



Guidelines for Video Presentations

Thank you for participating in the 2022 Herrick Conferences. The next step is to create and record your presentation. As we did in 2020, we are asking both in-person and virtual authors to pre-record their presentations. This will allow us to post a clean version of the presentation to the conference site, as well as provide us with a copy for the virtual presenters in case of technical issues during the conference. Presentations will be due by **Monday, June 27, 2022**. Presentations can be submitted via ConfTool:

www.conftool.com/Herrick2022/

Your presentation recording should be a screen recording of your PPT slides with you presenting as a voice-over, or as a picture-in-picture with slides/video. Guidelines for the presentations are as follows:

- Your presentation should be approximately 10-15 minutes long
- Presentations must be delivered in mp4 format
- Files sizes must be limited to 230MB
- Videos should not exceed 1920x1080 resolution

To record your presentation, please consider one of the following platforms (or use your preferred platform):

For Windows or Mac — TechSmith Snagit (techsmith.com/screen-capture.html, free 15 day trial), and submit the recording as a MP4 recording.

For Windows or Mac — Zoom Meeting Application (zoom.us/download, free account), and submit the recording as a MP4 recording.

For Windows or Mac — PowerPoint (most preferred method), and submit the recording as a MP4 recording.

Some helpful hints when recording your presentation:

- Avoid looking up or down with the camera
- Try to shoot at **eye level**
- Make sure eyes are set about 1/3 below top of screen, and avoid distracting backgrounds above your head
- Record in a quiet room if possible
- Avoid windows in the background
- Try to use a well-lit room with light in front of you lighting your face
- If possible, use an external microphone. If not possible, try to get close to the microphone for best quality

If you have additional questions please reach out to our conference coordinator Brian Barrett at barret71@purdue.edu.