



36TH ANNUAL MEETING

OCTOBER 6-9, 2021

BIGGER IDEAS, BETTER OUTCOMES, BRIGHTER FUTURE
SAN ANTONIO, TEXAS • SAN ANTONIO MARRIOTT RIVERCENTER

Tips for Recording Your Virtual Presentation

Preparation is Key

Prepare for your recording like you're preparing to walk on stage at the convention center.

- Consider the shift to virtual – do you need to change any part of your live presentation to adapt to a recording? You may consider adding more text to slides or incorporating video (more on that below).
- Before you record, run through your presentation, maybe for a colleague or family member, or with your co-presenters to work through any kinks.

Mistakes will happen! Who hasn't been on a video call where a furry friend or impatient child made themselves known in the presenter's home? Or someone is talking without realizing they're on mute. These things will happen! Attendees will not remember those technical mistakes and interruptions but they will remember how you recovered from it.

How to Look and Sound Great

- For clearer audio, dial-in with your phone or use headphones with a microphone to better capture audio on your computer
- Find your best light by position yourself facing a window
- Clear your background of any distractions or use AACVPR's Zoom background
- Dress professionally (at least on top) in neutral colors and non-distracting patterns
- Look straight into your webcam – not at the screen – and position your webcam so it captures from the top of your head to the middle of your chest
- You may consider standing instead of sitting, just as you would do when presenting live
- Close windows and doors to eliminate outdoor noises
- Turn off your phone and computer pop-ups and notifications
- Keep a glass of water nearby



Please note: It's okay if you don't have a webcam or prefer not to be on camera. It's our preference because it creates a more engaging learning experience and adds a human level to your presentation. But just slides and audio are fine too!



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For Multiple Presenters

- We recommend that you designate only one person to share their screen and move through the slide deck instead of toggling sharing permissions throughout the presentation.
- Decide whether you'll all be on camera during the whole presentation or turn on the video of only the presenter who is speaking at that time.
- If you're not speaking, mute!



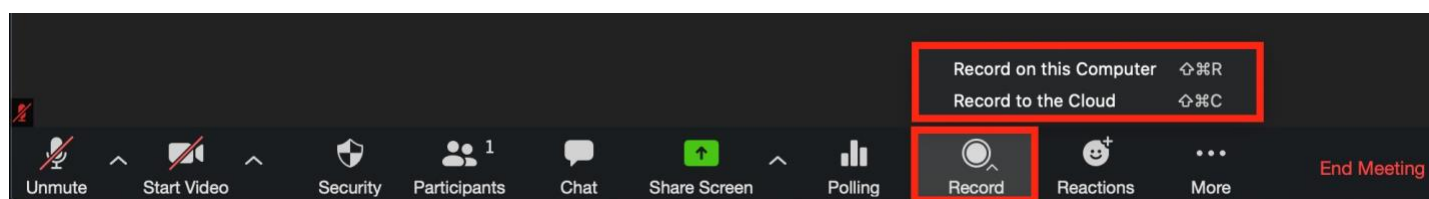
The Technical Stuff

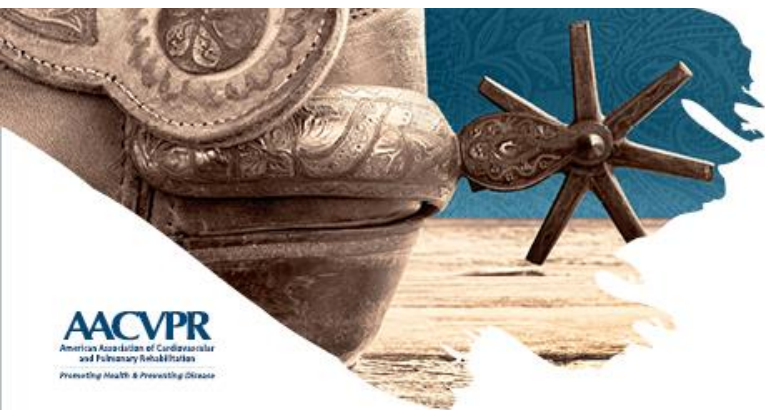
- If possible, hardwire into your Internet connection, instead of relying on wireless.
- Make sure your laptop is fully charged and plugged in.
- Use the Zoom "[test speakers and microphone](#)" tool to ensure your audio is being captured.

How to Record on Zoom

We recommend Zoom for recording your presentation via computer. You can use another platform or film with a camera and tripod if you have that equipment.

