

INMED Virtual Presentation Guidelines

The following tips and tricks will help you make sure your presentation recording is a success!

Prepare your presentation.

- Always keep your viewers in mind when planning the content of your slides and video. What do you want them to do after your speech is over?
- Make an outline and organize your content.
- Divide your content into video and static slides.
 - Add images, video, and sketches
 - You can accompany some of your PowerPoint slides with an audio narration instead of a video. For example, if your slide contains an infographic or a large diagram, you may emphasize not the presenter but the image on the slide, and describe your data using a voice-over.

Feature your slides presentation.

- Please set up to share your slides as the main portion of the screen, with the small video box of yourself in the frame as well.

Test everything first.

- Make a script and practice.
- We recommend doing a test run before diving into the entire presentation recording.

Utilize helpful software.

- Consider using a video platform with integrated screensharing features, such as [Zoom](#) (here is another link with [Zoom](#) tips), or [PowerPoint](#).

Environment is important.

- Please find a tidy, quiet area. Look for soft, bright lighting, such as large windows. Avoid any unseemly shadows. A home office, or room with simple items like plants, bookcases, etc., are great options.
- Light in front, not behind.
- No ambience sounds.

Sound is important.

- Use earbuds or a microphone, not the on-board computer mic. Earbuds are especially helpful for Live Q/A sessions where you need to listen and respond.

Consider your camera.

- Find a way to keep regular eye contact with the camera. We suggest moving your video reference box directly under your camera, so when you look at your video you can look at the camera, too.
- The camera lens height should be at eye-level or slightly above, if possible.
- Make sure the video is a horizontal.

Choose your wardrobe wisely.

- Think in layers - jackets, sweaters, or an open shirt over another shirt.
- Please choose solid colors. Avoid stripes, neon colors, busy patterns, logos, and text.

Virtual Presentation Quick Tips

Engage your audience.

- Record a self-introduction so that viewers can see your face if doing a voice over.
- Consider asking audience to limit their distractions at the beginning of the presentation.
- Take some moments throughout the presentation to ask questions, note questions the audience may have, or pointing out topics that may require more follow-up later.
- Tell an exciting story
 - Capture viewers' attention
 - Resonate with their needs.
 - A good presentation is always based on a clear storyline, which helps to understand complex concepts and leaves a lasting impression.
 - And try to use a small dose of humor – that's another attention-grabbing technique.

Plan how to receive feedback.

- After your presentation, find some key people to review how you did, and give specific advice.

Additional Link.

- [10 Tips](#)

Virtual Presentation Instructions

To pre-record your presentation, follow these steps:

1. Create your PowerPoint presentation (or equivalent slides).
2. Open a zoom meeting where you are the only participant/host.
3. Open your presentation slides.
4. Share your screen with the meeting so that you see your presentation slides.
5. Press Record in Zoom.
6. Begin giving your presentation and when completed press Stop Recording.
7. When you end the meeting, your computer will save the recording as an mp4 file, which you can then send to the conference organizer.

Helpful Tips:

- When you are recording in zoom, you can also pause the recording and resume the recording, so that you do not have to record the entire presentation all in one breath. You can take breaks to think about what you want to say for your next slide and then continue.
- Be sure to share your screen first, so that it looks like you want it before starting to record.
- You can move the image of your face talking/presenting by dragging the box with the video of you in it to where you would like it on the screen (so that it doesn't cover your slides). Do this before you start recording