



# SPE INTERNATIONAL POLYOLEFINS CONFERENCE

A FORUM FOR NEW IDEAS AND INNOVATION

## Instructions for making a video recording of your talk

There are a number of programs that can make video recordings of your talk. The two that we think are the best are:

- 1) Recording your voice on top of your slides (as you advance through them) using a **recent version of Powerpoint** and then saving it as a mp4 file (older versions of PowerPoint do not have this feature). You have the option to put a picture of yourself speaking in the lower right hand corner. The Powerpoint recording is the easiest method for making a video recording of your talk.
- 2) Recording your talk using a free copy of **Zoom**.

The Whova software that we use for the Polyolefin conference will **only accepts mp4 and mov format videos**. The only documents (such as copies of your slides) that Whova will accept is **pdf**. The videos should be less than 200 Megabytes. If you use Powerpoint or Zoom to make the videos, there should be no problems. If you use another way of preparing the videos make sure the resolution is 720p or less so you do not exceed the maximum length. If your video is over 200 Megs and the size can not be reduced further, contact David Hansen (David.Hansen47@Yahoo.com) and we will upload your video to YouTube and then link it to the Whova software Platform.

### POWERPOINT mp4 videos of your slides with voice over

You need a recent version of Powerpoint to record voice overs of your presentations. To do this, call up your presentation on Powerpoint.

- 1) Click on "Slide Show".
- 2) Click on "Record Slide Show"
- 3) Make sure you microphone is on (you can also chose the microphone you want to use)
- 4) Choose whether you want the camera on or off. If the camera is on it will put the picture of what is viewed by the camera in the lower right hand corner for all the slides. If you are using a

laptop the camera will get a picture of you speaking. Adjust the camera and background to get the best picture of you talking (see recommendations below).

- 5) Make sure you are on the first slide of your presentation
- 6) Click on the “Record” button. It will give you a countdown of when the recording is starting. Give your talk as you advance through the slides and then click the “Stop” button to stop the recording.
- 7) If you do not like what you recorded, click on the “X” to remove all the voice and picture recording and start again.
- 8) If you like what you have, go to **file, export, create video**, and then pick out the resolution that will get you under 200Mbytes. This is usually 720p, or 480p. Choose the **“use recorded timing and narration”**. Then click on **“create video” button**.

## Zoom

Go to **Zoom.com** and download a free copy of the Zoom software. The free copy will allow you to use Zoom for 40 minutes at a time which will be more than enough to record your talk (end and restart the meeting to set the 40 minute timer to zero). Schedule a virtual meeting using the Zoom software for some time in the future. Once you have done that, start the meeting even though it is before the date you scheduled. You will be prompted to open the Zoom meeting by clicking on the “Open Zoom Meeting” button. Click on “Join with Computer Audio” button. In the lower left hand corner make sure you microphone and camera are on. If you click on the “^” by the microphone you can run the test to make sure your microphone is working properly. Bring up your presentation on Powerpoint or whatever software you are using. Click on the green Share Button in the middle of the bottom of the Zoom screen. This will show all the programs that are open. Click on the square that shows your presentation and then click the share button in the lower right hand corner of the share screen. Setup the presentation software (ie. Powerpoint) so the first slide is showing full screen. The picture of you getting ready to talk should be in the upper right hand corner You will notice at the bottom of your screen there is a green bar that says you are sharing the screen. Take your cursor and move it over the green bar. That will cause a black navigation bar to appear with some options for you to choose from. Click on the “more” button which has three dots. Click on the choice “Record on this computer”. This will start your recording and you can then begin your talk with introducing yourself and the title of your presentation. Talk and advance through the slides to give your presentation. When you finished, move your cursor over the green bar at the bottom, click on the “more” button, and click on stop recording. At this point you can click on the button at the bottom of the screen which says stop sharing. You will then see a large picture of yourself. Click on the red “End” button in the lower right hand corner of the screen and then click on the red “End meeting for all”. A box will then appear on your screen saying that Zoom is Converting the recording. It will disappear when it is finished and another box will appear asking which file you want to save the recording (sometimes you have to minimize other programs that are open to see this box for choosing where to save the recording. Zoom will save this as a Zoom\_0.mp4 file. If you have made multiple recordings before “Ending the meeting for all” it will save

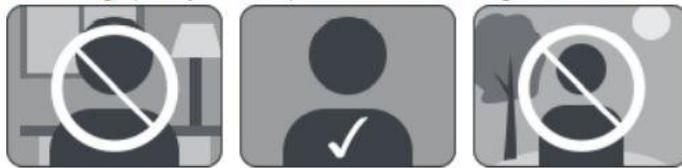
the recordings as Zoom\_0 , Zoom\_1, Zoom\_2 etc. mp4 files. Because Zoom does not let you name the file, it will overwrite any Zoom\_0 files that you recorded previously and saved in that file. It is wise to rename the files once they have been saved or to save the new recordings in a different folder.

You will notice that your picture will be in the upper right hand corner of the recording. When you are recording, it is best not to have any bright windows or lights in the picture, clutter in the background, lighting that is too dark, bright, or tinted and you should space yourself appropriately in the picture. See below recommendations on composing the picture of yourself talking.

### **Some tips from Omnipress when videoing the speaker:**

#### **1. Try to record yourself against a flat, neutral background, like a wall or sheet.**

- The more visual clutter or movement that is behind you, the more likely your video recording quality will be poor or a much larger file size.



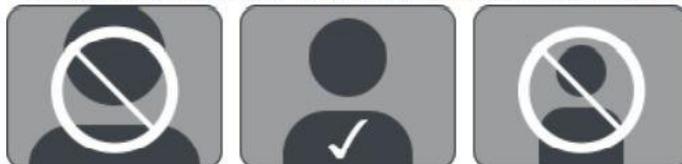
#### **2. Wear clothing that is the opposite of your background's tone.**

- If you are against a light background, wear a darker shirt. If your background is dark, wear a light or white shirt. Your webcam will work best if it can find a good contrast between you and your background.



#### **3. Frame your full head and shoulders in the camera picture.**

- There should be a little space between the top of your head and the top of the video frame.
- The bottom of the video frame should come to the middle of your chest.



### **Uploading the video of your talk to Whova**

You will not be able to upload your video into your speaker profile in Whova until after your paper has been accepted and until your paper has been scheduled in the agenda. If your video is greater than 200 Megabytes you will not be able to upload it into your Whova speaker profile. If your video is over 200 Megs and the size can not be reduced further, contact David Hansen (David.Hansen47@Yahoo.com) and we will upload your video to YouTube and then link it to the Whova software Platform.