

Guide for Pre-Recording Presentations

****YouTube links to re-recorded presentations must be provided to ICOET by Sept 7th, 2021****

ICOET 2021 will be an exciting opportunity for you to share your research, practices, and project outcomes. Because it is a virtual conference, we want all presenters to provide their material ahead of time to allow participants flexibility in viewing your presentation and to give the organizers time to position all presentations in their appropriate sessions in the live program.

This short guide provides links to online resources for two easy ways to pre-record your presentation in Zoom or PowerPoint and then to upload your presentation to YouTube. We need you to send your recording link to fmshilling@ucdavis.edu AND cfetcheverry@ucdavis.edu by Sept 7th, 2021 (earlier than that is even better and will earn you good karma points).

Please use one or more of the guides below to help you in your recording. Sometimes the guidance will talk about things you don't need to know (like uploading your video to "Canvas", an academic tool). Don't worry about that, just concentrate on: 1) making a video that is saved to your computer, 2) uploading the video file to YouTube, and 3) sending us a publicly-available link to the video on YouTube.

General Guidance for Types of Presentations

Podium presentations are organized in sessions according to themes and recorded presentations should be 15 minutes for sessions with 4 speakers and 12 minutes for sessions with 5 speakers. The recordings will be live-streamed at scheduled times and followed by a live, 30-minute moderated Q&A with attendees and group discussion featuring all presenters from the session. Please do not exceed the maximum time

Multimedia presentations will be grouped by theme, and groups of presenters will be scheduled in live sessions for the opportunity to answer questions from attendees in a virtual format that looks and feels like a traditional poster session. Multimedia presentations are pre-recorded, 5-minute videos posted for on-demand viewing and convenient for all time zones during the conference dates. Multimedia presenters are encouraged to be creative in their approach – feel free to go beyond slides and narration to include innovative ways to relay your work (e.g. videos, story maps, traditional posters as PDFs). These other types of presentation must be uploaded somewhere and, within reason will be provided as links to your presentation in the program.

Panel and Workshop presentations must also be pre-recorded and brief: 1) ~5 minutes each for panelists and 2) "not too long" for workshop presenters, in order to orient the audience to the central theme. The recordings will be live-streamed at the session's scheduled time and followed by a live panel discussion of approximately 45 minutes. Panelists will be asked to address questions from attendees submitted to the panel organizer in advance of the scheduled session as well as take questions live from the audience. Workshop organizers have more flexibility on balancing presentations and audience participation.

Recording in Zoom

- 1) [Using Zoom to Record Presentations.pdf \(ou.edu\): https://www.ou.edu/cas-online/website/documents/Using%20Zoom%20to%20Record%20Presentations.pdf](https://www.ou.edu/cas-online/website/documents/Using%20Zoom%20to%20Record%20Presentations.pdf)
- 2) [How To Record Your Presentations Using Zoom - YouTube: https://www.youtube.com/watch?v=Txoy4-1kyp8](https://www.youtube.com/watch?v=Txoy4-1kyp8)
- 3) [Zoom Tips and Tricks | How to record a presentation using Zoom - YouTube: https://www.youtube.com/watch?v=Wp16MNHnBTc](https://www.youtube.com/watch?v=Wp16MNHnBTc)

Recording in PowerPoint

- 1) [Record a presentation - PowerPoint \(microsoft.com\): https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33](https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33)
- 2) [How to Record a PowerPoint Presentation with PowerPoint 2019 - Windows - YouTube: https://www.youtube.com/watch?v=yA7NTQ-dp1c](https://www.youtube.com/watch?v=yA7NTQ-dp1c)
- 3) [How to record presentations in Microsoft PowerPoint - YouTube: https://www.youtube.com/watch?v=bP9VJ03s8Gw](https://www.youtube.com/watch?v=bP9VJ03s8Gw)

Uploading your Video to YouTube

1. First, you'll need an account with YouTube / Google to be able to upload a video. A gmail account will work nicely, or you can create a new account on YouTube.

– To create an account, first click on the “Sign-in” link in the upper right corner, and then choose “Create account” link at the bottom. Google will lead you through the account creation process, as you'll need to supply your name and also verify your identify and credentials with a phone call or text message.

– Here is a video link to help you create an account (3 minutes):

<https://support.google.com/youtube/answer/161805>

In order to upload videos, you'll need to create a YouTube Channel. To create a channel, first initiate the process of uploading a video by clicking on the dark grey video player icon with a plus sign.

If this is the first time you are uploading a video, YouTube will prompt you on creating a channel for your content. You can upload a picture and give your channel a name. Then click the “Create Channel” link in the bottom right of the pop-up box.

Once you have created your channel, you'll see a button to “Upload Video” which you can click to upload your presentation video. After you drag your video to upload, you will be prompted to give your video a name (which can be the title of your ICOET presentation), and also provide a description (we suggest pasting part of your abstract in the description field). There are also options to set the video thumbnail and YouTube asks for other information about the intended audience.

You'll need to follow the on-screen steps (there are three), and finally publish your video. You can select whether your video is accessible to the public or whether your video is unlisted and

the direct link is needed to view the video. Either of these first two options will work, but don't use the Private option or no one else will be able to see it.

Here is a short video on how to upload to YouTube.

<https://www.youtube.com/watch?v=H8yrbIAj-V4>

YouTube support many different video file formats, including those frequently used on Macs and Windows. These include mov, mp4, mpg, avi, wmv, and others.

Once your video is hosted on YouTube, please send the link to fmshilling@ucdavis.edu AND cfetchevery@ucdavis.edu by Sept 7th, 2021.