

1. PREPARE YOUR SLIDES

- 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.
- Keep slides colorful and use graphics/photos as much as possible. Simplify animation and remove any complex slide transitions.
- Many viewers will be watching on small screens. Use larger fonts and plenty of white space, and don't put content 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.

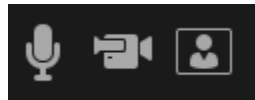
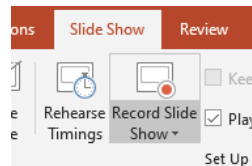
2. RECORD YOUR VIDEO ABSTRACT

- There are a number of ways to record your video. 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.
- One easy way to record your presentation is to start a Zoom meeting, share your screen, press record in Zoom, and deliver your presentation.
- PowerPoint and Keynote both support recording video with your presentation.

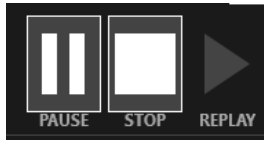
○ POWERPOINT

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

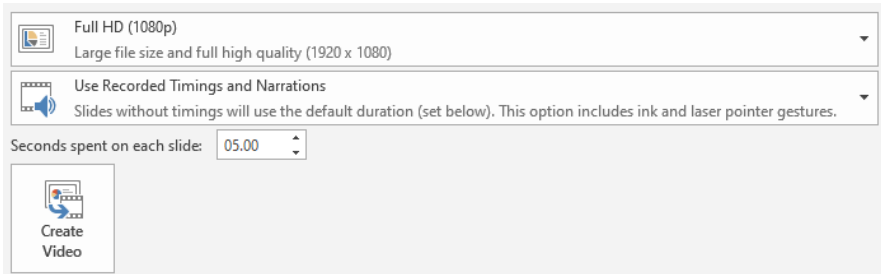
- Under "Slide Show," click "Record Slide Show."



- 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.






- Press Esc (Escape) and save your file.



- 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.
- To start recording your presentation, click  at the bottom of the window. The timer counts down from 3 before recording begins.
- To stop recording, click .

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 video to ION at this link:
<https://instituteofnavigation.app.box.com/f/05ccb238b78445af96f0b40ddb8ab168>