

Congratulations on being accepted to NASSH2023! We are so pleased to be able to provide this guide to assist you with preparing your pre-recorded presentation.

The BASICS

- All REMOTE presentations for NASSH2023 will be pre-recorded.
- All individual presentations will be 12-15 minutes in length.
- **All videos, as well as any digital handouts or supporting materials you wish to share, are due to kimscott.nassh@gmail.com on April 15, 2023.** You are welcome to share a link that allows downloads.
- All videos must be submitted as an MP4 file. Instructions on preparing and submitting your files are included in this guide.
- While transcriptions and closed captions are not required, they are highly encouraged.
- Any supporting materials (written papers, handouts, etc.) must be submitted as PDF documents.
- Though all REMOTE presentations will be pre-recorded, you must be available during your scheduled presentation time to participate in the three (3) minute live question and answer that will follow the showing of your video.
- If there's a conflict or any questions, please let us know at kimscott.nassh@gmail.com.

BEFORE you create your presentation:

- DOWNLOAD the appropriate template for your presentation slides by clicking one of the below links. All presentations must start with the slide that includes your name and title of your submission:
 - [PPT](#)
 - [KEY](#)
 - [Google Slides](#) (please make a copy)
 - To download the required template, click the downward pointing arrow located in the upper-right corner of the screen. Click “direct download”
 - Use the provided templates for ALL of your presentation slides, not just the title slide.
- [SET UP to record your presentation](#) (click here for basics about required technology and tips). Items covered in the setup section include:
 - Microphone and Sound
 - Video and Background
 - Slides
 - Presentation Tips
- NEED HELP? These tutorials might be useful:
 - [Apply a Template to a New Presentation in PowerPoint](#)
 - [Apply a master slide in Keynote](#)
 - Email kimscott.nassh@gmail.com if you're stuck.

Decide How You Wish to Record Your Presentation

There are a number of technical platforms that can be used to record your presentation. You are welcome to use any technology that best fits your wish so long as the final version of your video can be shared as an MP4 or M4V file. We will provide three options for recording your presentation.

- Zoom
- PowerPoint
- Keynote

However, we encourage the use of **Zoom** merely because the speaker can be viewed as they share slides. It makes for a more interesting audience experience.

Using Zoom for your Presentation

If you need assistance with obtaining a zoom room to do your recording or do not have access to the enterprise/Cloud-enabled version of Zoom, please email KimScott.NASSH@gmail.com and a zoom room will be provided to you to complete your presentation.

There are two versions of Zoom: local and enterprise. Local is the version that is provided for free to any user who registers. Enterprise is usually provided through your institution. We encourage the use of the enterprise version as it saves your recordings to the cloud and allows for the creation of automatic transcription. The directions below pertain to the enterprise/cloud version of Zoom.

Zoom allows you to share your screen so that viewers can see your slides as well as the presenter simultaneously. Below is an itemized list of links that will assist you in setting up your zoom room so that you can share slides and be viewed on screen simultaneously:

- [Getting Started for New Users](#) (Creating your account and setting up your room)
- [Testing Your Computer Audio](#)
- [Testing Your Computer Video](#)
- [Setting up Automatic Transcription](#)
- The NASSH template is required for all presentations (see below). All Zoom presentations must start with the title slide even if you do not intend to use slides for the rest of your presentation.
[Please download or make a copy of the title slide from one of the following:](#)
 - [PPT](#)
 - [KEY](#)
 - [Google Slides](#) (please make a copy)
- [Enable the extra features](#) in zoom for recording in HD, touching up your appearance (if desired), and adjusting for low-light
- [Share your Screen to display slides](#)
- [Customize the video layout to display both slide and your camera](#)
- [Record your Zoom Room to save your presentation](#)
- [View your Recording](#)

NEED HELP? These tutorials might be useful:

[How to Edit a Zoom Recording](#)

[How to Edit a Video Clip](#)

For presentations with a single speaker, settings for Zoom should be:

- Record Active Speaker with Shared Screen
- Audio Transcript Enabled
- Viewers can see the Transcript Enable

For those with multiple speakers who will be speaking simultaneously (e.g., roundtables where you might want the entirety of the group to be viewable at all times):

- Record Gallery View with Shared Screen
- Audio Transcript Enabled
- Viewers can see the Transcript Enable

PLEASE TEST YOUR LAYOUT AND RECORDING BEFORE DOING YOUR PRESENTATION IN TOTAL. Simply record a minute of video including sharing your screen and then check the recording to ensure the layout, audio, and video are working correctly.

