How to make a video presentation for online conferences

This year's SICB meeting will be held online. The talks will be pre-recorded in either a 6-minute or 12-minute format and the poster will be displayed in a PDF format with a short audio pitch. This format brings different challenges compared to the in-person meeting. The SPDAC organized tips for you to succeed in this task.

Video format:

1. Prepare your content

The online format presents the challenge of keeping the audience interested in your talk rather than moving on to the next presentation. Try to organize your content in a clear and logical way. (**Better slides decks webinar at Biorender channel youtube.com/watch?v=pPuzrtok3qg**)

2. Prepare good looking pictures, videos and sketches that match what you are saying in your presentation. This helps keep your audience's attention and in case they space out for a second, your slide content brings them back to what you are saying. Make sure your photo or videos are high quality and don't lose definition when you enlarge the presentation. (**Figure makeover workshop at Biorender channel youtube.com/watch?v=Y8FQaOLWb0g**)

3. Make a script for what you want to say in each slide and practice.

Practice, practice and practice.

4. Add your narration. You might choose just to record your voice or add a video narration. In case you only decide to record only your voice, make sure not to read your script. It is important to keep a conversational rhythm and avoid having just one voice tone. Remember that you are telling a story, change in pace and rhythm keeps the audience engaged in your presentation. Remember to go to a quiet place to record. You might consider using a headset-mic to maximize the audio quality.

Avoid reading your title to start the talk. Instead, begin with a "hook"- an interesting statement or question that leads people into your talk topic, like "Have you ever wondered why birds sing?".

To record your voice, go to the slide show button on the top of your Powerpoint presentation and click on record slide show (yellow square below).

When recording your video narration, go to a place with good light and keep looking at the camera to create the illusion of eye-contact with your audience. You can use the pen pointer at the ppt recording to indicate which part of the slide you want to highlight.

5. Carefully watch your presentation to detect mistakes and typos. Show your lab mates and advisor, asking for feedback. Make sure your presentation is spotless and neat.

6. Save in the recommended format and upload at the conference website.

Ppt has different options to save including MP4, MOV and Windows media video (WMV)

File -> Save as -> MP4 video, MOV or WMV (or similar); back up this file just in case?

7. Make use of social media. You can make a funny video, short (15s) video, a photo, or a draw to post on social media inviting people to your talk and build a network. On twitter, use the #SICB2021 and tag the SICB divisions @SPDAC, @SICB_DCE, @ SICB_DOB, @SICB_DCB_DVM, @sicb_dcpb, @SICB_DNNSB, @SICB_DEE, @SICB_ , @sicb_dpcb, @SICB_DAB, @ICB_journal, @iobjournal, @iobopen

● **General extra tips for your ppt presentation**

1. Don't overload your slide with text;

2. Limit the amount of animations;

3. You might want to use a good color scheme through your presentation (make sure it's accessible for color-blinds). The source below can help you with that. https://www.dummies.com/software/microsoft-office/powerpoint/how-to-create-a-color-scheme-in-powerpoint/

4. Use the same legible font through the whole presentation (make sure that the font size is readable even from far away);

5. Align the objects in your slide and make sure you respect the same margin size in all your slides;

6. Have only one message per slide;

7. During conferences pay attention to details from presentations you liked and that you don't like and learn from it.