

# MPSA Virtual Conference Pre-Recording Guide

Instructions for Authors to pre-record their  
presentaion

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# Pre-Recording

## What are Pre-Recorded Sessions

Pre-Recorded Sessions are meetings that are recorded ahead of time using Zoom or the PowerPoint “Narrate” feature. The recording is played back to a live audience. At the scheduled session time.

## Why Pre-Record

- Less concern around connection issues / drop offs during the event
- Less anxiety around having to “perform” live

## Pre-Record + Live Q&A

- For maximum participation and to add strong energy to an event we encourage all speakers of the pre-recorded sessions to be available during the session in the live playback for Q&A

# Pre-Recording Your Presentation

## **On Demand Playback + Live Q&A**

Your pre-recording will be made available to watch in the gallery for the entire duration of the conference. Participants can watch the video at their convenience and then join a meeting room at a scheduled session time for Live Q&A.

## **Live Playback + Live Q&A**

All participants and speakers arrive in the meeting room at the designated time.

Playback occurs in the meeting room and everyone watches the content at the same time. At the end of the playback, you and your co-presenters participate in a live Q&A.

# Pre-Recording

## Record via Zoom

- Recommended when you are showing more than slides and if there are more than one speaker / presenter.
- Use an existing Zoom account including the Free version
- Record your screen, slides, and camera in a flow (as if you were presenting live)

## Record via PowerPoint

- Record one or more slides at a time
- PowerPoint makes it easy to edit the audio of one slide at a time
- The benefit is it is easier to perform an exact script, the downside is PowerPoint recording sounds a bit more monotonous

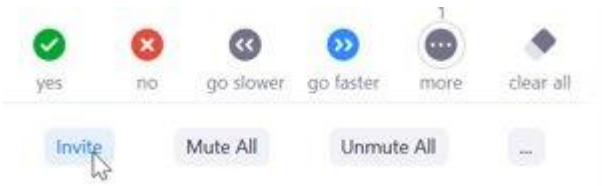
# Pre-Recording: Recording via Zoom

**Start a Web Meeting** <https://zoom.us/start/videomeeting>

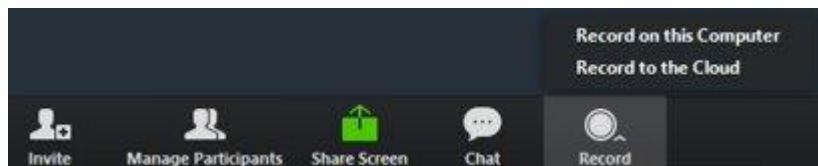
- Use an existing Zoom account or create a free account
- If you are working with other speakers, be sure to click the **Participants** tab



- Then click to Invite them



- Once you are ready click Record > Record on this Computer



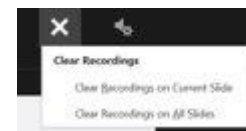
# Pre-Recording: Record via PowerPoint

- [Record Your PowerPoint](#) downloadable guide
- Record Your PowerPoint [video tutorial](#)
- Load Your Presentation in PowerPoint
- Choose **Slide Show > Record Slide Show > Record from Beginning**



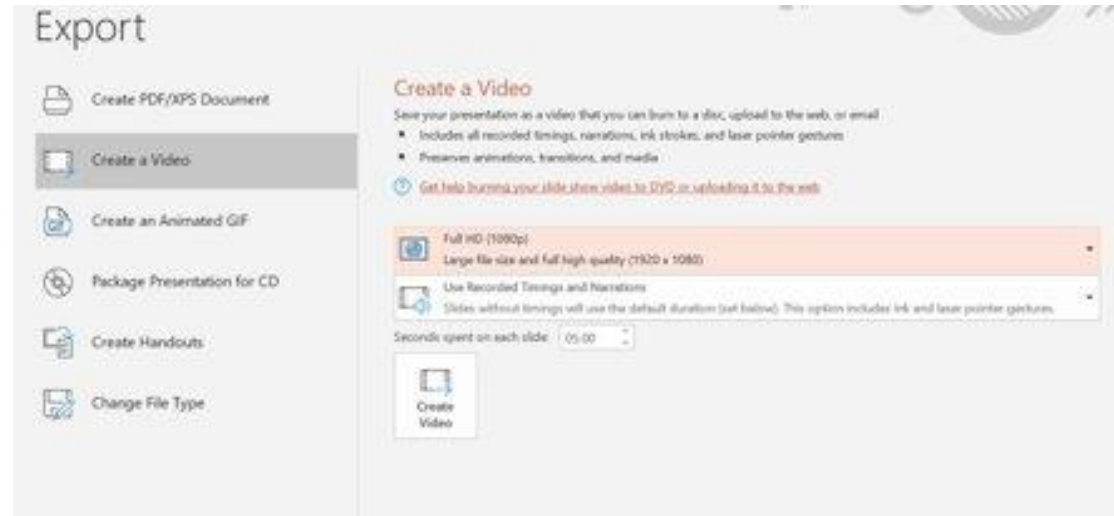
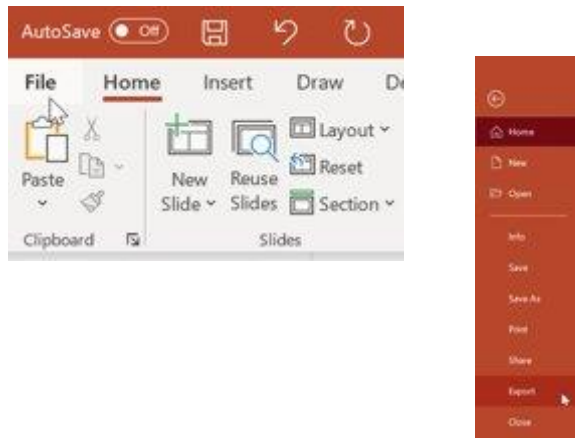
# Pre-Recording: Record via PowerPoint

- At the Top Left you will notice the Record, Stop and Replay options
  - Record allows you to record audio for this slide
  - Replay allows you to hear your Recording
- At the top right you'll see Clear
  - Clear allows you to clear one slide's audio or To start over
- At the bottom right you'll see the toggle for your camera



# Pre-Recording via PowerPoint

Click on the **File > Export** option



Choose **Create a Video**  
Then click the **Create Video**  
button



# Pre-Recording: Upload your research

Upload your research and recording to the conference program

- Both **Zoom** and **PowerPoint** create an **MP4** file on your computer
- Upload the MP4 file to the conference platform
  - Fill out the form and include your recording and research

## Papers and Videos

Please upload your paper and prerecorded presentation below. Presentations may be made live at the virtual conference. MPSA recommends that individuals pre-record and upload their session(s) as a backup in the event that any technical issues arise. For example: if internet bandwidth cannot accommodate you to easily present the session live, then the chair can refer to the recorded session.

More information on recording a Slidecast presentation is available [here](#).

### Submitter Information

Email Address \*

First Name \*

Last Name \*

### Presentation Information

Session Title \*

Please enter the **Session Title** this paper is associated with.

Paper/Presentation Title \*

### Mp4 Upload \*

Upload your MP4 from Zoom or PowerPoint.

zoom\_0.mp4

 Processing Video

You may continue completing the form as processing occurs.

### E-Mail Address \*

Provide your email address in case we have any questions about your recording.