Dear Presenter,

Thank you for agreeing to present at the NARBA annual conference 23-25 Feb 2021. We are excited to have this opportunity to use remote technology to bring the conference to a wide audience. We are requesting that presentations be pre-recorded to minimize downtime from technical glitches. The .pdf documents that we are sending you were written to help you put together the best possible presentation.

We have arranged the schedule so that generally 2 or 3 talks are grouped together into a block and the block will be followed by a live, moderated Q&A. **Each numbered talk has a unique link through Whova** that allows us to have a Q&A session go as long as necessary without needing to rush for the next presentation. We have generally scheduled 10 minutes of Q&A before the next session begins, but this does not limit the Q&A time.

If you are a keynote speaker or serving on a panel, then your talk will be given live and recorded for later viewing. If you are part of a speaker block, your talk will be pre-recorded and edited together with the other talks in your block. Please see the attached schedule to see what we have in mind for live vs. pre-recorded presentations and where we are grouping talks for Q&A. Feel free to contact Jill or Debby if you have concerns about your session, time slot, or ability to record your presentation. Our technical leader, Lizzy Herrera, will be available for questions concerning the procedure and is the author of the "how to" documents.

==**THE DEADLINE FOR SUBMITTING YOUR PRE-RECORDED PRESENTATION IS WEDNESDAY, FEBRUARY 10th.**==

The "how to" documents provide detailed instructions on how to use the more common recording platforms, Zoom and PowerPoint. If you have another platform you prefer, please let us know so we can be prepared. **The preferred presentation format is .mp4.** Please let us know as soon as possible if this format is not available to you.

Please note that all content will be recorded and available afterwards.

We look forward to working with you all to develop the best possible conference using this new (to us) way of connecting.

Thank you from the NARBA Conference Team!

Debby Wechsler, Executive Secretary (raspberryblackberry@gmail.com)

Jill Bushakra, Program Coordinator (jillb.narba@gmail.com)

Lizzy Herrera, Technical Support Leader (narba.herrera@gmail.com)

How-To Record Your Presentation

Step 1: **Choose Your Method of Recording Your Presentation**. ZOOM and Microsoft PowerPoint are two of the most common recording methods, however the choice is up to you. Further detailed instructions for ZOOM and Microsoft PowerPoint can be found here:

- **Presentation Recording Guide for ZOOM**
- **Presentation Recording Guide for Microsoft PowerPoint**
- **Presentation Recording Guide for PanOpto**

Step 2: **Prepare for Your Recording**. Check that your microphone and webcam are working properly before beginning your recording. Make sure your space is quiet. Be aware of bandwidth and wi-fi reception limitations and make adjustments as possible. If you are using Microsoft PowerPoint for your presentation, the Widescreen (16:9) slide size is preferred. Make sure there is no content on the bottom left-hand corner (PowerPoint) or top right-hand corner (ZOOM) of each slide as this is where the video of you giving the presentation will appear in the recording. See the

Step 3: **Record Your Presentation**. If your recording method allows, please try to include video of yourself during the recording of your presentation. (*Microsoft PowerPoint versions 2016-2019 have video recording capabilities)*. Please wait 5 seconds at the beginning and end of your presentation during your recording. This will make editing your video easier on the technical team.

Step 4: **Review Your Recorded Presentation.** Play back your recording to check the audio and visual quality of your video, and make sure that it is to your satisfaction. **The length of your recording should be no longer than your time slot on the agenda, not including time for Q&A. If you need less time than what is allotted, please let us know when you submit your presentation so that we can adjust the schedule.**

Step 5: **Save Your Recording.** Software such as ZOOM and Microsoft PowerPoint will save your recording as an .mp4 video file (*preferred*). If your recording is saved as a different file format, please let us know when you submit your presentation.

Step 6: **Submit Your Video.** Send the link to your video file to narba.herrera@gmail.com. The file will be too large to attach, so you may use whichever cloud service you prefer (GoogleDrive, Box, OneDrive, DropBox, etc.).

All the files sent to you can also be found here:
https://www.raspberryblackberry.com/information-for-conference-presenters/

If you have any questions or need assistance with your recording, please contact Lizzy Herrera at narba.herrera@gmail.com