You should receive an email from Zoom when your recording is complete. Generally, you will get one email with a link to the video and a secondary email with links to review/edit/share the transcript file. If you do not receive an email with direct URLs, you can access via the Zoom cloud to both your recorded presentation and an automated transcript of your presentation.

Either way, we ask that you view and edit the transcript prior to submitting your file. This will allow your video to have closed captioning on the video:

- [Edit your presentation transcript](#)

Once you have completed reviewing your video and the transcript, you will need to submit your materials.

To share your video, you will select Recordings > then the presentation file. Then, please do the following:

- Select SHARE, then turn on:
- Share this recording publicly
- Viewers can download this recording
- Viewers can see transcript

Then, select COPY SHARING INFORMATION and email that information to:

KimScott.NASSH@gmail.com with your name and submission title in the subject line.

This will allow NASSH access to your completed submission so that we can download your finalized MP4 file and move it to the Conference platform. If you have prepared a written paper that you read, please also share that file so that we can make it available as a transcript. You will receive an email reply from KimScott.NASSH@gmail.com confirming the receipt of your materials. The submission will then be reviewed by a member of the conference team to ensure the recording complies with conference guidelines (use of slides, sound, etc).

Using PowerPoint for your Presentation

Powerpoint allows you to record a presentation with an audio narration and slide timings. Before developing your powerpoint presentation, we encourage you to review the [PowerPoint Accessibility information available from Microsoft](#). We encourage the use of Microsoft 365 for your presentation as it is the most up-to-date version and can allow sharing of your recording via the Cloud.

Below is an itemized list of links that might assist you in setting up your powerpoint:

- Download the NASSH Powerpoint template: [PPT](#)

- [Develop your powerpoint slides](#)
- [Review your slides for accessibility issues](#)
- [Enable the Captioning/Subtitles function in Powerpoint 365](#)
- [Rehearse the presentation with slide timings](#)
- [Record your presentation with narration and timed slides](#)
- [Save your Recording](#). Please title the file with your Submission Number_LastName.

PLEASE TEST YOUR PRESENTATION AND RECORDING BEFORE DOING YOUR PRESENTATION IN TOTAL. Simply record a minute of your presentation to ensure the slides and audio recordings are working correctly.

If you are using a version of Powerpoint other than Microsoft 365, you will need to download and install the STAMP editor to create closed captions:

- [Add closed captioning to your slides](#)

Once you have completed reviewing your video and the transcript, you will need to submit your materials.

To share your video from Microsoft 365, you will select Recordings > then the presentation file. Then, please do the following:

- Select SHARE, then turn on:
- Anyone with the link
- Allow editing

Then, click APPLY select COPY LINK and email that information to: KimScott.NASSH@gmail.com with your name and submission title in the subject line.

If you are using a previous version of Powerpoint and saving your video to your local computer, you will need to do the following:

- [Export the file as an MP4](#)

This will create an MP4 file that is titled as follows Submission Number_LastName.mp4

To Share your video from a previous version of Powerpoint, you will go to:

<https://www.dropbox.com/request/dFDissPIOXMhVKMTJsg>

- Select Add files
- Select from Upload files from Local Computer
- Select the MP4 file you created (usually this will be in your my documents folder)
- Select Upload

Once you have successfully uploaded your mp4 file, you will be able to add additional submissions by selecting upload more files. If you have prepared a written paper that you read, please also share that file through Dropbox so that we can make it available as a transcript. You need only upload those files as PDFs using the same Dropbox link. All files should follow the naming convention: Submission Number_LastName_additional materials.PDF

This will allow NASSH access to your completed submission so that we can download your finalized MP4 file and move it to the Conference platform. You will receive an email reply from KimScott.NASSH@gmail.com confirming the receipt of your materials. The submission will then be reviewed by a member of the conference team to ensure the recording complies with conference guidelines (title slide).

Using Keynote for your Presentation

Keynote allows you to record a presentation with an audio narration and slide timings. Before developing your keynote presentation, we encourage you to review the [Keynote accessibility tips from Apple](#).

