

How to do a Self-Recording



Hello!

We're excited to have you on board with us for the [Patient Safety](#). Please refer to this guide for your live session and do not hesitate to reach out if you have any further questions.

For this event, we will be using the browser-based tool Streamyard, which means there is no download necessary and you can easily access the platform via Google Chrome or Microsoft Edge for the best user-friendly experience.

Technical requirements

- A laptop or a desktop
- Webcam, microphone, and external headphones to prevent audio echoes
- Stable internet connection. We recommend using a wired internet connection

If you have the above requirements, you are good to go!

Presentation guidelines

- Kindly download the speaker presentation template available [here](#)
- Font size 36+
- Please ensure that the presentation slide desk is 16:9
- Include impactful images, key facts and figures
- Include short notes nearby that will jog your memory
- Adhere to the time allocated for your session

Video recording guides

- The audio must be clean and without echo, static noise, or other excessive noise
- The camera must be included on the recording and in high definition
- Presentation should be included as part of recording
- Video format is mp4
- Send the video through this link <https://forms.gle/zCUg3Yps9D1U7BRMA>
- Deadline: 14 days prior session airing date
- Important; Please refrain from uploading your video to any other websites or channels

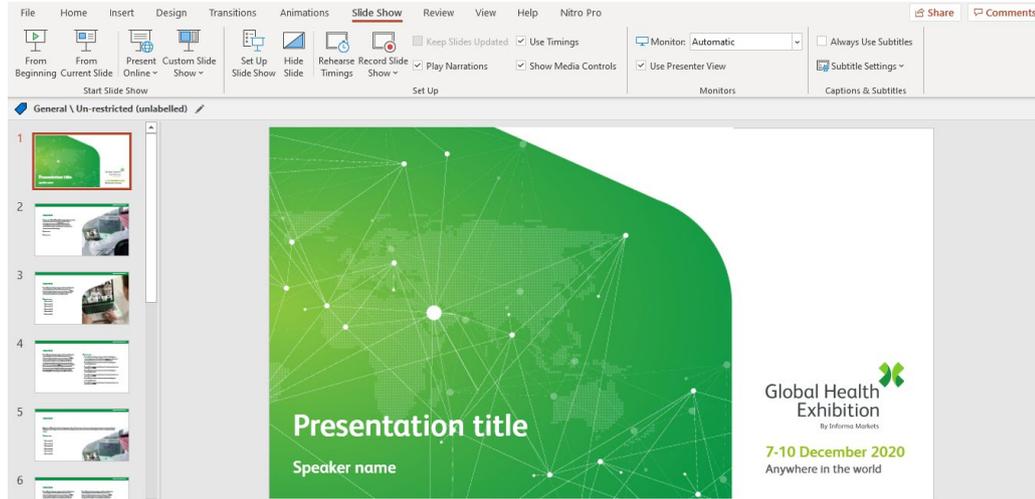
Self-recording platforms

We recommend using PowerPoint to record your presentation. Please see below for a step by step process on how to do this.

It is important that you include your video webcam when recording.

1. Step 1

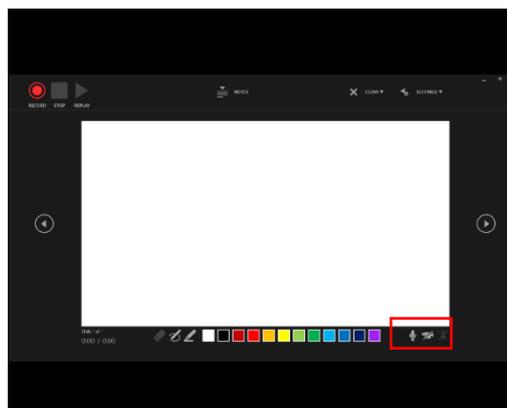
- On the PowerPoint platform, select the “slide show” tab at the top of the page and then “record slide show”.



