

Tips and tricks for recording your video presentation

Take notice the pointers below in order to deliver a clear and appealing video presentation:

- Connection with your audience is key. Prevent your audience from drifting off or stopping your recording before it actually ended. To do so, try to come up with an appropriate yet captivating introduction that will leave your audience wanting to hear more.
- The same goes for ending your presentation: finish with a strong statement that will leave an impression on your audience. For example, shortly recapitulate the key finding of your research and its impact on science and/or society (and thus: on your audience). Going out with a bang!
- Make sure you stick to the time limit set for the presentation. When people see that your recording is (much) longer than the official time limit, you risk the chance of people watching your video with less interest or enthusiasm, or even worse: people not watching your video at all.
- Prepare yourself well! If you might want to practice your presentation a few times before actually recording it. If so, be aware to leave some time in between the last practice run and the recording in order to preserve a certain spontaneity when recording your presentation.
- If you like to, you can use a cheat sheet with some key words on it, to keep track of your story line. You can position the cheat sheet in the near proximity of your camera, so that your audience won't notice you using it.
- Take the following prerequisites in mind when positioning your camera (and yourself) for the actual recording.:
 - Select a (neutral) location without visual or auditive distractions; make sure the background is clean and try to prevent interference of background noise. Additionally, make sure that you wear clothing that contrasts well with your background but without any distracting colors or patterns.
 - Preferably record in natural light; record during daytime in the proximity of a window. Make sure you are (partly) facing the window, and that your camera is directed away from the window.
 - Make sure your camera is firmly positioned, ideally using a tripod. A pile of books, a chair or a table will also do the trick.
 - Record in a landscape setting (camera angled horizontally) as this reflects the orientation of the screen of your audience.
 - Make sure you are visible from the waist up; in this way not only your face but also your hands will be visible, which will enable you to use hand gestures to support your presentation. Take a test shot to see whether you are well-visible.
 - Make two or three recordings of your presentation. Do not stop recording when you make a small mistake or you lose track of your presentation for a second. You can use specialized software (e.g. Microsoft Moviemaker) to cut scenes, or to combine scenes from two or more recordings. To do so, make sure to divide your presentation into various sections that are separated by short moments of silence (just 1 second will do the trick already). This will enable you to make clean cuts in the recordings of your presentation.

The information above is provided with courtesy of the Academic Skills team of the bachelor program Bio-Farmaceutische Wetenschappen at Leiden University.

Recording a video presentation using Zoom

This manual will guide you through the process of recording a video presentation via the video conferencing platform Zoom.

Note: You should first register yourself via <https://zoom.us>. Registration is free of charge.

Preparation

Before you can start recording your presentation, you should take the following actions:

- Take into account the prerequisites for positioning your camera (as listed above), most importantly: select a (neutral) location without any visual or auditive distractions. Make sure the background is clean and bright and try to prevent interference of background noise.
- Empty the right part of your computer desktop and select a neutral desktop color.
- Close all running programs, to prevent pop-ups entering your screen.
- Open your presentation slides (PowerPoint, PDF, Prezi...), minimize the screen to about half the size of your desktop. Drag the screen to the left side of your desktop.
- **Important!** When you record your video presentation via screen recordings, you cannot use the *Presenter view* in PowerPoint, as the full screen presentation will overrule other screens including Zoom. You should thus present in *Normal view*. Make sure to minimize all unnecessary parts of the screen, such as the slide overview (left) and the notes below the slide.

Recording

Recording your video presentation in Zoom is actually pretty simple. Just follow these steps:

1. Open zoom, log in and select *New meeting*.
2. Select *Join with computer audio* to make sure that your computer microphone is switched on.
3. Click on *Share screen* and select your slide presentation.
4. Maximize the video thumbnail, so your audience can see you well.
5. Select *More > Record* to start your recording.
6. Present your slides.
7. Upon finishing your presentation, select *More > Stop recording* to finish the recording.
8. Select *End meeting > End meeting for all* to end the meeting. Your recording will be automatically converted and saved.
9. Rename the .mp4 file according to course instructions and make sure to save it in an appropriate folder. If no instructions on file names are provided, make sure to at least include your last name, your student number, the name of the assignment and the name of the course.
10. If you prefer, you can edit your recording using video editing software upon submitting it for your course.

More information on the use of Zoom can be found here:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>