**Presenting via a pre-recorded video**

Your presentation must be 10-15 mins in length we strongly suggest that you **do not exceed 10** **slides**. When creating a Slide Show presentation you must remember that the slide show is an accompaniment or a visual aid and that the most important thing is to know your material.

Use UNE PPT template <http://www.une.edu.au/brand-toolkit/resources/templates/powerpoint>

**Tips for Making Video from PowerPoint Presentations**

* **Plan, rehearse, and test!**
* **Structure is important**– planning of your presentation, including interactive components, will minimize issues.
* **Rehearse** your presentation with someone so all are clear on roles and you can fine‐tune timing, pacing, flow, transitions, etc. Use the Notes feature in PowerPoint to script your PowerPoint presentation, rehearse it, and then record it, along with your voice, without the worries of stage fright.
* **Test the software** so you know things will be working when you’re ready to go live.
* **One minute per slide**. It’s a best practice is to use more slides, with less content per slide, if at all possible.
* **One idea per slide**, or, no more than 3 to 6 bullets with 6 words per bullet point or a dozen or so words per slide.
	+ Reserve 1st and last slides for critical information
* **Slide presentation**
	+ Use a font that easy to read such as Arial, Times New Roman or Verdana. (*San Serif /Serif fonts*). Use Arial for headings and another for content.
	+ Make font large enough (Titles – 44 pt size Body 32 pt size minimum font size 20).
	+ Every bullet is followed by a capital letter
	+ Use fewer fonts no fancy fonts, don’t use punctuation as they can clutter the slide.
	+ Limit the use of animations and transitions
* Use Photos, Charts and Graphs: these can add variety and interest
* Dark text on a light background is best.
* **Use your voice**. Voice inflection is the way to gesture in the online environment. A great tip is to use physical gestures when speaking – even if they can’t be seen, they come through in your voice.
* Vary the pitch and inflection of your voice
* Regulate the speed at which you speak
* Most people speak too quickly
* The audience cannot absorb the message
* **Checking File size - In general, a 10-15 minute recording at 720p is approx. 250MB in size.**
* Check file size of images