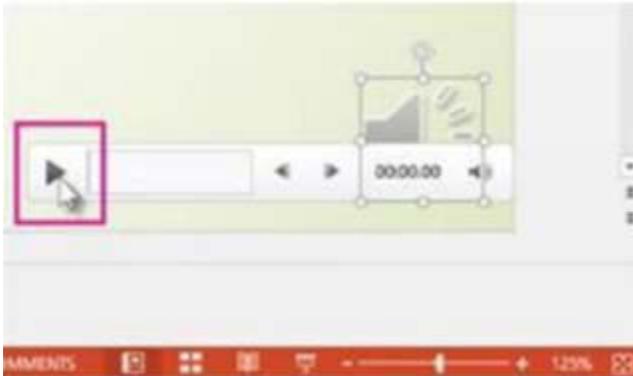


Preview the recorded slide show

- On the **Slide Show** tab, click **From Beginning** or **From Current Slide**.
- During playback, your animations, inking actions, audio and view will play in sync.

Preview the recorded sound

- In the Recording window, the triangular **Play** button near the top left corner lets you preview the recording of the slide that currently has the focus in that window.
- In **Normal** view, click the sound icon or picture in the lower-right corner of the slide, and then click **Play**. (When you preview individual audio in this way, you will not see recorded animation or inking.)
- You can pause playback while previewing the audio.



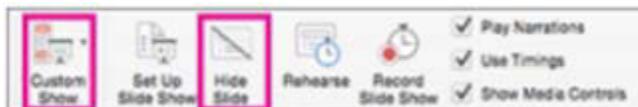
Instructions for Microsoft 365 for Mac

Prepare to Record

- To begin, open the presentation you want and click the **Slide Show** tab.

Tip: If your presentation has a lot of slides, you might find it more convenient to work in **Slide Sorter** view. Click **View > Slide Sorter** to try it out.

- If you want to record only part of your slide deck, do one of the following before you begin:
 - Select the slides you do not want to include and click **Hide Slide**.
 - OR
 - Click **Custom Show > Custom Slide Show > + (add)**.



- Use the **Rehearse** button to change the timing between slides without affecting the narration or gestures you already recorded.



- Make sure your microphone is set up correctly. On the Mac, go to **System Preferences > Sound**.

Record your slide show:

- If you want to add narration or commentary to the slide show, make sure your microphone is set up and working.



- To start recording:
- Click the **Slide Show** tab, select the slide where you want the recording to begin, and then click **Record Slide Show**.
- During recording, use Ctrl+click to access the recording commands that let you navigate through the slides, change cursors, or trigger screen blackouts or whiteouts
- Control+click to see a list of commands while you are recording.
- Click **End Show** to stop recording
- A **Save** dialog box appears. Click **Yes** to save your recording, or **No** if you want to record it again
- Saving overwrites anything you have previously recorded. If you want to record another slide show with the same set of slides, save your presentation file with a different name.
- Click **Play** from **Start** to preview your recording.

Presentation Tips and Best Practices

- Set your camera at eye level: Often, this means propping up a laptop.
- Position your self-preview window near your webcam: Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- Check your light: The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting.
- Charge your headset: Ensure that your computer and audio equipment are fully charged.
- Silence the interruptions: Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) Note that an iPhone, particularly, will ring on a Mac that is attached to a phone, even when muted. If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.