

Tips & Resources for Creating a Recorded Virtual Presentation

Updated June 2024

EMDRIA asks presenters to pre-record their sessions for virtual events. This document focuses on using Zoom as a recording method, but if you are comfortable with using different recording software you may do so.

Before You Record

Refresh on the Basics

YouTube is a source of excellent step-by-step tutorials on how to master recording a presentation with your computer. Even if you are a seasoned presenter, we *highly* recommend refreshing on the basics.

- Getting Started Guide for New Zoom Users: support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0061316
- How to Use Zoom: youtu.be/rA3ZsY2vJfw
- How to Properly Present PowerPoint Slides in Zoom: youtu.be/wNOZRa089-U
- Top 20 Zoom Tips & Tricks: youtu.be/UEABW3ddZkc

Check your Technology

Check all your technical equipment to ensure everything is working properly.

- **Reboot your computer** to avoid any automated updates that could interrupt you while recording.
- **Test audio and video.** Check if your camera and microphone are working properly by joining a Zoom test meeting: zoom.us/test. Make sure any other microphones/cameras are off or muted.

- **Adjust your camera level.** Position your webcam so that the camera is pointed straight at your face and your face takes up a good portion of the screen.
- **Close all unneeded applications** on your computer while recording, to free up your computer's working memory.
- **Charge your tools.** Make sure your mouse, headset, or other tools are charged or have fresh batteries.

Consider Your Environment/Background

An online presentation can quickly start to feel distant and impersonal. To remind your audience that they are interacting with a real human, draw focus to your face and expressions as you present.

- **Light your face.** Make sure you are presenting in a well-lit room, with the light source in front of you.
 - Best Lighting for YouTube Videos: [youtube.com/watch?v=kn-e9YlHnaM](https://www.youtube.com/watch?v=kn-e9YlHnaM)
- **Eliminate distractions.** Record in a space without people, pets, or background noises—close doors and windows. Mute your cell phone, watch, and tablet.
- **Clean up clutter.** A messy background can make you look unprofessional and distract people from your presentation.
- Consider using a **virtual background**:
 - Or use your slides as a background: support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060387
 - [youtube.com/watch?v=5lfdpfKBEKw](https://www.youtube.com/watch?v=5lfdpfKBEKw)

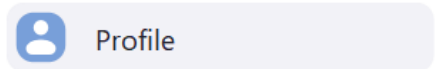
Prepare your Presentation (PowerPoint)

We suggest using PowerPoint for your presentation slides, but if you are more comfortable with a different presentation platform (i.e. Canva, Keynote, Google Slides) you may do so.

- **Use the EMDRIA template.** Choose one of the EMDRIA-provided templates.
- **Focus on Learning Objectives.** Attendees will evaluate speakers—in the Post Program Survey—as to whether the learning objectives of your presentation were met. Be sure to focus adequately on those during your presentation.

- If any of your content doesn't align with a learning objective, then don't include it. Irrelevant content is a quick way to lose the attention of your audience. Once lost, it is very hard to regain.
- **Keep the presentation moving.** Don't stay on one slide for too long. It's harder to keep attendees engaged in a virtual setting. Keep slides visually appealing and move at a good pace. This may mean that you use more slides than usual.
- **Limit text on slides.** PowerPoints should generally be used as an outline that helps guide people through your presentation.
 - While your PowerPoint can be your handout, you might consider creating a separate handout to provide more detailed information rather than cramming too much text on your slides.
- **Use engaging elements.** Only having text on a slide can be quite boring. Here are some more ideas to keep your slides visually interesting and engaging.
 - **Insert a video,** such as a demonstration of a technique you are describing. How to Insert YouTube Video in PowerPoint: youtu.be/S2sCNNz_Idw?si=Ox-qlowl2_TfES6M
 - **Questions and answers.** Ask the audience a question on one slide, give them time to contemplate, and then provide your answer on the next.
 - **Tell a story.** Use a personal story to elicit empathy and engage listeners. Stories help listeners connect with and remember the message.
 - **Use images,** find free stock images on sites like pixabay.com.

Set up your Zoom Profile



- **Add a profile picture.** This way, there is a visual of you rather than a blank screen if you turn your camera off.
- **Edit your name.** Add any credentials, including if you are an EMDR Certified Therapist,[™] EMDR Consultant,[™] or EMDR Trainer,[™] if you wish.
- **Add your pronouns.** Add your pronouns to allow yourself and others to be treated respectfully on Zoom. Zoom allows you to add pronouns directly to your user profile. Alternatively, you can edit your name to include your pronouns.
 - Adding and Sharing Your Pronouns: support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0066454

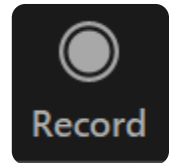
Record a Test Video

- Make a short test recording to ensure your technology, settings, and environment are what you desire for your final recording. Taking a few minutes now could save you from having to re-do your final recording.

