



## Speakers' Guide to Pre-Recorded Videos

Thank you for presenting at NORDP 2021, April 26 – May 14! We understand you want to make your session as engaging as possible, and this guide will walk you through the more “technical” questions you may have about presenting a pre-recorded Session.

Please note that your pre-recorded session, and any handouts are due on April 1. They should be emailed to [administrator@nordp.org](mailto:administrator@nordp.org).

### Technical Requirements

The following list describes the equipment you'll need to present most effectively. None of it is unusual:

- Desktop or laptop computer with at least:
  - Mac: Mac OSX 10.7 or later
  - Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
  - Ubuntu: 12.04 or later
  - Linux: Red Hat Enterprise Linux 6.4 or higher

***While it is "possible" to present and record from a tablet or mobile phone, it is not recommended.***

- Processor / RAM
  - Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)
- Browser
  - Windows: Chrome 30+, Edge 12+, Firefox 27+, or IE 11+
  - Mac: Chrome 30+ or Firefox 27+
  - Linux: Chrome 30+, Firefox 27+
- Bandwidth
  - 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
  - Hint: Use [speedtest.net](http://speedtest.net) to test
- Hardware
  - Webcam
  - The microphone and speakers that come built-in to most computers is adequate, but a headset with a boom mic or a stand-alone microphone will create a richer, cleaner sound. There are dozens of models, wired and wireless, available on Amazon for less than \$100 with 4-star or better ratings.

## File Sizes and Formats

Your recorded presentation, along with any handouts or documents you want to provide will be featured on the NORDP LMS and made available to conference registrants beginning April 26.

Your materials should conform to the following specifications:

- **Video:** Allowed types are mp4 or webm. File must be less than 1GB
- **Handouts:** Allowed types are PDF and PPT. If your PPT file is too large, it may impact its ability to upload quickly; in these instances, your file will be converted to a PDF format and any embedded links may not work.

## Other Tips and Best Practices

- **Presentation:**
  - **Content:** Since there may be an international audience, be mindful of the time zones and language differences. Don't use slang or jargon as your audience may not interpret it the same way.
  - **Slides:** To keep the audience engaged, for every 20-45 seconds, you will need to either present a new slide or highlight something on the existing slide. Use pictures and minimal text (3-5 words per slide | large font and high color contrast). Less is more – focus on the "Must-know".
  - **Delivery:** look directly into the camera as often as possible to make eye contact with your audience. Speak with conviction, at a moderate rate, vary your pace and add pauses as appropriate. IE: Pause after bringing up a key point or a new slide – this gives you a moment to think and allows the audience to process the information. Don't rush through your presentation. When you are "listening", look directly into the camera or it will look like you are not paying attention.
  - **Practice, Practice, Practice**
  - **Be Natural**
- **Attire:**
  - Wear solid colors: jewel tones, navy suits (better than black / gray)
  - Avoid stripes or bold patterns
- **Set your camera at eye level:** Often, this means propping up a laptop. You want your head and shoulders to take up the majority of the frame. Ideally, the top of your head will touch the top of the frame and the camera will be capturing you straight-on or looking slightly down on you.
- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window behind you**, as this may create a "witness protection program" effect. Some presenters find that a ring light (about \$30) adds a more professional quality to their screen capture.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.

- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required but can be handy to obscure a cluttered background. NORDP will provide a background for you to use, but remember, keep it simple! You are the star, not yourbackground.
- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from virtual school or Xbox gaming.
- **Silence interruptions:** Mute your phone and exit any programs that might popup notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.
- **End of Presentation:** Remember to say good-bye and thank everyone for attending.

**Questions:** Please reach out to [administrator@nordp.org](mailto:administrator@nordp.org) for additional assistance. We're looking forward to making your NORDP2021 session exceed your expectations.