

## Guide for Creating Video Presentations

### *About the GRW Workshop*

The [BSU Graduate Research Workshop](#) is an annual event hosted by the [graduate school](#) at [Bowie State University](#). The objectives of the workshop are to help graduate students to enhance their research and communication skills, and to better understand how to prepare for science and educational careers in a global workforce. Towards this end, the general format for the one (1) day workshop will include oral presentations. Other workshop activities include:

- Understanding STEM careers in a global context and identifying international research and education opportunities.
- A panel discussion on current research topic in academia and industry.
- Building research skills and developing focus on employment searches and retention.

### *Why am I being asked to submit a video presentation?*

Each abstract will be the subject of one **20 minutes talk**. The videos will allow participants who cannot attend the live event to view the talks after the workshop. Pre- recording the videos before the workshop will also relieve students of the responsibility of (and technological challenges associated with) delivering their presentation live during the workshop. Once you have customized the PowerPoint template attached to the invitation email with your own images, graphics, and/or text, you will use the slide (and only one slide) as the backdrop in your video.

### *What information should I include on my PowerPoint slide?*

Please use the PowerPoint slide template attached to the GRW [workshop](#) invite [site](#). Populate the slide with images and/or text pertaining to your project for each of these topics. You'll need to customize your PowerPoint slide before creating the presentation.

Please list the name, affiliation, and preferred contact information for the presenting students and advisor (if relevant). Meeting materials will be shared after the workshop. Including contact information on the PowerPoint slide will allow attendees to contact you with questions and ideas.

### *How do I create the presentation?*

Please use Zoom or Microsoft Teams to create the 20-minute video presentation. Instructions for how to use Zoom and Teams to create the talk are below. If you prefer visual instructions, **please visit Zoom's Help Center [page on recording in Zoom](#)**. URM has some virtual BSU backgrounds available on [their page](#).

**The length of your video should not exceed the 20-minute time constraint.** Projects with multiple students are expected to elect one student to record the presentation. Ideally, this student will also answer any questions regarding the presentation during the live workshop.

### How to Record a Video Presentation in Zoom

1. Sign into Zoom using your personal Zoom account. If you do not have a Zoom account, you can create one [here](#).
2. Go to your Personal Room, click the **Start** button at the bottom of the page.
3. Position your camera to center your face and check your lighting.
4. Zoom will ask you to **Join with Computer Audio**, select this option. Zoom may automatically start your video, but if not, move your cursor to the lower left and click **Start Video** in the menu that pops up.
5. Click **Share Screen** and select your [PowerPoint slide](#). Set your PowerPoint document to presentation mode.
6. Drag the Zoom window with the video of yourself from the camera to the place on the PowerPoint at the top right corner. You can change the size of the video image by moving your cursor to the edge of the video window and adjusting the size once a double-sided arrow appears.
7. Click on the icon with three dots that says **More**. A dropdown menu will appear, click **Record on this Computer**.
8. When you have completed your presentation, go back to the dropdown menu under **More**, click **Stop Recording**, click **End**, and then click **End Meeting for All**.
9. Zoom will save the video file to the Zoom subfolder within your computer's Documents folder. Please make sure to save your presentation as an .mp4 file.

### How to Record a Video Presentation in Microsoft Teams

1. For showing the presenter in the corner of the screen, there are a few ways to do it depending on if you want it pre-recorded or done as a live presentation. The live presentation route needs to be done in Teams which allows you to select multiple inputs (Powerpoint, your webcam, anything else you want displayed) and configure them. It's a little more complicated to use, but that allows you to livestream to other services than just Teams.
2. But if you just want to **pre-record yourself giving a presentation** to share with others, you can do that in Teams. The easiest way is to hold a meeting with yourself by **going to the calendar in Teams, then choosing "Meet Now"** in the upper right corner and choosing "Meet Now" and just **don't invite** anyone else to it.
3. You should be able to present your PowerPoint presentation using the screen share option in Teams. Once you're ready to start recording, you can find that option by clicking the three dots icon in Teams. When set up like this, it should allow you to present the PowerPoint with yourself in video in the lower right of the screen.

### Presentation Tips & Reminders

- Multi-student's projects will have only one video and one student to present and answer questions.
- Practice your presentation before you begin recording.

- Choose a quiet, well-lit room to record your presentation.
- The presentation will be 20-minutes long, so keep your presentation succinct. Don't get bogged down in details. Participants will have the chance to ask questions if anything is unclear.
- Start the presentation by introducing yourself, the project, and project progress to date.
- Speak clearly and listen to your recording once it is complete.

### *How do I submit the presentation?*

**Please send your video (.mp4 file) along with your PowerPoint slide as attachments in an email to Miracle-Josette Creighton, at [mcreighton@bowiestate.edu](mailto:mcreighton@bowiestate.edu).** Keep in mind, before the virtual workshop, Graduate school & URM will combine your video presentation with other projects and may edit the volume of your presentation and other small details to ensure that groups of videos are harmonious.