

Preparing your presentation

- You are allowed a maximum of FOUR PowerPoint slides that you can use to describe your research with three minutes. Within that time frame, you are expected to provide a brief introduction of yourself, research summary and brief closing
- Make sure to include your presentation title, author and affiliation information on the slide

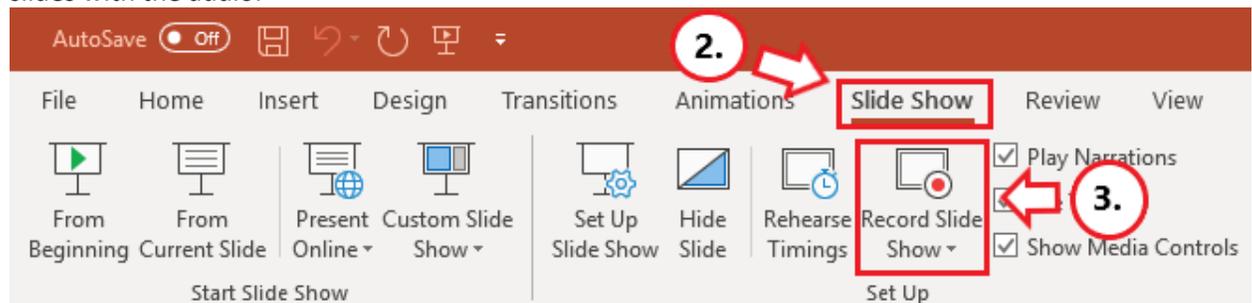
Creating a PowerPoint Presentation with Audio Recording

1. Design your PowerPoint

TIP: Make sure to include your presentation title, author and affiliation on the slide.

2. Click the **Slide Show** tab

NOTE: Do not add audio under **Insert** and *Record Audio*; this method will not allow you to save your PowerPoint as a video since it does not synchronize timings to automatically move the slides with the audio.

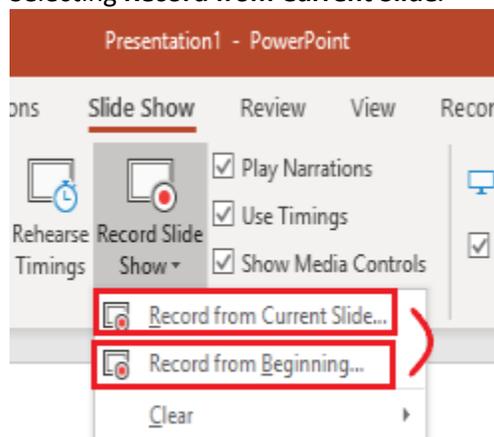


3. Click **Record Slide Show**

NOTE: Audio may start recording automatically if you have an older version of PowerPoint. It will still work, but this version offers reduced functionality.

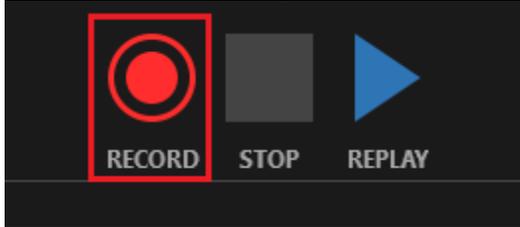
4. Select **Record from Current Slide** or **Record from Beginning** depending on your needs

NOTE: Any PowerPoint slide can be re-recorded by clicking **Record Slide Show** and Selecting **Record from Current Slide**.



5. Click **Record** to start recording narration for a slide.

NOTE: PowerPoint will give a three-second countdown before it begins recording.



6. Start recording narration.



7. Click the  advance button, that reads *Advance to the next slide* to record the narration for the next slide

IMPORTANT: Stop speaking for a second to prevent the audio from cutting out.

8. Press STOP and then the 'X' button located in the top right of the screen when the audio recordings are finished. You will see a speaker icon on slides that have audio.

9. Save the video by first clicking **File**. We recommend saving your file as a regular PowerPoint before following the next steps for exporting your PowerPoint.



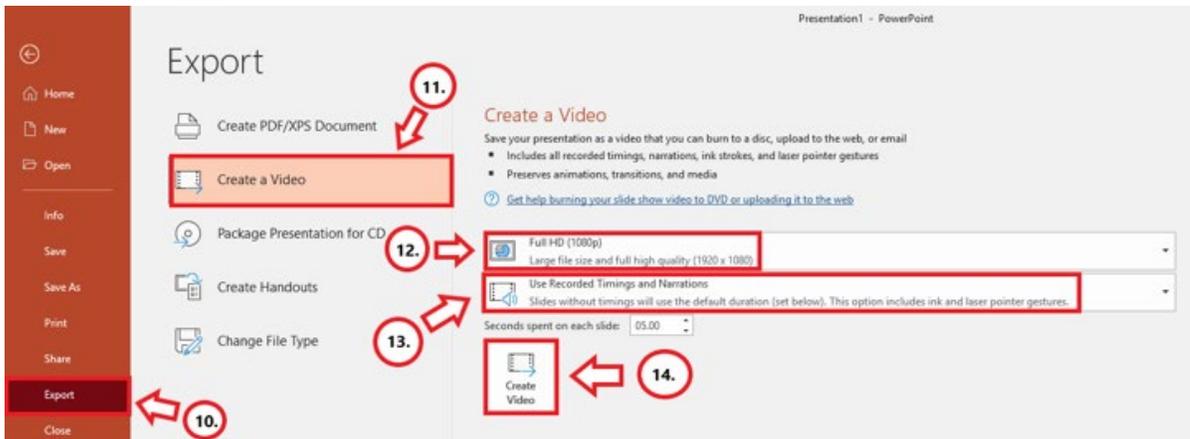
10. Select **Export** (steps 10-14 are shown in screenshot below).

11. Select **Create a Video**.

12. Optional: Select *Full HD (1080p)* for the video quality; it is unlikely a higher quality is needed.

13. Select *Use Recorded Timings and Narrations*.

14. Click **Create Video**.



15. Follow prompt/pop-up window to save the video in a memorable location.
16. Monitor the progress indicator at the bottom of the screen to determine when the video is done exporting.
NOTE: PowerPoint does not give an indication of how long the video will take to export or a notification that it is done.
17. Upload your mp4 video below.