Dear Colleagues,

We would like to share some advice on how to record your presentation for RKMC 2021.

Please prepare a Full HD (1920x1080) video recording with voice, in mp4 format and send it to rkmc@akcongress.com via Wetransfer **by 30 April 2021.**

It is absolutely up to you how to record the video! In the following we share our experiences and suggestions with you:

- Prepare your presentation just as usual, using Power Point or any other presentation software. In the following we will refer to it as Power Point presentation.
- Use a free platform for video and audio conferencing like Zoom or Microsoft Teams. We recommend using Zoom, because in Zoom your webcamera's picture is also included in the recording, which makes your presentation more personal. By sharing your screen and recording the video the full HD resolution will be the default.
- Use headset for better audio recording and find a calm place where there is no background noise.
- Open your Power Point presentation.
- Share your screen (choose the opened Power Point window to share and start the slide show).
- Place the webcamera's window in one of the corners so it won't hide any information on your presentation.
- Please remember to finish your presentation **in maximum 15 minutes,** as we have to keep the schedule!
- At the end of the presentation the sofware should save the recording automatically – please check it. If you recorded your presentation with Zoom, you will find the file in This PC = > Documents = > Zoom.
- Check your presentation file before sending and make sure that your voice is audible, and the Power Point presentation is readable.
- **Send the recording to rkmc@akcongress.com via Wetransfer by 30 April 2021.**

Tips & tricks

- First of all make a test recording which can point out the weak spots.
- Clean area: while making your presentation file, keep in mind that there will be a small window (your webcamera's place) in one of the corners on your shared screen at the time of your presentation – make sure this place will be clear of any data or text.
- Background sounds: Find a calm place, close the window and door when you record the presentation in order to keep the background voices at a low level.
- Use headset: even a simple headset can usually provide better audio than your computer's built-in microphone.
- Don't touch the headset or the built-in microphone, it brays out a sound.
- Lighting: keep in mind that light coming from your background makes your camera blind and your face darker. Record your presentation at daylight and sit in front of the window.
- Webcamera: place your webcamera (built-in or separate) well, in front of your face and look into the camera sometimes.
- Appearance: at the conference after your presentation you will answer the questions live. So, if you wear the same shirt while recording your presentation as the one you will wear at the conference it can provide a more personal atmosphere.