

Tips for creating a successful pre-recorded workshop session

In the interest of using the limited workshop time most effectively, the organizing committee has decided to offer an option for participants to pre-record sessions. These recorded sessions will be for demonstrations and other types of presentations that do not require interaction with workshop participants. If you have been asked to pre-record your session or you think that a pre-recorded session will be the best way to present your material, here are some tips for how to create the recording.

Recording length and logistics:

- Workshop presentations should not exceed 20 mins, 15 minutes is even better. Even the most engaging tutorial or demo will not sustain audiences for much beyond that amount of time.
- All final pre-recorded presentations must be in MP4 Format
- Upload your file as instructed by X date so the recording will be available during the workshop and after.

Tips for creating an engaging presentation:

- Create slides with a mix of bullet points, diagrams and graphics to help explain your points. If you are recording a demo, frame it with a story to make it easier to understand.
- You are encouraged to write your script in advance, but don't just read it. Practice what you want to say, so that it sounds natural.
- Include a video of yourself in the frame (if you are showing slides or a demo) if you are comfortable with that. It helps the audience feel more engaged.
- Keep it short and to the point.

Tips for recording:

- Record in a quiet place as much as possible.
- Use either a good headset with the microphone close to the mouth or the default built-in microphone on the computer, if it produces acceptable audio.
- Before recording the entire presentation, it is strongly recommended that you do a test to make sure everything is working correctly.

There are quite a few video conferencing tools available to easily record a presentation in one step. You are free to use any software that you prefer as long as you obtain a good quality recording and your final file is in the MP4 format.