Presentation and recording guidelines

All presentations need to be in English. Since most presenters use Microsoft PowerPoint, these guidelines refer to this software. Please let us know as soon as possible if you do not intend to use PowerPoint. To reduce technical issues, we have decided to use pre-recorded presentations.

If you got approval for a time slot of 25 minutes, your presentation should not exceed 15 minutes. If you got approval for a time slot of 55 minutes, your presentation should not exceed 45 minutes. Please respect those limits since your pre-recorded session will be followed by a 10-minute live exchange.

Before the event, the host of your presentation at the web conference will get in touch with you to do a test run and answer all your questions. At the web conference, the host will be supported by a technical assistant.

During your presentation, participants will use the chat box on their screens to ask questions and to add comments in writing. Questions and comments will be visible to your host, to you and to all participants. In that way, you can take notes for answering questions while your presentation is playing.

After your presentation, your host will present the questions one by one and invite your answers. During the exchange, your host and you will work with open cameras / microphones while your participants will write in the chat box. Participants might also be invited to open their cameras / microphones.

Presentation

Please follow the KISS rule: keep it short and simple. Encouraging interpretation is the art of getting people excited about something (always based on reliable facts) in order to make sense of it. Attendees at our conferences rightfully expect that presentations meet those requirements. When you prepare and deliver your presentation, please consider the following points:

- Choose clear, plain, large fonts with good colour contrast with the background.
- If you use charts, they should clearly express what you intend to say. Avoid too much detail.
- Never use text-heavy slides and multiple bullet points. Keep about 1/3 of the slide clear.
- Include pictures that really support what you would like to say and are of best possible quality.
- For the same reason, consider including short quality video or audio clips.
- If you use animation, do it carefully and sparingly. It should not distract from your content.
- Avoid literally reading from your slides but present your key points in speaking as well as in writing.
- Use simple language and speak slowly and clearly. For most participants, English is not their first language.
- If you really cannot avoid technical language or local expressions, take the time to explain them.
- Talk illustratively. Through strong metaphors and stories, your facts will become more 'visible'.

If English is your first language, take special care. You should plan to include only about 2/3 of the content you would for a group of native speakers.

Recording

Before you start your recording, make sure your PowerPoint presentation is complete and your computer is equipped with a camera and microphone.

In our description, we use the terminology of the English version of PowerPoint. You should find the specific tabs and buttons in your own language version. Some of the steps might not be needed.

1. Ensure your camera and microphone are turned on and ready to record.
2. Open your presentation and go to the tab 'Slide Show'. It might be the seventh tab in the menu.
3. Click on 'Record Slide Show'. A new screen will open with some tools arranged around your slide.
4. In case your system is asking you for this, tick checkboxes to record both: 'Slide' and 'Narrations'.
5. Activate both: camera and microphone. You should find the symbols below your slide on the right.
6. Click on the 'Record' button in the upper left corner of the screen, and the recording will start.

   Now do your presentation in as lively a way as if you would do it in front of an audience.
   Please make sure to speak articulately and do not read from a prepared text.
   Take care not to talk while changing your slides because the audio does not record then.

7. To finish your presentation, click the 'Stop' button (next to the 'Record' button).
8. Push the 'Escape' button on your keyboard to get back to your regular PowerPoint screen.
9. Save your file under a new name to save the recording.

In their lower right corner, all slides of your presentation should now have your picture representing the filming done by your camera. You can move those video recordings and change their size but make sure they don't get to small. You can also make other changes you can usually make in a PowerPoint file.

If you think your presentation is ready to be sent:

1. Go to "File", then click "Export", and after that choose 'Create Video'.
2. Select HD quality (e.g. 1280x720 or 960x720).
3. Make sure that 'Use Recorded Timings and Narrations' is selected from the other dropdown menu.
4. Now click 'Create video', give your video a name, choose a location to save it, and wait for the application to process it. You can watch the progress in the bar at the bottom, next to 'Notes'.
5. After the process has finished, send your video to: adi.kasumovic@interpreteuropeconference.net.

In case your video is too large to be sent as email attachment, use services such as www.wetransfer.com. All video recordings will be checked by us in terms of their technical functionality.

In case of any trouble, do not despair. Just get in touch with:
adi.kasumovic@interpreteuropeconference.net