

## FINAL PRE-RECORDED PRESENTATION UPLOAD

Before recording and uploading your final pre-recorded presentation:

1. Your presentation MUST be recorded to fit the 30 minute time frame.
2. Zoom has a feature in which you can share your own image through the webcam as you are recording your presentation. This allows the viewing audience to see both your presentation slides and a visual of you while presenting. This will give your presentation more of a “live” look and allows for a more personal touch if desired. Now, please keep in mind – this feature is not a required component of your presentation. If you do not wish to use the webcam feature, you can minimize the webcam window. However, *if you do choose to use this webcam feature* when recording your presentations, we ask that you follow the tips outlined below to provide a cohesive look to the recorded presentations within the virtual program:
  - a. When building your slide deck, make sure that there is no text in the top right-hand corner of your slides – this allows for the right amount of space so that your webcam image does not overlap your presentation text.
  - b. Use natural, soft light sources coming from in front of you, if possible. Bright light (or outdoor windows) behind you will display your image as a dark shadow.
  - c. Make sure the camera is at eye level. The camera should capture the triangle of your forehead to your left shoulder and right shoulder in the frame.
  - d. It is best to use a solid color backdrop or image if you have one -- even a space in your home/office that has a pleasant or neutral background is good. Also, please make sure there is no background traffic or noise.
  - e. Here is a short tutorial video on how to use the webcam feature in Zoom: [https://www.youtube.com/watch?v=\\_xGzip9IgNM](https://www.youtube.com/watch?v=_xGzip9IgNM).
3. You will be provided with a SAR Zoom background at a later date for you to use, if you choose to use the Zoom webcam feature when recording your presentation. This is not a requirement for your presentation.
4. **Important Note:** *Anything (audio or visual) submitted in your pre-recorded presentation will be presented. Therefore, please do not include any pre- or post- extraneous statements or obtrusive sounds.*
5. When you are ready to record your presentation, for Zoom recording instructions. For a short instructional video: [Click Here](#).

**6. Save your final pre-recorded presentation with the format type and Presenter's Last Name (Example: On-Demand-SMITH)**

Please upload your final pre-recorded presentation as you speaker portal task #7 **no later than Friday, January 27, 2023. Your video file must be in MP4 format.**

Please contact Craig Mattingly at [craig@veritasamc.com](mailto:craig@veritasamc.com) if you have any questions.