- We recommend checking that your audio and video works before clicking the red record button by clicking here <https://test.webrtc.org>

2. Step 2

- Turn on your microphone and webcam by clicking on the icons on the lower right of your screen.

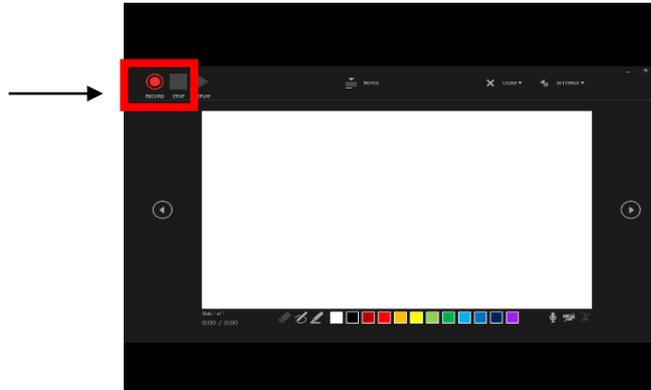


← Camera and webcam buttons

3. Step 3

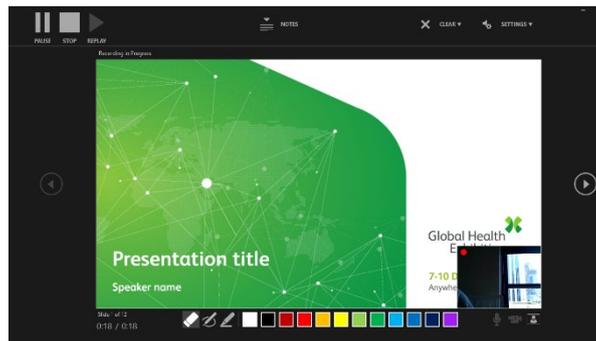
- Press the red record button and start presenting! 🗣️ If you wish to pause, you can do this at the top left-hand side of the screen.

Record button



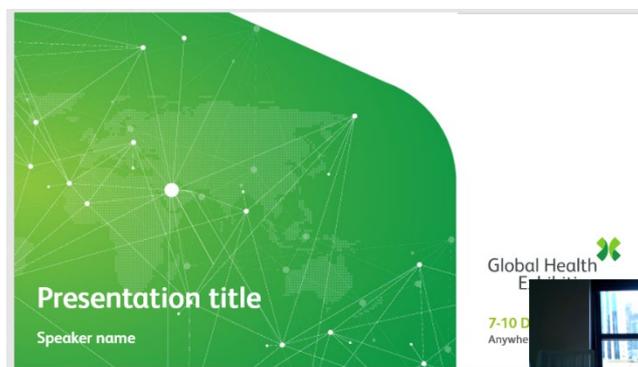
4. Step 4

- Once you have finished your presentation, press stop and then you will be brought back to the PowerPoint edit view.



5. Step 5

- Each slide will show up as the below, showing the camera on the right bottom side.



6. Step 6

Please watch your presentation to ensure that you are happy with it and once you are, send it over to our team through this link <https://forms.gle/zCUg3Yps9D1U7BRMA>.

Tips

- Greet and start the presentation as if you have a live audience
- To connect with the audience – smile, show enthusiasm and look at the camera
- Choose a well-lit and quiet space
- Disable any notifications to avoid external sounds or pop-up alerts
- Make sure that your device is plugged into a power source
- Plan, prepare and practice
- Ensure that you test any equipment that you will be using prior to the session
- Close any unnecessary applications running in the background
- If you are sharing slides, have them open before the webinar begins
- Having 2 screens helps when you are slide sharing

Self-recording deadline

Ahead of the event, you will need to send through a self-recorded video. The deadline that we will need to receive this is **14 days prior to your session**. This will allow us time to review the recording.

Have any questions? Contact us 😊

Please reach out to us should you have any queries by sending an email to Speaker@informa.com