



MARCH 15-16, 2024 • FRENCH EMBASSY, WASHINGTON DC

SELF PRE-RECORDING

Guidelines



Overcome

PRIOR TO RECORDING



Prior to recording, ensure that:



- Your **webcam** is of high quality. You may replace your built-in webcam with a separate webcam of higher quality.



- You use a **headset**, earphones or external microphone to exclude background noise and sounds.

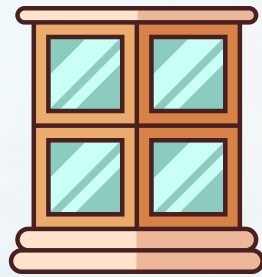


- Your face and the camera are at **eye level**. If you are using a laptop, you may place it on books or a shelf.



- Place yourself in the center by **adjusting your camera angle** both horizontally and vertically, ideally from mid chest to above your head, like in a passport photo.

PRIOR TO RECORDING



- **Lighting** should be facing you and not coming from behind you, as it will make your face darker.
- Consider sitting facing a **window**, or placing a small **LED light or lamp** on your desk facing you.
- You're sitting in a **neat space with a tidy background**, eliminating any items which may distract you or the audience.
- Your **internet connection** needs to be stable and of at least 1.5 mbps. A secure wired connection is recommended. You may check your internet speed at: www.speedtest.net

PRIOR TO RECORDING



- Your slides need to be in **16:9 format** (widescreen), as per the attached template.



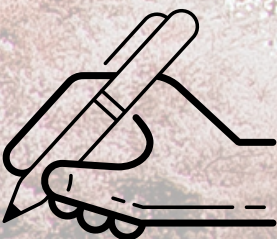
- We recommend using **Microsoft Powerpoint**, if possible the most advanced version (.pptx). Note that some versions allow video recording and others only voice recording. Alternatively, you can record using **Zoom** or other web applications.



- Consider using a **personal timer** to ensure you stay well within your allocated presentation time.



- Please use the **attached template** for your cover page.



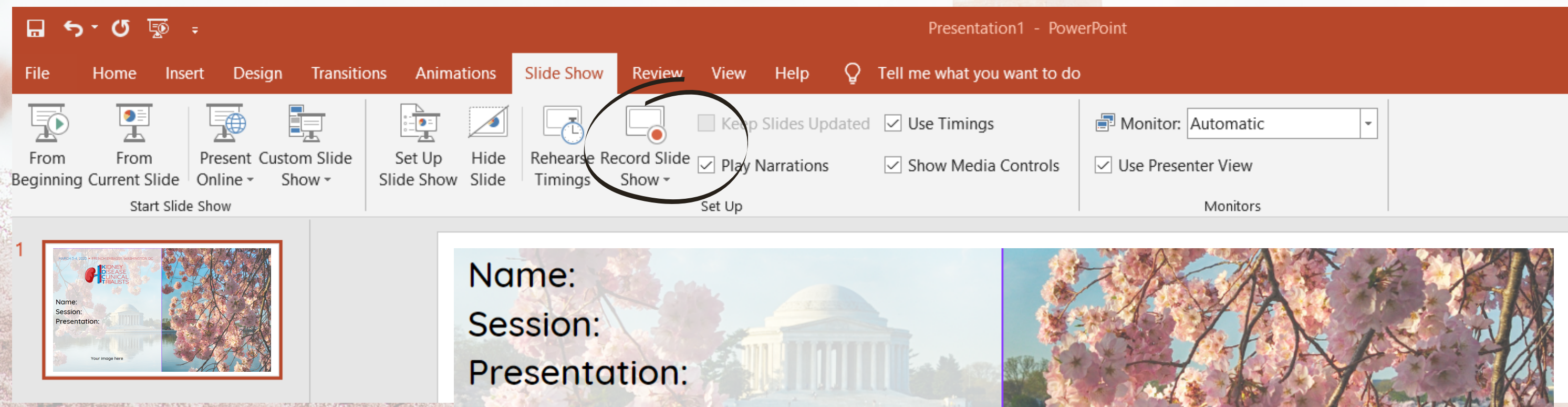
- Ensure you have completed your authorization form when you registered. **If you did not, please register here.** All unauthorized presentations will be removed in the final edit.

