

Preparing, Recording, and Uploading Your NACADA Presentation

NACADA will be integrating Zoom into the event platform for the 2021 Virtual Annual Conference, June 22-25. All recordings and handouts must be uploaded by **June 1** to your [presenter's page](#).

Step 1: Preparing Your Session

1. Presentations need to be short, informative, and engaging. **Presentations should not exceed 30 minutes.** Focus only on the essential information. We suggest you provide follow-up information for attendees to contact you once they have viewed your presentation.
2. Keep your slides simple; less is more. NACADA has [PowerPoint templates](#) available for your use on the presenter information webpage. Use of the provided PowerPoint templates is optional.
3. Check your grammar and spelling.
4. Keep charts/graphs streamlined and simplified. Ask yourself what you want the audience to take away from the infographic and highlight that information. Throughout your presentation, use a variety of images, videos, and slides. The following document will be useful to ensure you are providing an inclusive presentation for all attendees. | [Universal Design for Conference Presentations](#)
5. Be sure to engage your audience. Presentations are not meant to be lectures. Pause at times and give your audience time to process the information and write down questions they may follow-up with. Incorporate polls or surveys. Just be sure your engagement pieces add value to the presentation. | [Polling for Meetings in the Zoom Platform](#).
6. Check for copyright concerns throughout your presentation (music, graphics, and all other content). Be certain you have permission from the owner of the material and cite your sources.
7. Be sure to follow [NACADA's Commercial Promotion Policy](#)

Step 2: Recording Your Session

You may use whichever video platform you are most comfortable with, but we recommend Zoom.

1. If you don't have Zoom, please sign up now. | [Sign Up Free Here](#)
2. Open Zoom, schedule your meeting, and invite all presenters. | [Creating an Account and Basic Features](#).
3. Navigate to your "Settings", then "Recordings". Be sure Local Recording is enabled. | [Local Recording](#).
4. Ensure that closed captioning is turned on in your settings. | [Turning on Live Transcript](#).
5. Ensure your microphone is near you so you can be heard. Always keep your audio muted unless it is your turn to present.
6. **Your video is required** to ensure a high-quality experience for the audience. | [Joining & Configuring Audio & Video](#).
7. Avoid bright lights and windows behind you. A good light in front of you will provide a better image.
8. Close all unnecessary tabs and applications before you begin your presentation.
9. If using a virtual background, test it before to ensure it works correctly. Be cognizant of your movement with a virtual background in case it distorts your video image. | [Virtual Background](#).
10. Practice your presentation in front of friends or family. Be sure to speak slowly and clearly. Using a conversational tone will help to keep a steady pace.
11. You may want to stand up while giving your presentation. That may help you feel like you are presenting at an in-person conference. It could boost your energy and confidence as you give your presentation.

RECORDING

12. **IMPORTANT:** Click on the "CC Live Transcript" icon on your Zoom toolbar. Then, select "Enable Auto-Transcription." | [Turning on Live Transcript](#).
13. When ready, press "Record." If you plan to share your screen, select "Share Screen" and begin your presentation. | [Sharing Your Screen](#).
 - a. Once you start sharing your screen, your video (224 x 126 pixels) will move to the upper right-hand corner of your screen. It may cover up text or images so adjust your PowerPoint presentation

accordingly. Also, be aware that moving your cursor around frequently when sharing your screen can be very distracting; please avoid unless necessary.

14. Once you have finished, select "Stop Record" and end the meeting. Zoom will begin to convert your video to your local system. **You only need to upload the .mp4 file** when you are ready for that step explained below in step 3.
15. Replay your recording several times; check that both the audio and video are correct. You may want to record it several times to get the final product.

Step 3: Uploading Your Session – Due no later than JUNE 1

1. All materials need to be uploaded to your presenter's page:
<http://apps.nacada.ksu.edu/apps/intlproposals.php/presenters/login/9>
2. You will upload your video under the section, "**Steps to upload your presentation recording (all files must be .mp4 format).**"
3. You will need to name your session recording as follows: **Code#-FirstFiveWordsSessionTitle** (use your code # and the first few words of your session title but not more than five words).
4. More detailed information on uploading will be located on your presenter's page. A screenshot is included below for your reference.

Note: Video uploading may take several minutes. While your video is loading, 0% may show for a period of time and then uploading will proceed after a few minutes.

Presenter Recording Upload Instructions:

Please upload your presentation recording by **June 1st, 2021**.

Steps to upload your presentation video recording (all files must be .mp4 format):

1. Be sure to name your session as follows: **Code#-FirstFiveWordsSessionTitle (use your Code # and the first few words of your session title but not more than five words)**.
2. Click on the link provided below and it will take you to Dropbox to upload your video.
3. Click on "**Choose from Computer**" to find the file you want to upload from your computer and select the appropriate file by double clicking. (1 GB maximum size; maximum of 1 file)
4. Click "**Upload**" to complete the upload.
5. If you need to make changes to what you have posted, choose the "**X**" option next to the video name you would like to remove and start the upload process again beginning at Step 1.

Note: Video uploading may take several minutes. While your video is loading, 0% may show for a period of time and then uploading will proceed.

RECORDING UPLOAD LINK: <https://www.dropbox.com/request/rT7sle1Ob3VvcNVxi8c4>

All lecture presentations (Live, Semi-Live, and On Demand) must submit a recording that will be provided to NACADA in the upcoming weeks. Again, all recordings are not to exceed 30 minutes in length, no more than 1 GB maximum size, and one video file (.mp4 format) per session. If you have any questions, please email chutt@ksu.edu.