

## **Instructions for how to provide a 'Back-up' PowerPoint recording**

Please provide us with a back-up recording of your presentation by midnight of the **1st November** please.

Back-up recordings will only be used on the day if for some reason there is a technical issue and you are unable to present in person, these will not be distributed to delegates.

Back-up recordings will be held on the CSP's YouTube, as YouTube is the only video channel through which we can show video's on the campus. The video will only be stored on this channel for the duration of the conference (13<sup>th</sup> and 14<sup>th</sup> November). The channel will not be publicised and your back-up recording will be deleted straight after.

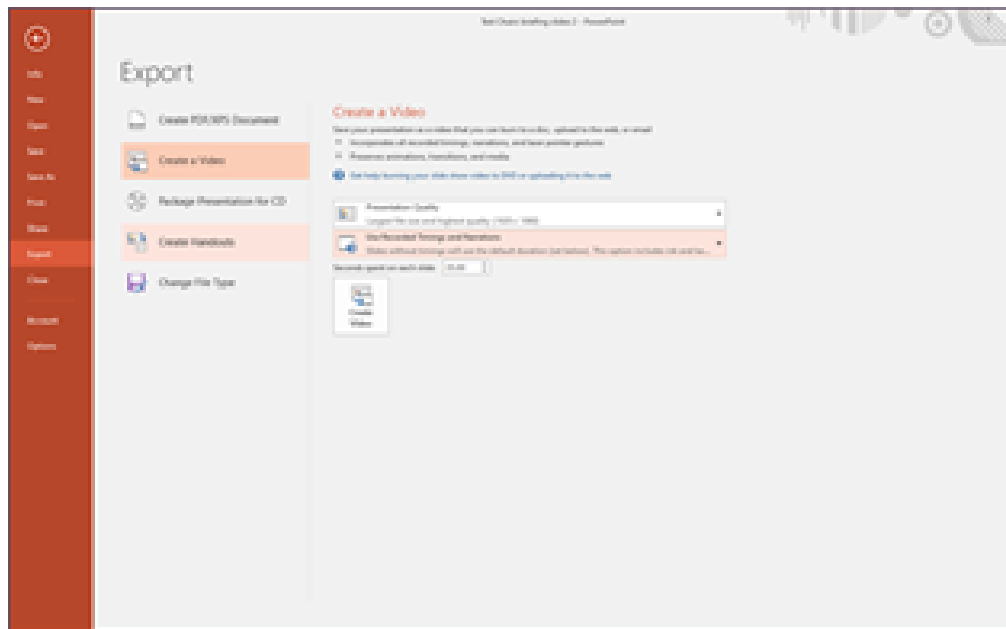
1. In PowerPoint, with your presentation open but not in full-screen mode,

- >File
- >Export
- >Create a video
- >Change to internet quality
- >Use Recorded Timings and Narrations
- >Record Timings and Narrations
- >Start recording

2. Once recording, click Ctrl L to display a laser pointer if required.

3. Deliver your presentation in one session, clicking through the slides as required in the normal way.

4. When you have finished, click the 'x' button in the small recording window on the top-left of the screen. This will take you back to this screen:



5. Click now on create a video and you will be asked to save as – save with this filename: [Your surname][session date]. Saving will take a few minutes. You can check progress in the indicator bar at the bottom of the screen.
6. To preview your recording – review the saved file you have just created
7. Exit your original Powerpoint and **don't save** changes to keep your original PowerPoint slides, please note if you do click save the narration will be saved with it.
8. If you want to re-record your narration, go back to step one selecting again: >\*Use Recorded Timings and Narrations and follow the steps as above
9. When you are happy with your recording, Send your video file to the vPUK team using [this link](#).
10. This file will be used by the vPUK team if you experience technical difficulties on the day and are unable to deliver your presentation.