RECORDING USING MICROSOFT POWERPOINT

The preferred method for presentation recording is MS Powerpoint (Office 2019 version). Once your presentation is ready, go to Slide Show, and click on **Record Slide Show**.

Your presentation should be saved as a PowerPoint file and also as an .MP4 video file. Note that different versions of PowerPoint may not have the same functionalities presented below.

It is recommended you present with your face showing in a small thumbnail in the bottom right of the screen.



The screenshot displays the Microsoft PowerPoint interface with the 'Slide Show' tab selected. The 'Record Slide Show' button is circled in red. The interface includes a ribbon with tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Help. The Slide Show ribbon contains options for starting the slide show (From Beginning, From Current Slide, Present Online, Custom Slide Show), recording settings (Keep Slides Updated, Use Timings, Play Narrations, Show Media Controls), and monitor settings (Monitor: Automatic, Use Presenter View). Below the ribbon, a slide thumbnail is visible on the left, and the main slide area shows a form with fields for Name, Session, and Presentation, set against a background of cherry blossoms and the Jefferson Memorial.

PRE-RECORDING

MICROSOFT POWERPOINT

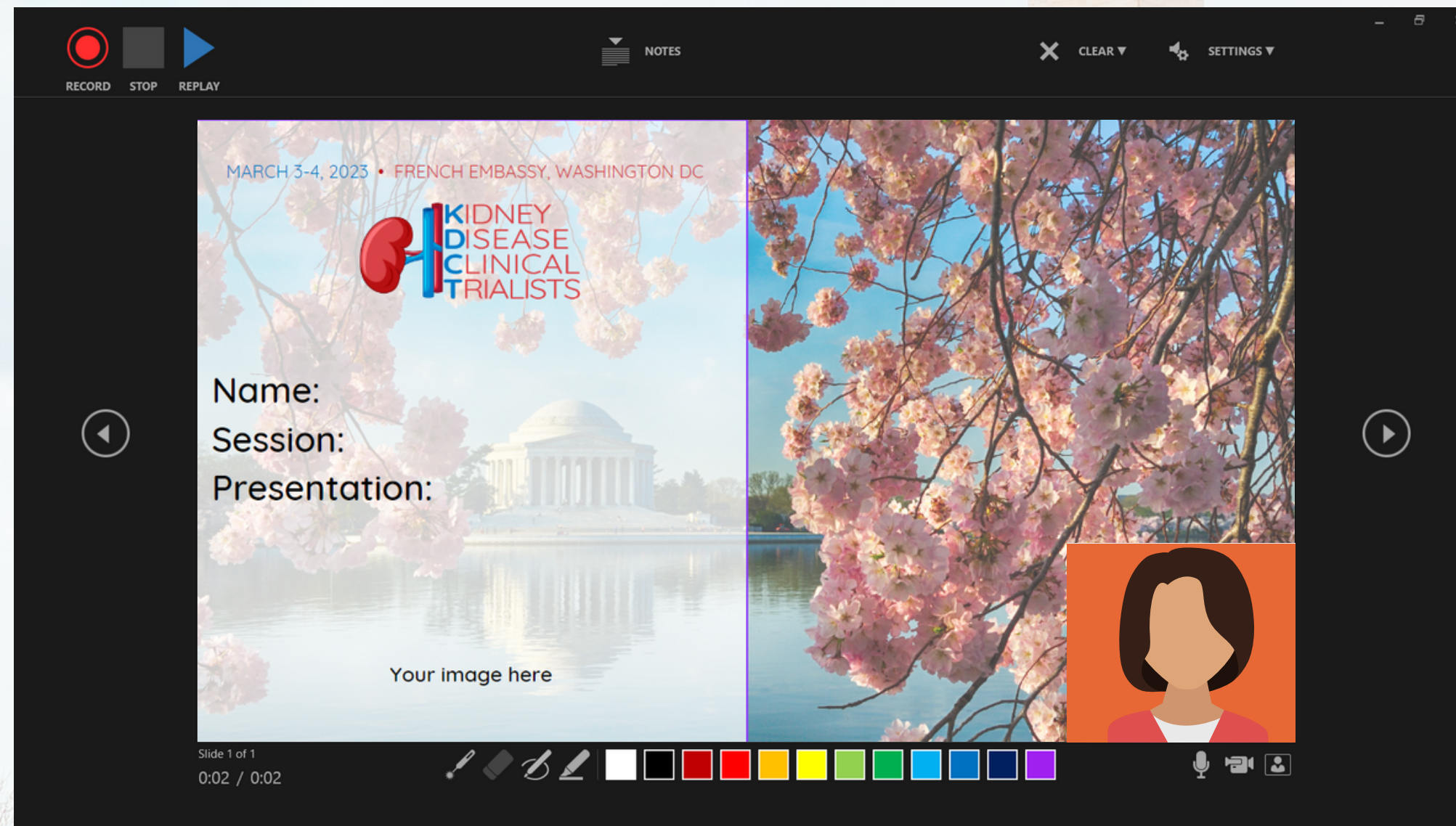


You may use personal notes in your presentation using the "Notes" icon in the top, they will not be displayed in the final recording.

To begin recording, press the red button, then you may pause using the same button, or stop when it's finished.

Tip: Allow a few seconds to ensure your introduction is not cut short.

You may use the icons in the bottom to add notes and highlights.



The icons in the bottom right of the screen are used to enable your camera, microphone, and face preview.

Tip: Try looking at the camera rather than reading from a printed copy. If your face preview is blocking your slide view, you may disable it by using the bottom right key.

Make sure you save frequently to avoid losing your previous draft.

Once completed, your face recording will appear automatically in your presentation slides, you may move it to an empty section of your screen and control its size. The recording will play automatically in the Slide Show of your presentation. Once you have finished, please save your presentation as a movie (.mp4).