Below is an itemized list of links that might assist you in setting up your presentation:

- Download the NASSH Keynote template: [KEY](#)
- [Develop your keynote slides](#)
- [Review your slides for accessibility issues](#)
- [Add transitions between slides](#)
- [Record your presentation with narration](#)
- [Save your Recording](#). Please title the file with your Submission Number_LastName.

PLEASE TEST YOUR PRESENTATION AND RECORDING BEFORE DOING YOUR PRESENTATION IN TOTAL. Simply record a minute of your presentation to ensure the slides and audio recordings are working correctly.

Keynote does not currently offer a way to automatically create closed captions or sub-titles of your narration. We recommend these technologies should you wish to provide captions or sub-titles:

- Amara (<https://amara.org/en/videos/create/>).
- Adobe Spark (<https://spark.adobe.com/make/videos/add-subtitle/>)
- Otter.ai (<https://otter.ai/>)

Once you have completed reviewing your video, you will need to submit your materials.

If you are using Keynote and saving your video to your local computer, you will need to do the following:

- [Export your file as a MOVIE](#)

This will create an M4V file that is titled as follows Submission Number_LastName.m4v

To Share your video, you will go to: <https://www.dropbox.com/request/dFDissPIOXMhVKMTJsng>

- Select Add files
- Select from Upload files from Local Computer
- Select the M4V file you created (usually this will be in your “my documents” folder)
- Select Upload

Once you have successfully uploaded your m4v file, you will be able to add additional submissions by selecting upload more files. If you have prepared a written paper that you read, please also share that file through Dropbox so that we can make it available as a transcript. You need only upload those files as PDFs using the same Dropbox link. All files should follow the naming convention: Submission Number_LastName_additional materials.PDF

This will allow NASSH access to your completed submission so that we can download your finalized M4V file and move it to the Conference platform. You will receive an email reply from KimScott.NASSH@gmail.com confirming the receipt of your materials. The submission will then be reviewed by a member of the conference team to ensure the recording complies with conference guidelines (title slide).

Using Google Slides for your Presentation

Google Slides allows you to record a presentation with an audio narration and slide timings. Before developing your keynote presentation, we encourage you to review [the Accessibility tips from Google](#). Note: Google requires use of multiple tools (Slides + Audio or Video Recording Software + Screencapture).

Below is an itemized list of links that might assist you in setting up your presentation:

- Make a copy of the [Google Slide](#) and rename it Submission Number_LastName
- [Develop your Google Slide Presentation](#)
- [Review your slides for accessibility issues](#)
- [Add transitions between slides](#)
- Google slides does not provide a recording option inside Google. There are two options: 1) [present slides with caption and screen record](#) and 2) recording of narration separately and then insert [the file as audio in your presentation](#). Either way, you will need to record your presentation using an app like Panopto, GarageBand, or Audacity.
- After completing the screen recording, please check title the file: Submission Number_LastName.

PLEASE TEST YOUR PRESENTATION AND RECORDING BEFORE DOING YOUR PRESENTATION IN TOTAL. Simply record a minute of your presentation to ensure the slides and audio recordings are working correctly.

Once you have completed reviewing your video, you will need to submit your materials.

If you are using Google Slide and saving your video to your local computer, you will need share your video, you will go to: <https://www.dropbox.com/request/dFDissPIOXMhVKMTJsng>

- Select Add files
- Select from Upload files from Local Computer
- Select the M4V file you created (usually this will be in your “my documents” folder)
- Select Upload

Once you have successfully uploaded your m4v file, you will be able to add additional submissions by selecting upload more files. If you have prepared a written paper that you read, please also share that file through Dropbox so that we can make it available as a transcript. You need only upload those files as PDFs using the same Dropbox link. All files should follow the naming convention: Submission Number_LastName_additional materials.PDF

This will allow NASSH access to your completed submission so that we can download your finalized M4V file and move it to the Conference platform. You will receive an email reply from KimScott.NASSH@gmail.com confirming the receipt of your materials. The submission will then be reviewed by a member of the conference team to ensure the recording complies with conference guidelines (title slide).

Set Up to Record Your Presentation

Recording Conditions:

Maximize Sound Quality: Record when your space is quiet and outdoor noise is minimal, such as in the morning or at night. Record in a smaller space with sound-absorbing materials. Large or resonant spaces increase echoing. Avoid spaces with tile or wood flooring. Add sound-absorbing materials, such as soft window curtains, clothes, area rugs, or padded furniture. We encourage the use of headphones with a microphone if possible (see below).

