Please submit your video file (for virtual presenters) and slide decks (for in person presenters) to conference organizers by Monday, June 6 using the link below to upload your files

[UPLOAD FILES HERE](#)

Use the following file naming structure (without quotations) for your presentation videos or slide decks:

"yourlastname-yourfirstname-yoursession-shortpresentationtitle"

For example:

smith-john-hydropowerandfish-passageatgrandwilliamsdam

To upload files:

1. Click the hyperlink above
2. Click "Select Files" and find your saved presentation file
3. Click "Open"
4. Click the green "Start Upload" button
5. That's it!

Contact fishpassage.2022@gmail.com if you encounter any difficulties.
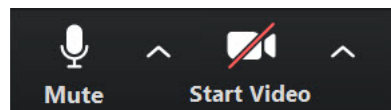

For virtual presenters only:

Recording your presentation via Zoom (Windows/Mac)

1. Open Zoom application and slideshow; close all other files and applications
2. Click "New Meeting" (orange icon) make sure your microphone and camera are on
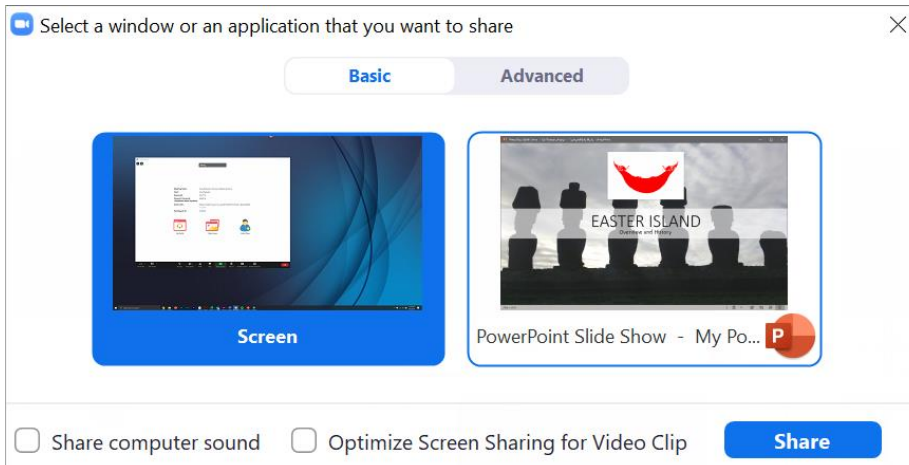

3. Click "Join with Computer Audio" (blue button)
4. Click "Share Screen" (green icon) on the bottom Zoom toolbar

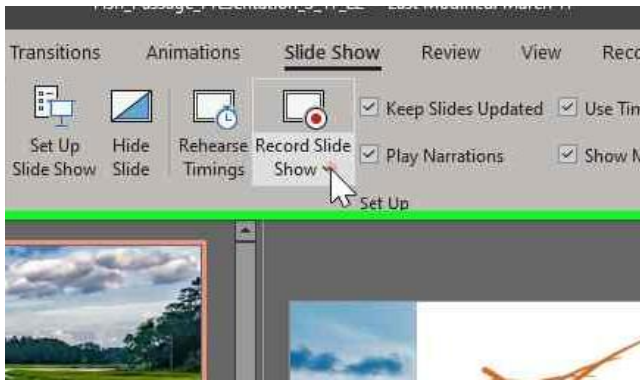- Select your slideshow file from the options
- Click "Share" (blue button)

5. Launch your slideshow using any presentation software (e.g., PowerPoint, Keynote, Google Slides)
6. Drag and resize (or minimize) video box so it does not cover presentation content
7. Hover your cursor at top-middle of screen to reveal top toolbar, click "More," and select "Record"
8. Start your presentation; advance slides with the right arrow key
9. When you've finished your presentation, hover your cursor at top-middle of screen to reveal top menu, click "More," and select "Stop Recording"
10. Click "Stop Share" (red button) at top of screen
11. Click "End" meeting (red button) in bottom-right of the meeting screen
12. Click "End Meeting for All" (red button)
13. Once the meeting has ended, a pop-up box will indicate that Zoom is converting your recording; when the conversion is complete, a new dialogue box will open containing 3 files. Please rename and submit the video file (MP4 file extension) using the file naming structure specified above.
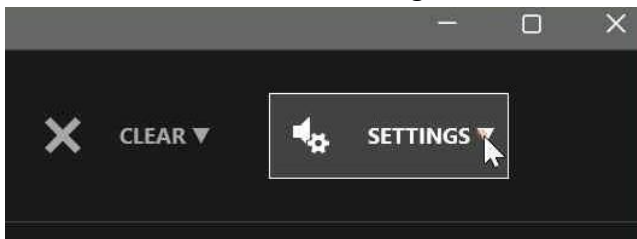

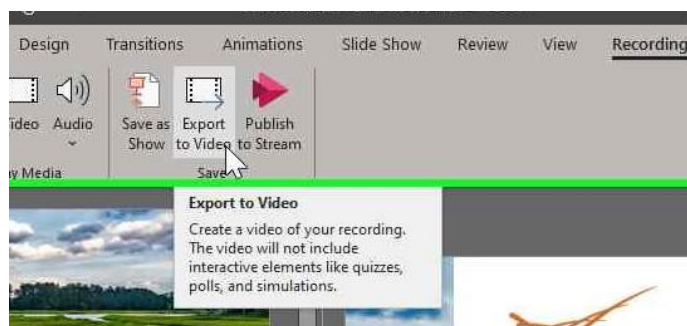## Recording your presentation via PowerPoint (Windows/Mac)

1. Open PowerPoint application
2. Select the first slide of your presentation
3. Select "Slide Show" tab in the top toolbar, click "Record Slide Show" and "Record from Current Slide"

- Do not add audio under "Insert" tab and "Record Audio" because this method will not allow you to save as a video nor synchronize timings to automatically move the slides with the audio

4. Select "Settings" in top toolbar to select audio and video settings (microphone and camera)
   - To remove the video overlay, click the camera icon in the bottom toolbar
5. Click "Record" to start recording audio narration for a slide

   - Select "Pause" to temporarily stop the recording
6. Click "Advance" (arrow button) or spacebar on your keyboard to advance to the next slide
   - **Note**: Recordings will be added to the presentation on a slide-by-slide basis, but audio narrations will not be captured during slide transitions
7. When you've finished recording your presentation, click "Stop"
   - Select "Replay" to check the audio on a slide
   - To re-record audio on a single slide, select "Clear" and "Clear Recordings on Current Slide"
8. To download your PowerPoint recording, select "Recording" tab in the top toolbar, select "Export to Video" and "Create a Video"

   - Select "Internet Quality" (720p) for the video quality
   - Select "Use Recorded Timings and Narrations"
   - Click "Create Video"
9. Save the recording using the file naming structure specified above

Recording notes

Video Overlay: Each recording option allows you to overlay video of yourself (picture-in-picture), but this is optional. If you want to include video of yourself, make sure there is room on your slideshow for the video, so the overlay does not cover text or images. Sometimes, inserting a rectangular box on your slides helps dedicate space for your video to be placed.

Video Trimming: To trim unwanted sections at the beginning or end of your presentation, you can use VLC (Windows/Mac) or QuickTime (Mac) software.

Software Differences: These recording instructions may not accurately represent previous application/software versions. If you encounter issues, please consult other online tutorials that are available for the software version you are using.

YouTube tutorials for recording presentations using Zoom and Powerpoint:

https://www.youtube.com/results?search_query=record+presentation+powerpoint

https://www.youtube.com/results?search_query=record+presentation+on+zoom