During Recording

Getting Started with Recording

You can “host” a Zoom meeting with just yourself in the meeting. Once you are in a meeting, press **Record** to start the recording.



Save your recording either locally (to your computer) or to the cloud, if you have a paid account.

- Enabling and Starting Local Recordings:
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0063640
- Starting a Cloud Recording:
support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0062627

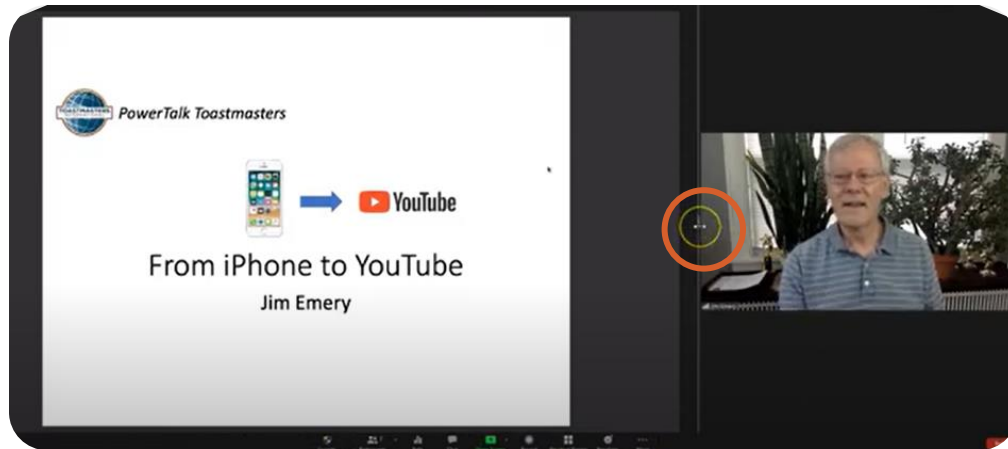
Screen Sharing

Learn how to share your screen when recording so that viewers can see your video and your slides: [youtube.com/watch?v=Vv1dEae6_0c](https://www.youtube.com/watch?v=Vv1dEae6_0c)



Include yourself in the presentation/recording (video square) to help people feel more engaged and connected. Be sure to also learn how to share your audio if you are showing a video in your presentation.

- **Increase the size of your video** on the screen so the audience can better see you, and still see your presentation. Feedback that we’ve received from attendees is that the video square is often too small to see the speaker clearly.
 - Zoom: Adjust Relative Size of Shared Screen and Video:
[youtube.com/watch?v=hLrXZLBLEqc](https://www.youtube.com/watch?v=hLrXZLBLEqc)



- Switch back and forth between having your **slides vs. your video full screen**, if you're comfortable enough with the presentation software. This helps balance face time and slide time.
- Sharing Your Screen or Desktop on Zoom: support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060596
- Sharing a Recorded Video with Sound: support.zoom.us/hc/en-us/articles/360051673592-Sharing-and-playing-a-video
- Optimizing a Shared Video Clip in Full Screen: support.zoom.us/hc/en-us/articles/202954249-Optimizing-a-shared-video-clip-in-full-screen

General Presentation Tips

- Keep energy in your **body language**, such as using hands, facial expression, and some light movement of your body.
- Speak with an **energetic voice** and use vocal variety.
- **Picture an ideal audience** that is engaged in what you are saying.
- Keep your delivery at a **normal pace**—do not rush. People are trying to digest new information.
- Prioritize and **reinforce key points** or phrases.
- **Enjoy the opportunity** to help guide and teach others in your area of expertise.

Zoom Keyboard Shortcuts

To seamlessly start/stop your audio, video, screen sharing and other features, you may wish to use Keyboard Shortcuts. Find these in your Zoom desktop application Settings under the Keyboard Shortcuts menu.



Keyboard Shortcuts

Mute/Unmute Audio

- For PC: Alt+A
- For Mac: Cmnd+Shift+A

Start/Stop Video

- For PC: Alt+V
- For Mac: Cmnd+Shift+V

Start/Stop Screen Sharing

- For PC: Alt+S
 - For Mac: Cmnd+Shift+S
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After Recording

- **Preview your recording** to ensure it captured your entire presentation.
 - **Check your audio levels** to ensure you—and any videos—can be heard.
 - **Share your recording** with the EMDRIA event team.
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During the Live Q&A

- Revisit the *Check your Technology* section, above.
 - **Check internet connection.** Use a reliable, high-speed internet connection. If possible, use a wired internet connection.
 - Remind people of the takeaways from your presentation. This can be done again at the tail end of the Live Q&A, if there is time.
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Thank you for sharing your knowledge and expertise.