

Instructions for recording poster presentations

Step 1 - Record your PowerPoint presentation as a video with narration

(Note that depending on the PowerPoint version you are using, the instructions may vary slightly. Also, you will not be able to make a video if you are using the web version of PowerPoint).

- Your poster presentation should be no longer than five (5) minutes. There is no limit to the number of slides.
- Make sure your microphone is functional and ready to record. You can manage the features in the "Settings" of your computer.
- Once you have created your presentation in PowerPoint, open the "Slideshow" tab and locate the "Save Slideshow" button. Make sure your presentation is on the first page before you begin.
- For users of PowerPoint 2019 on Windows, you can also enable the camera to film yourself. The video will be laid out in the bottom right corner, so you should leave that space free of text/figures.
- Press the "Record Slideshow" button to begin your recording. The slideshow will be full screen and the audio recording will begin. You will be able to see the timer and change pages with the arrows. Note that you cannot go back to view a previous page.
- You can also make annotations on your presentation to mimic the use of a laser pointer.
- Once you are satisfied with your presentation, click on "File" - "Export" - "Create Video". You will then be able to choose the location of your recording on your computer.

Step 2 - Upload your video PowerPoint presentation with narration to the Submission tab on the PROTEO 2022 Annual Symposium website.

- Upload by May 6.
- Login to the PROTEO 2022 Symposium website. Click on the submission tab.
- At the bottom of the page (video), drop your file or browse your files to add the video presentation.