1. Zoom records what you're seeing on the screen. So, if you want the recording to show your video plus your presentation, set up the screen share before hitting record. If you want the recording to show just one person, [pin their video](#). If you want to show whoever is talking at the moment, use [active speaker mode](#). Get it all set up before hitting record.
2. When you're ready for lights, camera, action, click Record on the bottom of your Zoom meeting window.
3. You'll know recording has begun because a red light will appear in the upper left corner of your Zoom window with the words "Stop Recording."



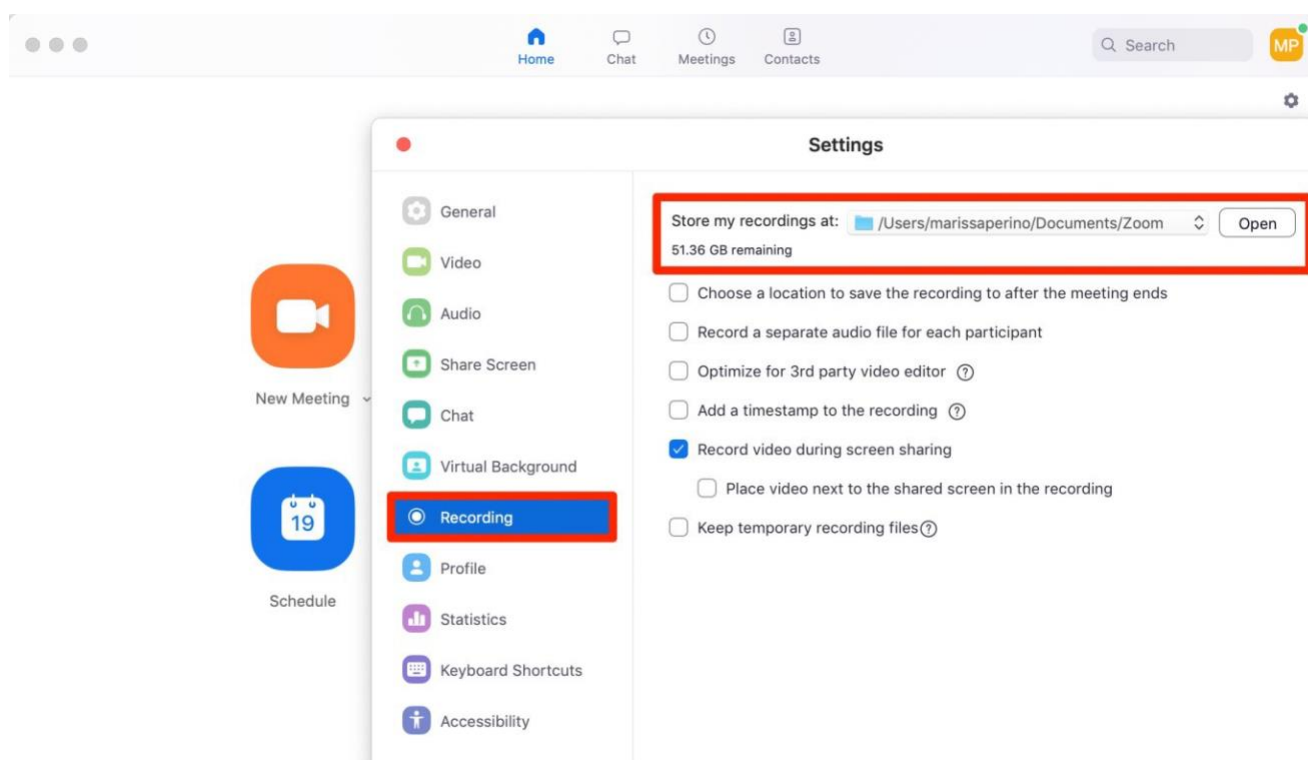


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- Click "Stop Recording" in the upper left corner of your window when you've finished your presentation.
- When you close the Zoom window, you'll be prompted to select a spot to save your recording. Do not close this window! By default, they're in your Documents folder in a file marked zoom. Here are more details on [finding your local recordings](#). You can also [enable automatic recording](#), a setting that is off by default.



Send Your Files to AACVPR: The recordings will download in multiple files including MP4 video and M4A audio files. Please **label all files** with your name and session name and **send all files** to AACVPR at aacvpr@aacvpr.org. If the files are too large to send via email, please use [WeTransfer](#).

Please send your files by August 1, 2021

AACVPR Support

If you'd like help recording your presentation, let us know! AACVPR staff can meet you on Zoom to help you with all the technical settings to ensure a flawless recording. Contact Meztli Mijes at mmijes@aacvpr.org to set up a meeting.