Preparing presentations for SENS online programs

START HERE: Rationale for the SENS requirements
- SENS programs will be delivered online – high quality of presentations is essential.
- All courses in the professional programs are to be required to use the same branding, to give the program consistency and brand recognition.
- Below we provide the minimum requirements for compliance, as well as optional recommendations to make the presentations stronger.
- **TA support will be available to help you make these changes to your slides.**

NEXT STEP: Follow the guidelines that best match your situation

1. I'm developing a new course. Easy - use the official template for your program, and follow the general guidelines below

2. I'm modifying an existing course that has not yet been recorded to video
Required minimum – sorry to insist, but everyone **must** do this!
- Use the cover page from the official program template.
- Every slide must have the appropriate "logo" visible, top left.
- Every slide should identify the course, lecture number **and** slide number top right (this is so that students can reference specific slides in their personal notes and in Q&A sessions/discussions)
- Recordings should be 20 minutes long ideally and never longer than 30 minutes – lectures can comprise more than one recording.

Recommendations – these are optional, but strongly recommended if you possible:
- Use a widescreen presentation layout.
- Use the template fonts and font colors, (min size 18). Do not change the color of the headings.
- Be consistent with the layout of text and images (e.g. always put images on the left or right)
- Do not have colorful/busy slide backgrounds – plain white or off-white is best.

3. I've already recorded my lectures! Please don't make me do that again
If your lectures are compliant with the required minimum above, you can create a new cover page, and the cover page and logo can be superimposed on your existing video using video editing software. This can be done by a TA, if you can provide them the new cover and the recordings.
You may need to re-record your lectures, if:
- The fonts are all small to be viewed on a smartphone
- The slides are too busy with content
- It is not possible to superimpose the logo without obscuring your lectures
If your lectures are too long:
- Is it possible to split your recordings into 20-30 minute segments? This may require you to re-record learning objectives. If this is not possible, you may need to re-record your material

FINALLY: Review these general guidelines
- Individual recordings should ideally be 20 minutes long, and strictly no more than 30 minutes, so you need to "chunk" up your lecture material accordingly.
- Each lecture should start with learning objectives on slide 2.
- It is less important to spend time reiterating previous material, as compared to live lectures, as students may re-review past lectures. However, it is a good idea to include a road map of the course and show where you are at the start of each lecture