



## Pre-Recorded Presentation Tips

Tips and guidelines to ensure your talk is engaging and well recorded.



### Top benefits of having your talk pre-recorded:

1. You can practise, review and revise your presentation as many times as you wish so you are happy with the final content. If you make a mistake or didn't like the way you delivered a section, you can go back and edit it out or record it again.
2. You can control your environment and avoid any interference such as ringing phones, barking dogs or any other outside world noises.
3. You can make sure that your presentation is set within the time limit.
4. You have the ability to add in graphics, audio, and video to enhance your presentation and increase engagement.
5. Any potential technical difficulties on the day will be minimalised, as you will be joining the session live only for Q&A.
6. The best part of pre-recording your content is that you will actually get to sit back and enjoy the full conference without the unnecessary stage anxiety.



### Before you record – essential checklist

#### 1. Location

- Move to a quiet area and close the door.
- Silence noisy digital devices: set your smartphone to silent, turn off the ringer on additional phone lines, and disable audible alerts on your device.

#### 2. Internet Connectivity

- If you are planning to record your presentation via any of the available online video conferencing tools, ensure that you have a good internet connection and bandwidth. Note that the number one reason for internet stability issues is not a lack of bandwidth but rather too much distance from your wireless access point.

*Top Tip: Close all other browser tabs and apps that you don't require for your presentation, ensure no one in your office or home is using WiFi (Netflix etc.) and move as close to your wireless router as you can.*

#### 3. Ensure you check your camera

- Most computers have built-in webcams. An external webcam can be used if your computer doesn't have one. Many external webcams also have built-in mics.
- Have your camera at eye level. Something as simple as placing your laptop on a set of books or box to get the correct eye level will make a huge difference.

*Top Tip: Look directly into the web camera, not the screen. This will create a stronger sense of engagement with your audience.*

#### 4. Test your microphone

- Most computers have a built-in microphone. You may use an external USB microphone or a headset with a built-in microphone, if you believe the sound is clearer.
- If using headphones or earbuds, test your sound quality prior to the session recording. Also avoid wearing large earrings or any necklaces.

## 5. Desk set-up & lighting

- Avoid setting up with a window behind you, face windows where possible and avoid overhead lighting or any light source in the frame.
- Your background should be neutral as possible, avoid personal items or views into your home or office which could prove distracting.

*Top Tip: The background blur option can be very effective at reducing distraction.*



## While recording

- Pretend you are delivering your presentation to a live audience so your presentation is engaging.
- Keep water or something to drink nearby to keep your voice fresh. Any pauses to take a sip can be edited out.
- Use neutral salutations as the recording is intended for a global audience.
- Be sure to do a test run before you record the final version.
- Once finished, replay the file to ensure you are within your allocated time and test the audio level quality.
- Once you are happy with the presentation sound, visual and timing, save your file as mp4 file and send it to the conference office as per the file upload guidelines provided.

*Tip: If you wish to allow attendees to contact you after the conference, make sure to include your name and email address on the last slide of your presentation.*

**Thank you and we look forward to receiving your presentation.**



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