

Instructions for Virtual Oral Presentations (Full Length Talks)

Things to remember:

- Video Presentation Due Date: on or before **May 21, 2021. This is a hard deadline.** Unfortunately we cannot accept late presentations since we need time to view and edit session presentations together. Please do not wait until the last minute and ask for an extension.
- Length: Your presentation must be **12 to 13 minutes** long. If you are not within the 12 to 13 minute window, you will be asked to submit again. Sessions begin and end at set times and talks must be within this window.
- Format: **.mp4** (save your file as LastName.mp4).
- Upload your presentation to the [Speaker Resource Center](#) on or before May 21.

Step by step:

1. **Prepare** your presentation just as you would for an in-person conference. You may use Powerpoint, Prezi, or any other standard presentation software. You must have a microphone connected to your computer.
2. **Practice.** As you talk, start a timer and make sure your presentation is within the allotted time length.
3. **Record.** You may record in Powerpoint, Zoom, or any recording software you prefer, as long as the file can be saved as .mp4. *Begin by introducing yourself and your presentation.*
4. **Save** your presentation as **LastName.mp4**. Confirm that the length is 12 to 13 minutes long.
5. **Playback.** Play your presentation and make sure the audience can clearly hear you speaking. You may need to adjust your volume. If you can't hear or understand the audio, the audience can't either. Try adjusting the microphone for better audio quality and recording again.
6. **Upload** your presentation to the [Speaker Resource Center](#).

[View guidance for recording your presentation here.](#)