

Preparing to record your PowerPoint presentation

This guide has been prepared to help you record a professional and high quality 5-minute 'Lightning' presentation for the NRM in the Rangelands - shaping our future conference.

All of our lightning presentations will be pre-recorded and loaded onto the conference platform to allow delegates to view your talk as often as they like - including after the event has finished.

Your presentation should include:

- A title slide, with a photograph of you and your contact details
- 3-4 slides of content
- 1 concluding/summing up slide.

As a rule of thumb, it takes 1-3 minutes to present each PowerPoint slide.

Please get your recording or powerpoint slides to us by **Tuesday 21st September**.

Preparing your PowerPoint presentation

There are lots of guides on preparing PowerPoint presentations, and it is worth brushing up on these. Adhere to all the usual tips for great presentations:

- keep your PowerPoint slides clear and concise
- present one overarching point with one take-home message per slide
- ensure all graphs and tables are labelled and explained
- don't use 'walls of text'
- make good use of visual aids, including photographs, graphics and charts
- finish your presentation with the key takeaway message you want the viewer to remember.

A couple of useful resources are:

[How To Write A Great PowerPoint Presentation](#)
[25 PowerPoint Presentation Tips For Good PPT Slides](#)



Recording your Presentation

Your presentation will be you narrating a recorded voiceover of your PowerPoint presentation. This is also referred to as a 'Slidecast'. We recommend you prepare a script to help you clearly convey the key points you want the audience to understand. Remember, 5-minutes is not much time but with preparation and practice you can leave a lasting impression.

You can record a Slidecast using:

- Powerpoint - there is a simple explanation [here](#) or from [Microsoft](#)
- on-line meeting platforms (e.g. Zoom and Teams) by presenting to yourself or to colleagues - this way you can also embed video of yourself
- third party software such as [Camtasia](#), or [Vimeo](#).

You can also arrange to present to us before the conference, and we will record it and have a copy ready to load onto the virtual conference site.

There are a lot of webinars, slidecasts and tutorial videos and written instructions on-line. If you choose to record a video of yourself presenting using Zoom, Teams or other platforms, please check out our other guide on 'Recording a video' for tips on lighting, decluttering your background and more.

One useful resource on presenting using Teams is at:

[How to Record and Share a Lecture using Microsoft Teams](#)

Two useful recorded guides for Zoom include:

[How to Record a meeting in Zoom \(Video and Audio\)](#)

[Record a Presentation using Zoom with FREE account](#)

This USA college site has a range of resources with more comprehensive guides:

[Recording a lecture with Zoom and Powerpoint with picture-in-picture](#)

Sound

It is important that you can be heard clearly so the sound you put into your recording is vitally important. Be as close to your microphone as possible, but no closer than 5cm for a headset or 20cm for a builtin mic. You don't want any hissing or popping, and being too close to the microphone can make you sound very distorted.

When speaking, consider the following things:

- Speak at a natural volume - not too soft and not too loud
- Speak at a moderate pace, you don't want to be too fast, or so slow that people become disengaged
- Include variation in your vocal modulation - speaking in a monotone fashion is not appealing
- As with anything, proper prior preparation prevents poor performance - practise until you are happy with flow of your presentation, the volume and that there is no distracting background noise.



When you are reading from a script or notes (which we do recommend) locate them in a comfortable position so that you are not turning towards and away from them - and not having to shuffle your notes.

If you have access to an add-on microphone or lapel microphone, these are a great option. If you are using your PC microphone, make sure there are no distracting noises like the neighbour mowing their lawn, dogs barking or your budgie squawking. A small room is preferred with not too many hard surfaces. Close the windows and doors to further cut down on distracting sound. A number of people have told us that sitting in the cab of your car with the windows up and radio off makes for a great makeshift studio!

More tips can be found at [How to Record Great Audio In Any Environment.](#)

A video that has more technical advice is: [Zoom Tutorial: Audio and Video Setup](#)

Practise

Take time to run through your presentation, assess it and make improvements. Treat it like a live event - keep the audience engaged through modulating your voice and being expressive.

The conference team is here to help you create a great presentation - please get in touch and we can step you through the process.

Images

Photos and videos can be included in your presentation to add visual interest. There are lots of ways to include these when editing or just add them to a powerpoint presentation. Use high resolution images and if you need to resize any, keep them in proportion.

Copyright

You should have permissions to include the content you use in your video. Content such as graphs, data, photographs, graphics and videos in your presentation remains the copyright of the original holder. The conference convenors (Desert Channels Queensland and the Australian Rangeland Society) share non-exclusive copyright of your submission with you, the author. This allows us to use your video, in whole or in part, for promotional and educational purposes before, during and after the conference. This includes on paid platforms in relation to the conference, but not for any other commercial purposes without the authors' written permission. You may use your video, in whole or in part, for promotional and educational purposes before, during and after the conference but not for commercial purposes nor in any way contrary to the stated or perceived goals and values of the conference convenors. A party will seek written advice from the other parties prior to using the copyrighted material in all instances where there is any doubt of the suitability of the intended purpose.

In summary

- Proper prior preparation prevents poor performance - take the time to practise
- Ensure you have good audio
- Make your presentation interesting and engaging
- Enjoy the conference



The Australian Rangeland Society and Desert Channels Queensland
92 Galah St, Longreach, Queensland
07 4658 0600 admin@dcq.org.au

