

# Tips for Recording a Presentation for vCROI 2021

## Presentation Technical Requirements

- Presentations must be saved as an **MP4 video file**
- Submission instructions and deadlines for final presentations will be posted in the Presenters section of the [CROI Website](#)

## Options for Recording Your Presentation Video

- Add audio narration to PowerPoint or Keynote slides and save as an MP4 file (described below)
- Use a web conferencing platform (eg, Zoom)
- Consult the audio-visual department at your institution

## Creating an MP4 Video File

### Getting Started

- Use the CROI PowerPoint template provided to you with your title slide and financial disclosures
- When recording, open slides in full screen mode. For example, if using Microsoft PowerPoint, give your presentation in “Slide Show” mode

### Audio Tips

- Use a microphone and test audio before and after recording. A wired headset will generally produce the best quality audio and pickup less ambient noise
- Record your presentation in a quiet location
- Begin your presentation on your title slide and introduce yourself by name. A brief pause in between slide transitions may be needed with some recording applications below
- Relax. Recorded presentation can at times be too “stiff.” A natural speaking style is generally preferred
- Review your full presentation for audio and video before submitting

### Creating a Pre-Recorded Video

- PowerPoint or Keynote - use PowerPoint or Keynote to record your presentation and export a MP4 file.
  - PowerPoint (Windows, Mac): [Instructions](#) | [How-to-Video](#)
  - Keynote (Mac only): [Instructions](#) | [How-to-Video](#)
- Record your own (free tool)
  - Loom (*Chrome Browser on Windows, Mac*): [Download](#) | [How-to-Video](#)
- Record your own (paid tools)
  - Camtasia – Payment Required (*Windows, Mac*): [Download](#) | [How-to-Video](#)
  - Screencastify – Payment Required (*Chrome Browser on Windows, Mac*): [Download](#) | [How-to-Video](#)
- Record using a Web Meeting Service
  - Zoom - Payment Required for videos over 40 minutes (*Windows, Mac*): [Instructions](#) | [How-to-Video](#)
  - GoToMeeting – Payment Required (*Windows, Mac*): [Download](#) | [How-to-Video](#)
  - Amazon Chime - (*Windows, Mac*): [Instructions](#) | [How-to-Video](#)

### Save and Review

- Make sure your presentation video is saved as a MP4 file
- Review your MP4 file prior to submitting to confirm that:
  - The file saved in the correct format (MP4)
  - The video is clear and the audio is at a proper level
  - The video is the appropriate length. Visit the Presenters section of the [CROI Website](#) to confirm the maximum length based on your presentation type. **It is essential that all presentations keep to the allotted time**