



PHOTONICS IRELAND CONFERENCE

SPEAKER RECORDING GUIDELINES

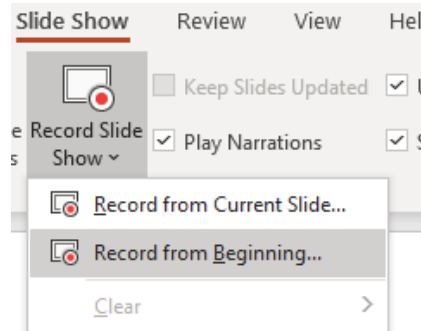
HOW TO PREPARE YOUR PRESENTATION
FOR THE VIRTUAL CONFERENCE

PRESENTATION RECORDING INSTRUCTIONS

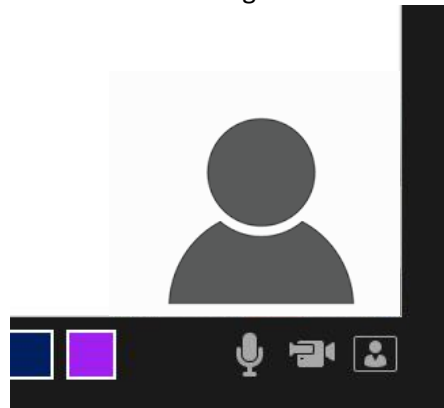
1. Open **Microsoft PowerPoint** and your slides
2. Click **Slide Show**



3. Click **Record Slide Show from Beginning**



4. Ensure that your camera is switched on and that your face appears in the bottom right of the screen



5. Click **Record**



6. Deliver your presentation to the camera, advancing the slides as necessary

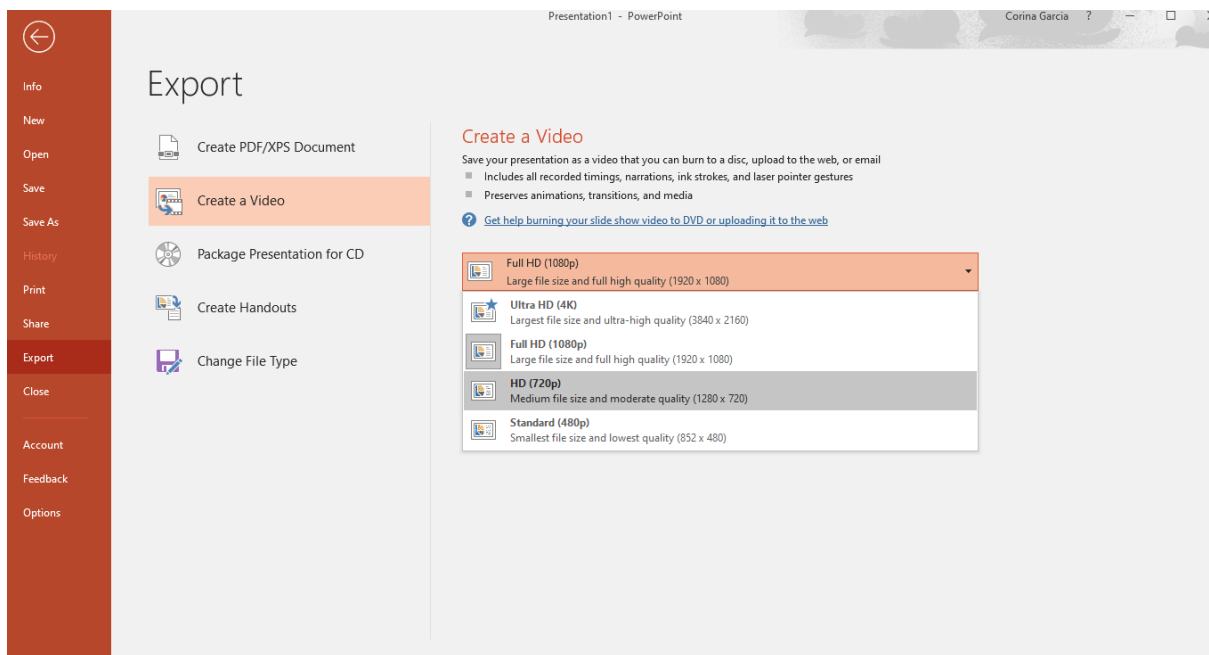
7. When complete, click **stop**



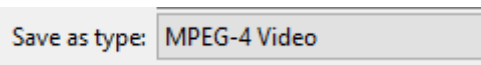
8. Exit the recording function

9. Click **File, Export** and **Create a Video**

Videos should be exported in **720P** for optimum image quality.
The file size should not exceed **20MB**.



10. Save the file as an **MP4 Video**



11. Share the MP4 with events@conferenceorganisers.ie by [WeTransfer](https://www.wetransfer.com/) or by your preferred media sharing tool in advance of **31 May 2021**.

Please don't hesitate to contact us if you have any queries:

events@conferenceorganisers.ie

www.conferenceorganisers.ie

