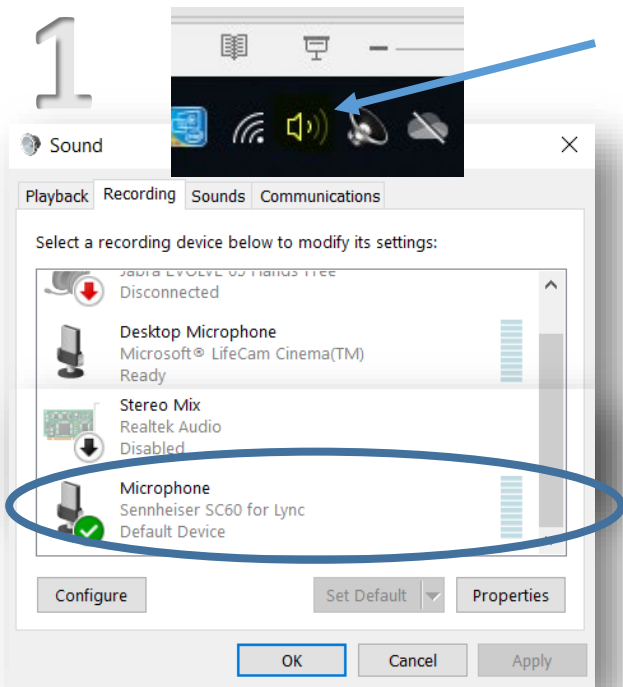
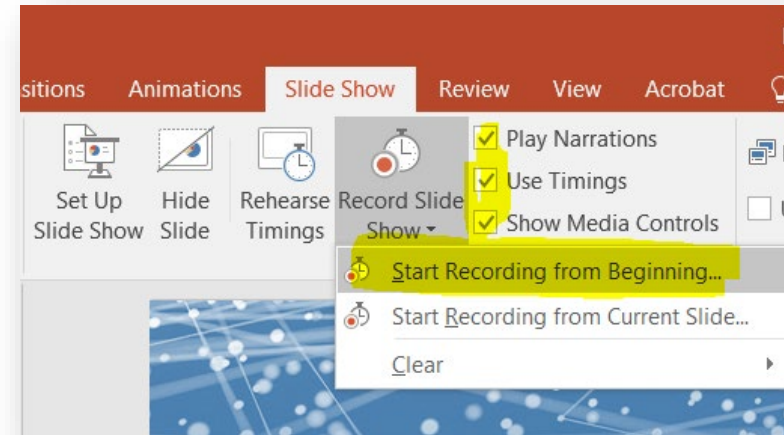


Record your Talk

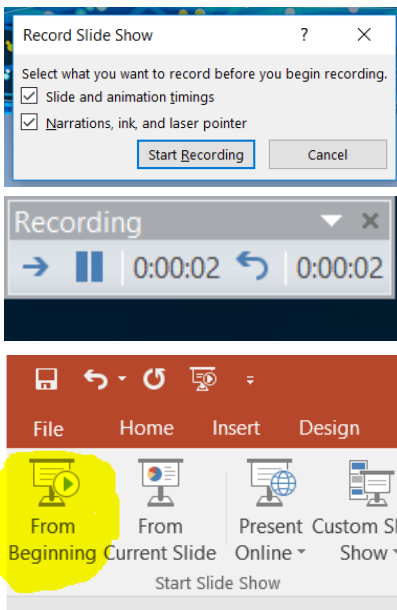
In the bottom right hand corner of your desktop, click on sounds icon and then recordings tab, select your headset for microphone.



Go to your PowerPoint presentation and under Slide Show, tick all tabs for narration, timings and media controls. Click on Record Slide show and from the beginning.

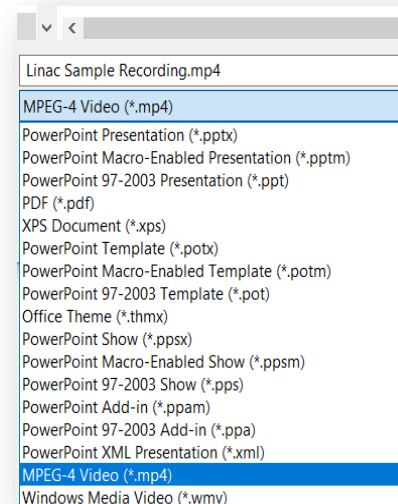


A pop up will appear and ensure both are ticked. When ready – Start Recording Your presentation will go full screen and a counter will appear in top right corner, run through your talk. When you have finished, it will stop presenting and you play your presentation back, you will hear your audio and the slides will change accordingly.



When you are happy with your recording go to File > Save as and choose MP4 format.

Save the file in this format:
Surname-Day of talk.mp4
(Example: Bennett-Wed.mp4)



NEED HELP?

KEY POINTS

SLIDES ONLY
AUDIO (MICROPHONE REQUIRED)
MP4 FORMAT
SUBMIT ONLINE AT LINAC2020



For advice or guidance on how to record your presentation or troubles uploading.

Please contact:

LINAC 2020 Team: LINAC2020@stfc.ac.uk

Digital Services: mediaservicesdl@stfc.ac.uk

Student Videos to be
submitted by
14th August 2020

Presenting at LINAC 2020

Presentation to be less than 15 minutes long
This will allow time for questions

Save in format: **surname-day of talk.mp4**
Example: Bennett-Thurs.MP4

Upload via [WeTransfer.com](https://www.wetransfer.com) to linac2020@stfc.ac.uk

You will be expected as a panellist to answer questions live on the day

Student Poster Prize Session at LINAC 2020

DEADLINE

Presentation to be less than 10 minutes long.
To be submitted by 14th August 2020

Save in format: **surname-student.mp4**
Example: Bennett-student.MP4

Upload using [The Form](#) on the LINAC website to upload your talk.

The top 5 selected will asked to present live on the day