



PRESENTATION GUIDELINES—SUMMER 2020

JULY 22 IS THE DEADLINE TO SUBMIT YOUR INITIAL POWERPOINT WITH AUDIO FOR REVIEW AND FEEDBACK (SEND TO JLSULLIVAN4@LOYOLA.EDU).

JULY 26 AT NOON IS THE DEADLINE FOR FINAL SUBMISSIONS.

Overview

PowerPoint Show

- Your presentation should be recorded as a PowerPoint Show with audio that is **saved as an MP4**.
- A PowerPoint template using university theme and the Hauber logo will be provided.
- Please use the template for your title slide and overview slides (details below).
- Your PowerPoint Show should be **no longer than 10 minutes for individuals or 15 minutes for team presentations**.

Presentation Overview

- At the beginning of your live Q&A session, you will also provide a **BRIEF overview** of your presentation for those who have not watched it in advance (**3-4 slides, no more than 3 minutes**). This should summarize key points.

Live Q&A Sessions

- Your presentation will be posted on YouTube and available as a static link for attendees to view before, during and after your live session.
- You will be assigned a 10-minute time slot for your live session including a brief overview of your presentation and a Q&A.
 - Moderator will introduce your presentation with your overview slide.
 - Presenter will have no more than 3 minutes to provide a summary of their presentation.
 - This will be followed by approx. 5 minutes for Q&A from attendees.
 - All live sessions will be recorded and available to all attendees after the conclusion of the session.

Tips & Tricks

Best Practices

- Use a headset to record your presentation and during the live Q&A if possible. The sound quality will be better.
- Remember to speak slowly and enunciate clearly.
- Minimize the amount of text on slides.
- Use bullet points.
- Practice, practice, practice!
- Review before submitting.

Visuals

- Align your graphics by selecting all objects then clicking “align” or “distribute” in the Format menu.
- Clearly label all charts and graphs.
- Use colors wisely and maintain a consistent font scheme with no more than two or three fonts.

Transitions

- Adjust transition timing for objects in slides using the tools in the transition tool bar.
- Practice speaking with timed transitions before recording.
- **Note: Audio won't record when slide transitions happen so let these play first before you start speaking.**

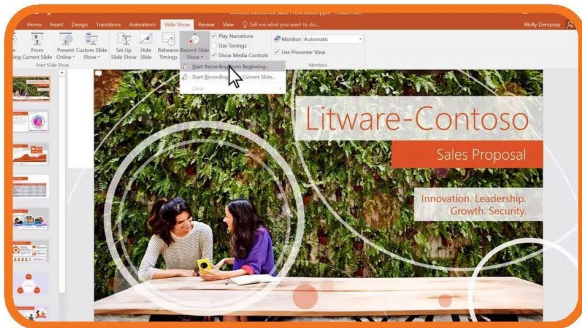


HOW TO CREATE A POWER POINT SHOW

Video Link: <https://bit.ly/2z9xGXq>

RECORD NARRATION AND TIMINGS

1. Select **Slide Show > Record Slide Show**.
2. Choose from two options:
 - **Start Recording from Beginning** - to record from the beginning of a presentation.
 - **Start Recording from Current Slide** - to record from a specific slide.



3. Select or clear what you'd like for your recording, and then select **Start Recording**.



4. Start speaking or add markings to your presentation.

Note: Audio won't record when slide transitions happen so let these play first before you start speaking.

MANAGE RECORDINGS

There are different ways to manage recordings in your presentation:

- **Pause** - to pause a recording.
- **Close** - to end a recording.
- **Laser Pointer, Pen, Highlighter, or Eraser** - to use the pointer, ink, eraser, or highlighter tools in your recording.

REMOVE RECORDINGS

A sound icon appears on a slide to show when a recording is available.

You can also remove recordings from slides.

1. Select **Record Slide Show > Clear**.
2. Choose from four options:
 - **Clear Timing on Current Slide** - to delete timings on the current slide.
 - **Clear Timings on All Slides** - to delete timings from all slides at once.
 - **Clear Narration on Current Slide** - to delete narration on the current slide.
 - **Clear Narration on All Slides** - to delete narration on all slides at once.

