

## 1. PREPARE YOUR SLIDES

- Remember that slides in a virtual presentation are even more important than in-person presentations.
- Don't stay on one slide for too long. Move along, so that your audience has new material to wake up their brains.
- Use more slides than you might normally use during a live presentation. During a live presentation, your body language and physical movement help to keep your audience engaged. But, during a virtual presentation, audience members see only your slides.
- Keep slides colorful and use graphics/photos as much as possible.
- The use of animation and complex transitions on slides might work well in person, but they can cause problems online.
- Many viewers will be watching on smaller laptop screens or even on mobile devices. Use larger fonts and plenty of white space, and don't put things near the edges of your slides.
- Light colors can easily wash out online. Use high-contrast color designs and avoid using subtle color variations that can be difficult to see remotely.

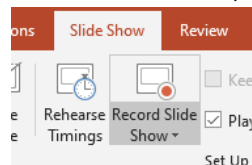
## 2. RECORD YOUR PRESENTATION

- There are a number of ways to record your presentation. Most presentation software features have built-in recording capabilities.
- Use an external microphone to ensure high-quality audio.
- If you have access to a webcam, put yourself on screen so that your audience can see you. Both PowerPoint and Keynote support recording video with your presentation.

### ○ POWERPOINT

#### [Detailed Instructions for Recording a Presentation in PowerPoint](#)

- Under "Slide Show," click "Record Slide Show."



- Turn on your video using the icons to the lower right.



- Click the "Record" button when you are ready to begin.

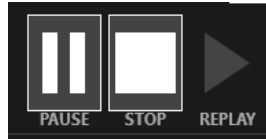


The timer counts down from 3 before recording begins.

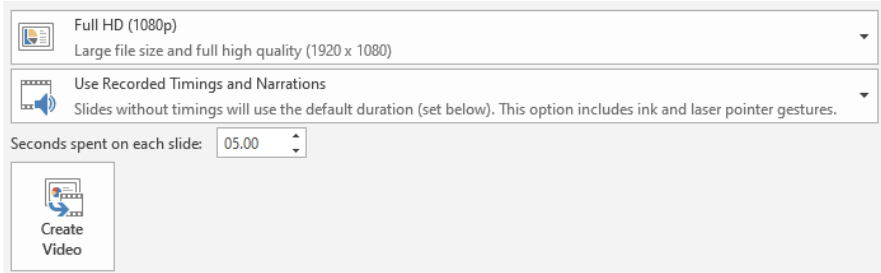
- Each time you change slides, the recording will stop momentarily. Be sure to pause your narration for a moment at the end of each slide and

prior to beginning the next slide. Avoid talking continuously during the slide transition.

- At the conclusion of your presentation, press the stop button.






- Press Esc (Escape) and save your file.
- To export your presentation as a video, select File > Export > Create a Video.



Select either “HD” or “Full HD”, and “Use Recorded Timings and Narrations”. Click “Create Video”.

- APPLE KEYNOTE

- [Detailed Instructions for Recording a Presentation in Apple Keynote](#)

- Click  in the toolbar, then click the Audio tab at the top of the sidebar on the right.
- Click Record in the sidebar. The recording window appears.
- To start recording your presentation, click  at the bottom of the window. The timer counts down from 3 before recording begins.
- To advance to the next slide, click the slide in the recording window, or press the Right Arrow key on your keyboard.
- To stop recording, click .
- Press Esc (Escape) to save the recording and exit the presentation.

### 3. COMMUNICATE YOUR IDEAS WITH ENERGY

- Practice making your “telephone voice” dynamic and engaging. It may feel uncomfortable at first, but it’s important to project more vocal energy than you would during a live presentation. Keep your audience awake and focused on your message!
- Communicate passion and energy for your ideas. If you are not using your camera, stand up while you present. Do whatever works best for you to get that energy out there.
- Have a colleague view your recording to ensure your visuals, video and audio are clear and understandable.

### 4. UPLOAD YOUR RECORDED PRESENTATION

- Upload your recorded presentation video to ION's Abstract Management Portal (AMP) at <https://www.ion.org/abstracts>
- Be sure to complete the online Copyright Release ION Proceedings & Media Authorization/License form. Your video will not be available to attendees until you complete the release form.

#### 5. UPLOAD YOUR SLIDE FILE

- Upload your presentation file (PDF or PowerPoint) to AMP at <https://www.ion.org/abstracts>
- Slide files will be included in the conference proceedings and will be available for attendees to download.