# Preparing and Uploading Your Virtual Presentation

In preparation, below are the official submission instructions for all presentation types. Please prepare your presentation by as soon as possible.

*There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (if you’d like) and display your slides as you talk. You can use any meeting software as long as you get a good quality recording and your final file is in the MP4 format. Here are some links to instructions on recording a meeting on common platforms:*

* *WebEx:* [Video Conferencing - Record a Cisco Webex Meeting](https://help.webex.com/en-us/n62735y/Record-a-Cisco-Webex-Meeting)
* *Skype:* [Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University](https://www.bemidjistate.edu/offices/its/knowledge-base/skype-for-business-recording-a-meeting/)
* *Google Meet:* [Record a video meeting - Meet Help](https://support.google.com/meet/answer/9308681?hl=en)
* *Zoom:* [Local Recording – Zoom Help Center](https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording)
* *Gotomeeting:* [How to Record a GoToMeeting Session | Techwalla](https://www.techwalla.com/articles/how-to-record-a-gotomeeting-session) and [How to Convert and Open the GoToMeeting Recordings](https://www.videosolo.com/tutorials/convert-gotomeeting-recording-to-mp4.html)
* *Microsoft Teams:* [Record a meeting in Teams - Office Support](https://support.office.com/en-us/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24)

*You can also use the two step method covered below:*

* *Create Voice Over Power point:* [*https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c*](https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c) *and convert to MP4* [*https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/*](https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/)

**Tips for recording:**

1. Use as quiet an area as possible
2. Avoid areas that have echo
   1. Rooms should be fairly small
   2. Sound dampening with carpeting, curtains, furniture
3. Hardline internet connection recommended, but if unavailable, a strong Wi-Fi connection
4. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”. Avoid using default built-in microphone on computer.
5. Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.

**Standards and Templates (for PPT, PPTX):**

|  |  |
| --- | --- |
| **Format** | **PPT / PPTX** |
| **16×9 (widescreen)** | **16x9 aspect ratio** |
|  |  |  |