



Tutorial: How to Prepare a Video Presentation

For MS PowerPoint 2016 and newer, both for MS Windows and MacOS

Step 1: prepare and save your PowerPoint presentation as usual

- Please adjust the length of the presentation to the type of your submission:
 - Short presentation = 22 minutes including Q&A, we recommend circa 15-minutes video
 - Long presentation = 45 minutes including Q&A, we recommend circa 35-minutes video
 - PechaKucha inspired presentation = 5 to 8 minutes for the video

Step 2: record the presentation

- In your PowerPoint, in the ribbon *Slide Show*, click on *Record Slide Show*
- You might need to allow the PowerPoint to access your mic and camera
- Prepare your presentation for recording – select a starting slide, you might switch off your camera, etc.
- By clicking at the red button start recording, you might pause the recording anytime by the pause button
- Stop the recording by the red button
- If you do not go through all slides in the presentation during the recording, the remaining slides will be displayed in the end of your video automatically
- You can find more details about the recording of presentations with PowerPoint in [an official Microsoft tutorial](#)
- You can quit the recording process by the cross button in the top left corner

Step 3: export the presentation as a video

- In PowerPoint, click on the *File* and select *Export..* from the menu
- Select MP4 as a file format
- We recommend you to select the *Quality for the internet* (the video dimensions will then be 1280 x 720 or similar)
- Do not forget to check the option for including your narration and timing
- Click on *Export*
- It will take a while before your export is finished, so do not try to play your video immediately after you start the export



Step 4: send us your video

- The size of your video will be hundreds of megabytes (probably circa 200 MB per 15-minutes video), so please, use WeTransfer to share the video with us
 - Go to www.wetransfer.com
 - Fill in the form and upload your file
 - Please note that the size of the file has to be lower than 2 GB
 - Use conference@academicintegrity.eu as “Email to”
 - Use the name of your contribution as a message
 - You will need to confirm your transfer with a code from your email
 - You will receive an email confirmation of a successful transfer

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