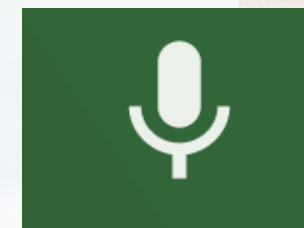
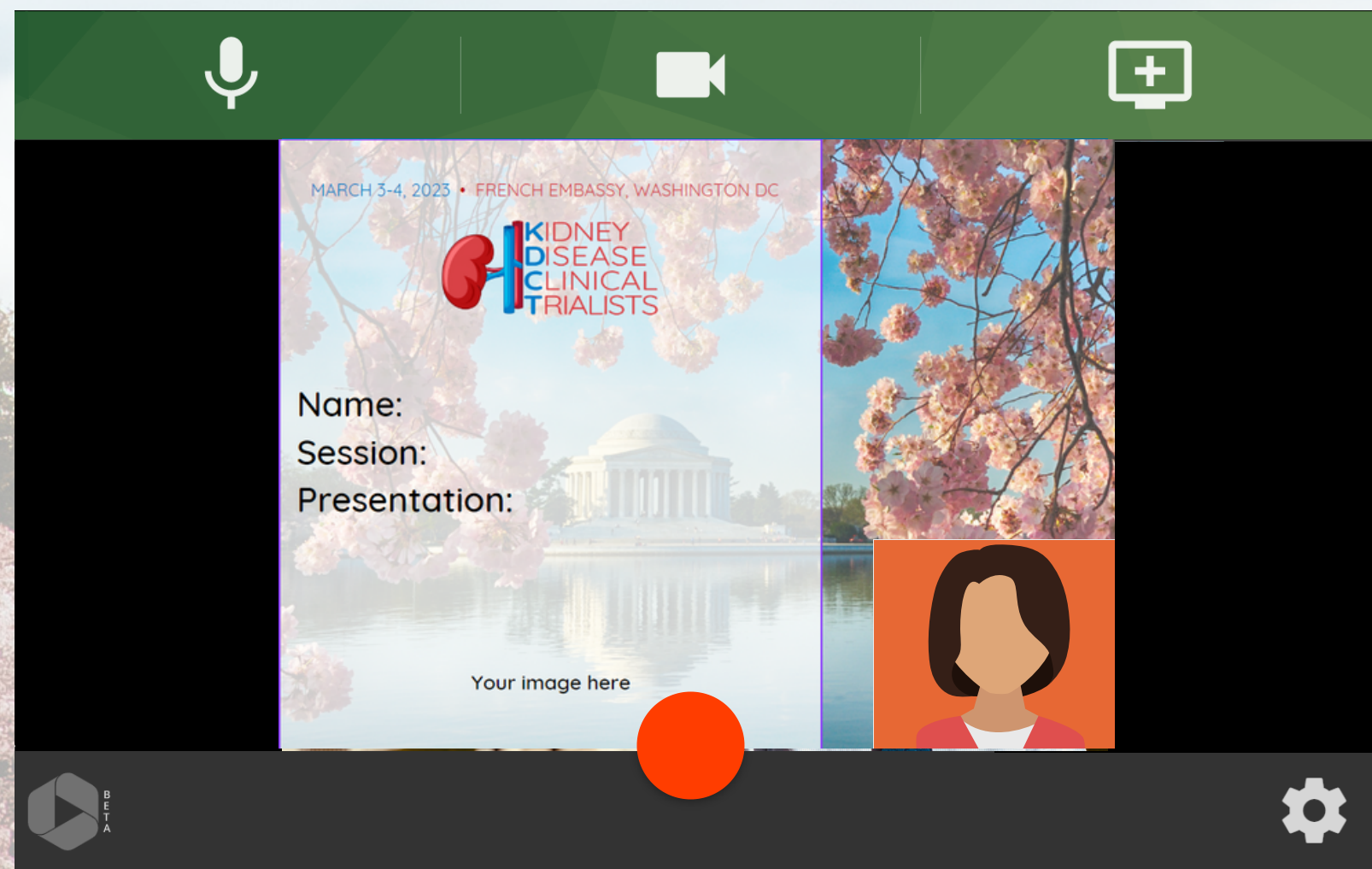
File name: surname_name_session.mp4

Save as type: MPEG-4 Video (*.mp4)

Alternative options Panopto™

If you do not have Microsoft PowerPoint or you prefer using a web-based app, consider recording on Zoom or [Panopto.com/record](https://panopto.com/record).

We recommend using HD recording mode, and disabling the camera to ensure the entirety of the slide is showing as the camera window is too large.



Microphone: To enable the voice recording



Camera: To enable the video recording



Share screen: To choose which screen or application to share. (You need to open presentation prior to recording)



Record: To start and finish recording

Helpline

Finally, should you still have problems with the recording, the team at **Overcome** is more than willing to help.

A direct line is available for assistance with any technical issues, general questions or assisted recording.

Please reach out to us on KDCT@overcome.eu to set up an appointment for assisted Zoom recording, or for any question, call Michel on +33 7 83 96 31 96.

Assisted pre-recording will be available from March 6-8 and 11 & 12, 2024.

Please note that if your video is missing, of low quality or is longer than the allocated time, the team will ask you to pre-record it again, and will be happy to assist you with it.

All pre-recorded video presentations, along with the authorization form, and the alternative slides (if required) must be received **NO LATER THAN MARCH 12, 2024.**

The **KDCT 2024** team thanks you for your collaboration.