SAVE RECORDINGS

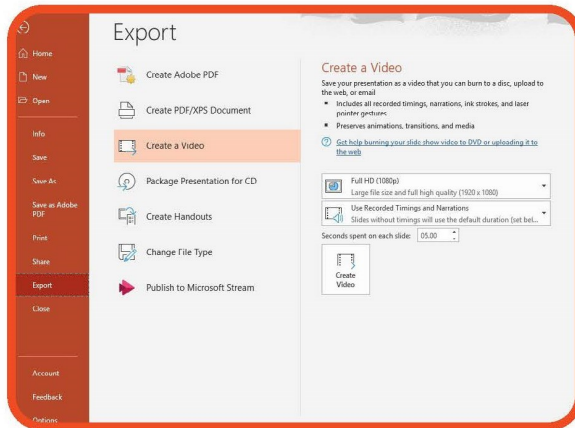
When you're done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

1. Select **File > Save As**.
2. Select where you'd like to save your presentation to.
3. Under **Save as type**, select the drop down arrow and then select **PowerPoint Show**.
4. Select Save.

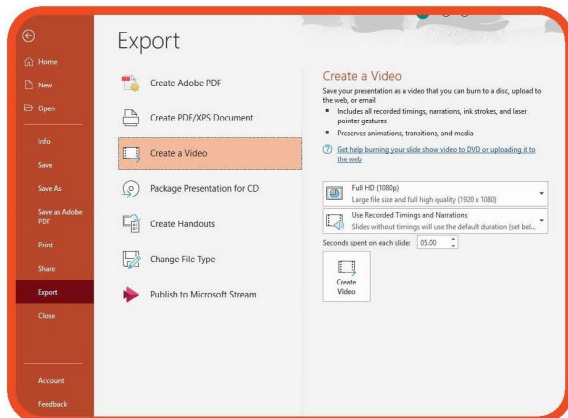


HOW TO TURN A POWER-POINT SHOW INTO A MP4 VIDEO FILE

1. Create your PowerPoint presentation as normal and save it.
2. If you're using narration for your presentation, **record the narration and add timings to the slideshow.**
3. Select the **File** menu and **click on export**



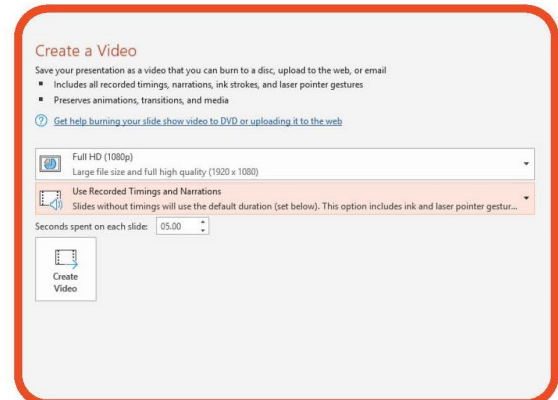
4. Under the Save & Send menu, find and **click on Create a Video.**



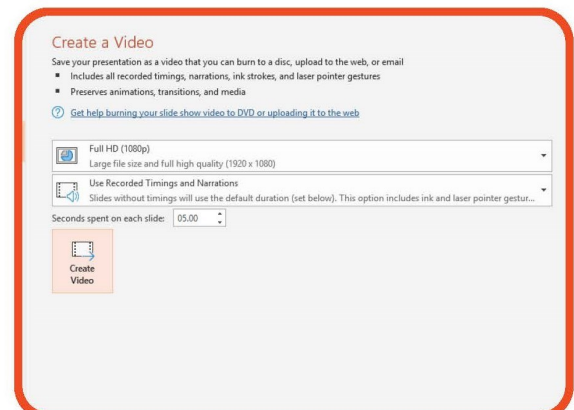
5. Click on the Full HD Displays option to customize the video size and quality (small, medium and large size & quality).



6. Click the Use Recording Timings and Narrations. **Remember 15 minute max**



7. Click **Create Video** and another dialogue box opens



8. Enter appropriate filename and saving location to save your newly created video.