**Prerecording your SLAS presentation**

There are many ways to prerecord your presentation and we recommend either recording on Zoom, sharing your screen to show PowerPoint slides, or creating a narrated PowerPoint presentation.

We then ask you **to send a link to your presentation** by **31 March** to cpdservices@abdn.ac.uk. Please title your email: 'SLAS2021 recording + YOUR SURNAME' to ensure that your email is directed to our SLAS conference support colleagues.

Recorded presentations (in Spanish, English or Portuguese) should last no more than 20minutes.

Recording a presentation on Zoom can be done with a free account and you can save the recording in the cloud or on your computer. Alternatively, a narrated PowerPoint can be created offline and exported as an MP4 video. If you can switch on auto-captioning while recording, please do so in order to make your presentation more accessible.

A good way to share your presentation is to upload it on an unlisted YouTube channel and send us the link (see below). Another hosting option is Vimeo. The link to your video will be made available to conference participants via our website.

**Recording on Zoom:**

* Make sure you sign up for a Zoom account first: <https://zoom.us/freesignup/>.
* To record, start a meeting, then select the Meeting tab -> “Record on this computer” or “Record on the cloud”.
* Before you start, make sure you know how to share your computer screen (press the green button “Share” and select the window you want to share).
* When you record to the cloud, you can the download your video file from your Zoom account. You can **send us** the link (with password), but bear in mind that Zoom cloud recordings are deleted after 180 days.
* If you have enough memory on your laptop, you can record it directly onto your computer.

**Recording a narrated PowerPoint presentation**

The video below explains how to create a PowerPoint presentation with voiceover and how to export it as an MP4 video file.

<https://www.youtube.com/watch?v=Y5dgwwa5XRA>

**Hosting your video presentation on YouTube**

* Create an account if you don’t already have one.
* Click your profile photo at the top right and select “Your channel” or go directly to <http://studio.youtube.com>.
* Select Create and Upload Video.
* Click through the settings and select “Unlisted” on the last page. This means that your video is only visible to people who have access to the link.
* After the video has been processed (this can take a while), you can **send us a link.**
* You are of course welcome to make your video publicly available if you want.