



# ENCR Scientific Meeting 2021

November 16-18, 2021

## Tips for a recorded Oral Presentation

### 1. Prepare Presentation

#### Have a visually engaging presentation

- If possible, use the PowerPoint template attached when preparing your slides.
- Make use of graphics and photos to illustrate your message.
- Limit transitions and animations as they can be distracting and may cause a lag when streaming or broadcasting.
- Avoid adding small images or text onto a presentation – participants may not be viewing a full screen because they may have panels for discussion and questions or notes tabs open.
- Do not include everything you could say, just keep the content that you must say

#### Be Succinct!

- Try to keep your slides short and to the point. Use your slides as a talking point or highlight, rather than reflecting your presentation word for word.
- Your presentation slides are there to help drive your message, not be the message

#### Make sure you stick to the time!

- Write a script you can follow while presenting and practice a couple of times so that you sound natural and fluid.
- A good rule of thumb is to spend no longer than 2 minutes per slide.
- Your presentation time must not exceed the allocated time of 10 minutes.

### 2. Choose your setting

- Make sure you have a strong internet connection.
- Make sure there are no other devices connected to the network and no other applications running on your computer during your presentation. Use a hardline connection, instead of Wi-Fi, if possible.
- Keep your webcam at eye level or slightly above it, and make sure you and your backdrop look professional and inviting with a simple and uncluttered background.
- Set up in a quiet space with no sound or visual distractions from colleagues, family or pets in the background
- Silence all nearby devices, disable notifications and remove background noise
- Choose a plain backdrop
- For the best video quality, make sure the lighting is in front of you and there are no windows behind



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## 3. Practice your presentation

### Check your camera and microphone

- Make sure you enable HD settings on your camera.
- If possible, use headphones with an attached microphone when presenting
- Test all your technical settings each time you login (camera, device, video and audio, and internet connection)

### Be Animated!

- Try to avoid being stiff and mechanical
- Consider presenting while standing because you will feel more energized and be able to breathe better.
- If you decide to be seated, sit upright and be close to the camera
- Ensure that mostly your face and shoulders are visible. Your attendees will be more engaged and interested in what you have to say.

### Be Connected!

- Do not let the camera and computer be a barrier to your audience. Your audience cares about what you have to say, so speak to them like they are in the same room.
- Look into the camera when talking. Direct eye contact into the camera while speaking gives attendees the impression you are looking at them, rather than off-screen.
- Rehearse with a live or virtual audience or record a demo of yourself giving a presentation so that you can see what your audience will be viewing.

Please note that even though you are submitting a recorded presentation, you will be required to attend your session live to answer Q&A on camera.

## 4. Record your presentation

### Recording with video in Zoom

- Click [here](#) to watch a useful video or follow the steps below
- Log in to your Zoom account (free to join), and select “new meeting”
- You should see your webcam on the screen indicating the meeting has begun. You can choose to turn the video feature on/off by selecting the video icon at the bottom of the screen.
- To set up your microphone, click on the chevron next to the microphone icon. From the pop-up list that appears, select the microphone you wish to use. Test your audio to ensure the microphone icon is filling with some green when you speak.



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- optimal video recording. You can find this in the Video Settings tab. If your surroundings are in low light, adjust your Video Settings tab as well.
- Before beginning your Zoom recording, open your presentation (PowerPoint, Prezi, or other presentation software) and set it to speaker/presentation mode.
- Once your presentation is being shared on the screen, expand to full screen, and you will be able to advance slides with your mouse, space bar or arrows on your keyboard
- When the presentation expands to a full screen, your video screen will be reduced to a small window. You can reposition this window to wherever you would like it to appear throughout the presentation. You can also change the size of your video screen from small to large. If you choose to use the larger size video screen, be sure that you have designed your slides accordingly. \*Remember, the webcam video will appear in the final recording.
- If you need to take a break while recording, select the Pause button. When you are ready to continue resume by pressing Play for a continuous video. When you are finished your recording, press stop and end the meeting.

The recording will automatically save to your computer, locate the file and rename as follows: ENCR2021\_ first 5 words of your presentation title.

## **Recording audio (a voice over) with PowerPoint**

- From the PowerPoint Slide Show tab, select the Record Slide Show drop-down arrow, then choose either Start Recording from Beginning or Start Recording from Current Slide.
- A dialog box will appear, select the desired options, then click Start Recording.
- Your presentation will appear in full-screen view. Perform your slide show, make sure to speak clearly into the microphone.
- When you are ready to move to the next slide, click the Next button on the Recording toolbar.
- When you reach the end of the presentation, PowerPoint will close the full-view screen.
- Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a speaker icon in the bottom-right corner.

## **5. Are you happy with the quality?**

- Have you used the template slides?
- Are your slides complementary to your presentation and can be read clearly?
- Is your audio loud enough? Can your audio be easily heard without increasing your volume to the maximum level?
- Can you hear any background noise (TV, lawnmower, other people talking) that interferes with your presentation audio?
- Is your video showing your face clearly and in good lighting?
- Is your recording around 10 minutes?



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## 5. Let's submit the video

- The submissions will not be edited. Send the file complete and ready- as you wish for it to be played.
- Save the video file output.
- Rename your file as the following: ENCR2021\_first 5 words of your presentation title
- Save your presentation under any of the following: MP4, MOV, or AVI. MP4 is preferred for our conference platform.

Please send the video by e-mail to [jrc-encr@ec.europa.eu](mailto:jrc-encr@ec.europa.eu) by **October 31, 2021**, insert ENCR2021\_oral presentation in the Subject of the e-mail.

If you have any questions, please email the ENCR Secretariat: [jrc-encr@ec.europa.eu](mailto:jrc-encr@ec.europa.eu)