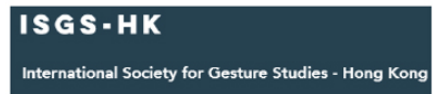


LSPPC6: 6th International Conference of Asia-Pacific LSP & Professional Communication Association



Video Recording Guide

Presenters who are unable to attend the live sessions at LSPPC6 are invited to submit a video of their pre-recorded presentation. It will be streamed during the conference then followed by a live discussion with the audience (or a live Q&A if the speaker is actually present). Pre-recording can be accomplished using Zoom, Panopto, Microsoft PowerPoint, or other software.

Submission guidelines

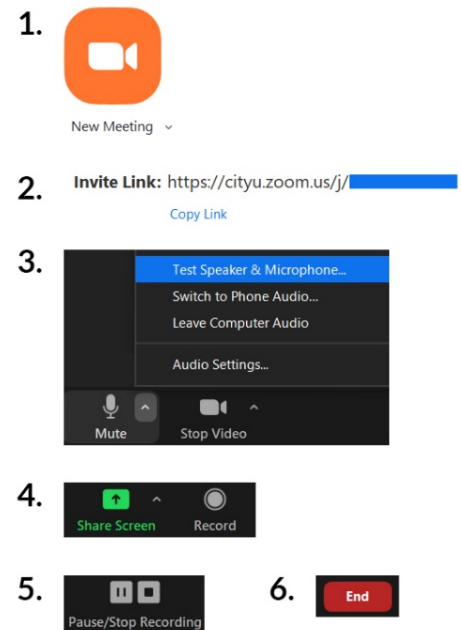
- File type: .mp4
- File name: Please use your paper ID number and surname of first author e.g. ID206Hafner
- Maximum length: 20 minutes
- Maximum file size: 500MB (Zoom recordings are usually under 100MB)
- Submission deadline: Monday, May 10th, 2021

Recording with Zoom

[Zoom](#) is a video conferencing software. A free account gives access to basic features such as holding and recording meetings and screen sharing with minimal loss in quality. It is also a great option for presentations with multiple presenters. Downloading the client is recommended.

Before recording, check your Settings and make sure that Local Recording is enabled. To record:

1. Start a Meeting.
2. If you have multiple presenters, share the meeting by copying the Invite Link.
3. Make sure your audio and video are both on and working (use the “Test Speaker & Microphone” function).
4. Press Record and Share Screen (remember to click “Share Computer Audio” if you are playing a video).
5. If you wish to use the “Presenter View in Powerpoint” please see the note below.
6. Click Stop Recording when you are finished.
7. End the meeting and wait for the video to be converted.



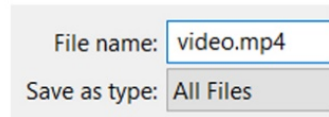
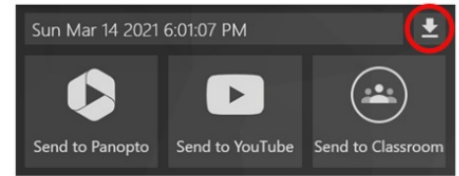
After recording, there will be 3 files. Only the .mp4 file has to be submitted to the conference organisers.

Zoom also allows you to record while using the Presenter View in PowerPoint. Once you have Presenter View open, go to Zoom and click Share Screen > Advanced > Portion of Screen. You can manually adjust which part of the screen you want to share. Remember to pause the recording when you do this or start recording after the screen share is set up.

Alternatives to Zoom

You can use other software to record your presentation, such as WebEx, Skype, Adobe Connect, and Microsoft Teams. Two popular options are Panopto and Microsoft PowerPoint.

[Panopto Express](#) allows you to record your presentation without creating an account or downloading a client. Instructions can be found [here](#). After recording, download the video to your computer by clicking on the Download button. Remember to change the file to .mp4 by setting the file type to ‘All Files’ and adding “.mp4” to the end of the file name.



Microsoft PowerPoint’s desktop app has an in-built Recording feature available. Instructions can be found [here](#). Remember to pause your speech when changing slides because audio is momentarily cut off. Add all media (like videos) you want to show into your slides, although it will increase the recording file size. To save as video, go to File > Export > Create a Video. Set the resolution to 720p/Internet Quality or above and “Use Recorded Timings and Narrations” then click “Create Video”. It will be saved automatically as .mp4.

Tips to improve your online presentation

- Use plain backgrounds in muted or neutral colors to keep the focus on your presentation.
- Use natural light by recording during the day time. If this is not possible, use desk or floor lamps and set them in front of you instead of using overhead lighting.
- Use wired earphones or headphones with microphones for the best audio quality (wireless headphones may be no better than internal mic).
- Be aware of your cursor as it is captured when screen sharing. Use it as a pointer.
- Make a test recording with your preferred software. You can test the quality and adjust your slides if your video feed blocks it (especially if using Panopto).
- Consider adding subtitles using video editing software like iMovie or VideoPad or auto-captioning services like PowerPoint’s built-in one, [VEED](#), or [Kapwing](#).