

Presentation Video Guidelines for the 2020 KPS Fall Meeting

1) Creating your presentation video using PowerPoint

You need a version of **Microsoft PowerPoint** that has the ability to record a slideshow. (Version of Office higher than 2013). Your slides will need to have audio narration embedded and you will need to export the presentation as an **MPEG-4 (.mp4) file**. The KPS Meeting will only accept the .mp4 format – other formats will not be supported. Presentation video files should be no larger than **200MB**.

Your presentation video should include:

- The first page of the PowerPoint® slides must include the title of the presentation, presenter's name(s), affiliation(s), and a photo of the presenter's face.
- Widescreen format, using the 16:9 aspect ratio, to utilize the full screen - the standard 4:3 format will work but it will not fill the entire screen in the presentation mode.
- All slides of your presentation must be formatted for easy understanding of the information on each slide.
- Clear narration with a pause for transitions between slides. PowerPoint, for example, does not record audio during slide transitions.
- Explanations for each graph, picture, and table.

To record your audio(MP4):

- Use any kind of microphone, including those built into laptops or tablets, so long as the resulting audio is clear and easily understood.
- Follow these step-by-step **instructions on [recording your audio in PowerPoint and exporting a PowerPoint file to .mp4 \(How-to-Video\)](#)**.
- Be sure to export your video, including all audio, as an **.mp4 movie file format** for submission.

2) Reviewing your presentation video

To make sure your presentation passes quality control, please review the following before uploading:

- Is your file saved as an .mp4 movie file?
- Is the audio consistent and clear, free from static, hums, hisses, or interference?
- Is the audio at the right level, without having to adjust your volume very high or very low?
- Does your talk start promptly? (your narration should begin within the first 3 seconds)
- Does your recording end promptly after your closing remarks, without being cut off early or continuing for too long?
- Is there audio on every slide? Having audio on every slide ensures that each slide gets the correct timing before advancing. If a slide is self-explanatory, you can simply say, "This slide is self-explanatory."
- Do all your slides, movies, and animations appear correctly?

3) Further resources and assistance

You may find the following resources helpful as you develop your video:

- [FreeConvert.com](https://www.freeconvert.com/) – a third-party site for compressing a video file into an MP4 file
- [Online-Recorder.com](https://www.online-recorder.com/) – a third-party site for testing your microphone or recording a voice-over file.