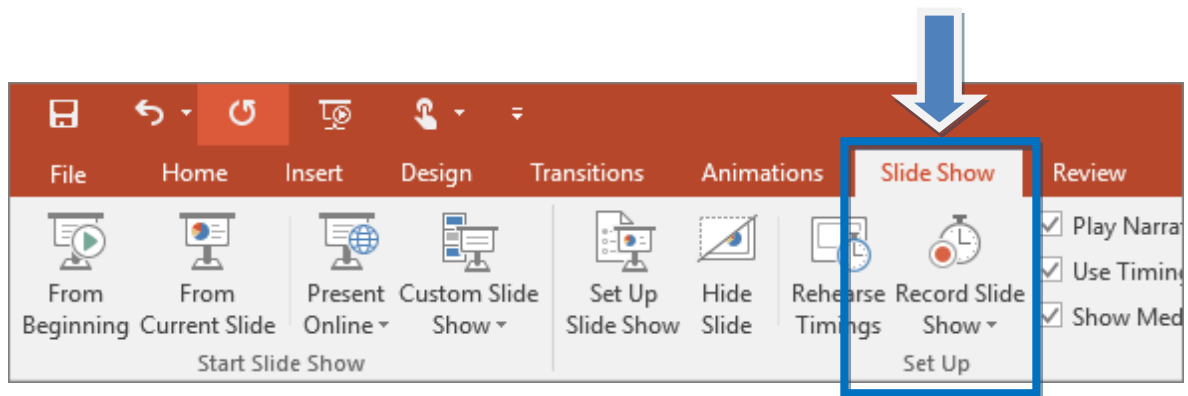


Guidelines for Recording

Option 2 – Microsoft PowerPoint: Record audio to your presentation in Microsoft PowerPoint (no video)

1. Activate your microphone: make sure your microphone is correctly plugged in and its audio device is set Default.
2. Start recording narrations in PowerPoint, by clicking **Record Slide Show** under "Slide Show" ribbon. Other options are also available within the same ribbon.



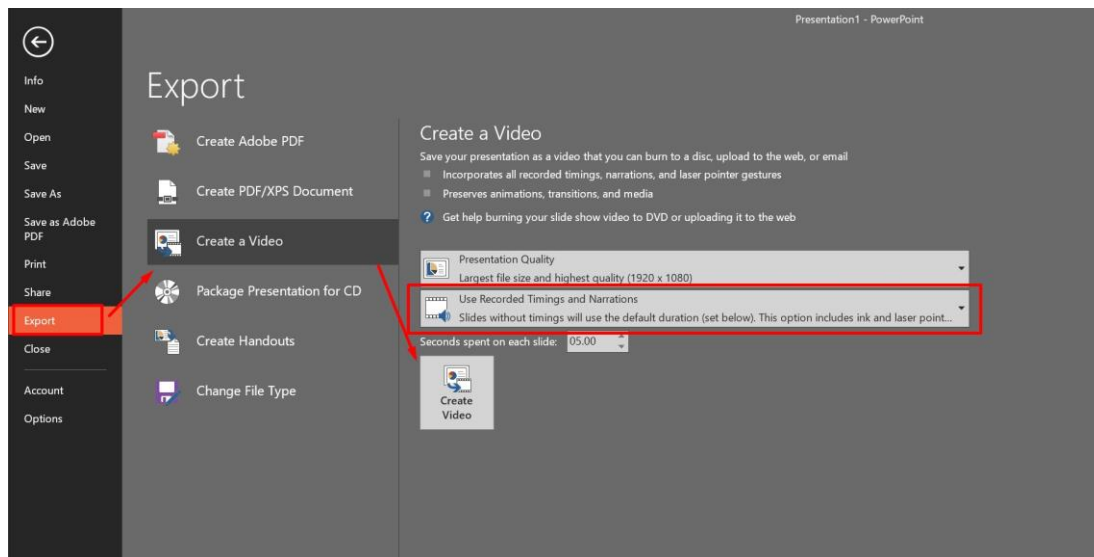
Make sure that you start on the first slide to record audio and timings for the entire presentation. As soon as you click on it, PowerPoint will begin to record your screen and audio.

3. The slide show opens in the Recording window with buttons at the top left for starting, pausing, and stopping the recording. Click the red, round button to start the recording.



For further technical information on Microsoft PowerPoint, please refer to the official support of Microsoft Office: <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

4. Export Presentation as a Video: Once your presentation is complete, export the PowerPoint as a video to be uploaded to ISPNO. Make sure that the export options look like the screenshot below. The “Use Recorded Timings and Narrations” option is the most important. Name the file: “AbstractCode_YourLastName” then upload to **ISPNO 2020 Presentation Storage**.



Best Practices and Tips When Recording

Creating good quality audio is all in the details. Please follow the steps below to ensure your audio is clear.

Before You Record:

- Log out of any Institutional VDI or VPN systems.
- Find a quiet place where you can control the environment.
- Mute computers, cell phones, etc.
- Avoid public areas where background noise may be present.
- Be prepared and have an outline of your submission ready before recording.
- Hold or place the device 6-12 inches away from and slightly to the side of your mouth (or rest it on a table below you).
- Maintain the same distance from the mic throughout your recording.