Lighting: Choose a space that is near, but not directly in front of, a window. Move additional light sources to your recording space, such as lamps, trouble lights, or work lights. If possible, avoid: Lights that are uncovered or undiffused, as they appear harsh on camera and lighting that puts part of your face in darkness by positioning lights at different angles.

Staging your Space: Minimize potential distractions in the background. Suggested backgrounds: plain walls, simple art, or bookshelves. Minimize motion in the background. Turn off screens in the background. Consider hanging a curtain or sheet behind you.

Microphones:

Built-in microphones are often not the highest quality but should be good enough for basic recordings. If you want higher quality, you might consider purchasing a headset. The Logitech H800 headset has great battery life and provides both Bluetooth and USB connections.

The optimal position for a microphone is generally 3" from your mouth, depending on your natural voice volume and the configuration of the microphone. If your voice is “popping” (e.g. words with letters such as “p” come across with a pop sound in the middle) the microphone can be moved slightly to the side of your mouth (tilted sideways) or slightly above your mouth tilted downwards to eliminate that effect. Ensure the microphone on your headphones is not touching your collar, hair, jewelry, etc. as this can impair your audio.

Camera:

When most people sit down in front of a webcam, they position themselves so their head is in the middle of the screen. Too little head room will make you look like your head is stuck to the top of the screen. The best way to get the right amount of head room is to imagine a grid laid over top of the screen – known as the golden ratio – following the principles of photography. Instead of placing your head in the centre square, align your eyes along that imaginary top third line of the grid. Make sure you can see your shoulders in the shot. You should ensure that the camera on your computer, or device is raised up to your eye level, or better still even slightly above. If you need to, try stacking a few books underneath your camera set-up, or lowering your chair. If the camera is slightly above your eyes you will lose any potential ‘double-chin’ or ‘up the nose’ shots.

If possible, position yourself so you are facing a window to take advantage of the natural light coming in, or set up an additional light source in front of you to make sure you are well-lit. Your camera will detect the correct amount of light and will increase or reduce the exposure to produce an image that is not too bright and not too dark. The focus should be on you as the presenter, not what's going on behind you, so keeping the background as simple and uncluttered as possible is important. Ideally, choose a clean, bright wall, or a minimally cluttered/ tidied space for recording.

If you have a computer without a built-in camera, consider purchasing an external web camera such as the Logitech C920. It includes a built-in microphone. You can mount it on a computer monitor, a stack of books, or a small tripod.

Connection:

If you are recording using an internet application, such as Zoom, your data connection could affect your recording. If possible, **use a wired connection into your device directly from your router or modem for a more stable connection**. While a wireless connection is more convenient, it's less reliable and has lower connection speeds than a wired connection.

Slides:

NASSH has provided you with a slide template that you should use. It already meets accessibility guidelines with regards to font, font size, and text placement. We have set the slide master so all font and sizes should carry through anytime you create a new slide.

If you elect to change the font: To ensure visual accessibility of content placed on slides, please use at least 16pt Arial, Verdana, Helvetica on your slides and avoid large blocks of text. Any videos played during presentations should be captioned and audio described.

Do not use color as the only method for distinguishing information or use a color-blindness simulator to ensure that your color scheme is accessible to all viewers. Make sure that there is a high degree of contrast between the color of text and the color of the background of a slide. The slide template is currently set for all black text on a white background.

Please do not add background images, textures, or other information behind the text boxes as that will complicate viewing. Please also avoid rapidly flashing or strobing lights in slideshow special effects.

Presenting

We tend to speak faster than usual when presenting. When preparing and presenting, keep pacing at the forefront of your mind and avoid writing a presentation that you need to rush. We suggest somewhere between 120 – 150 words per minute. Speaking slowly and clearly will help with automatic closed captions and ensure everyone can keep up with your content. Try to use plain language and avoid the use of acronyms, complex metaphors and jargon.

It is fine to use visual information in your presentations, but you should be prepared to describe what is happening on your screen. The platform will be showing your slides at the same time as your presentation, so that viewers will see what you are discussing in real-time, visually.

Portions of this guide were borrowed from the Digital Library Federation, the Association for Computers and the Humanities, and other professional associations. Please do not copy, disseminate, or amend this guide without contacting KimScott.NASSH@gmail.com. (v 1.0; dated 3/23/2023)