

The “1st International and Interdisciplinary Conference on Spatial Methods for Urban Sustainability”

(SMUS Conference)

SMUS Conference Botswana

Gaborone

September 23rd to 25th 2021

PRE-RECORDING YOUR PRESENTATION GUIDELINES



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PRE-RECORDING YOUR PRESENTATION

The SMUS Botswana conference 2021 is an online virtual conference. In cases of technical challenges your recorded video presentation will be played at the scheduled time of your presentation as per the conference program. However, the presenter is encouraged to attend their session for live Question (Q) and Answer (A) session.

Tips for recording:

- Use simple (Arial, Calibri) and large (30+) fonts.
- Have NO embedded videos.
- Use a place that is quiet for the recording (Avoid areas that have echo or bad acoustics).
- A good microphone close to mouth. Avoid, if possible, using default built-in microphone on computer.
- Remember to speak slowly and enunciate clearly, without pausing.
- Make sure you have good front light – ensuring that the light shines brightly on your face. If your back is to a window, close the shades.
- Put the camera at eye level.
- Do a test recording a couple of minutes and review the sound and picture quality before recording the entire presentation. Make adjustments if needed.
- Check your files before submitting to ensure their quality (video and sound).

Details of pre-recorded video presentation:

- Deadline: September 17, 2021
Email the pre-recorded video presentations to smusconference@ub.ac.bw
- Duration of recorded video (please follow strictly the allocated duration):
 - Oral presentation: 12 min
- File format of recorded video: MP4
- File name of recorded video: SMUS Botswana. presenter_name.mp4
- Requirement of presentation (choose 1 of the option):
 - Option 1 – Narrated presentation (PPT slides with both voice and webcam camera)
 - Option 2 – Narrated presentation (PPT slides with voice only; include the photo of presenter at the first page and last page of PPT slides)



The following methods may be used to record the presentation:

1. Using built in function of PPT to record voice ([PowerPoint: creating a voice over presentation - YouTube](#)).
2. Using zoom to record PPT presentation with webcam ([Using Zoom to Record Presentations.pdf \(ou.edu\)](#)) and a short video tutorial on how to prepare your presentation can be found here ([Zoom Tutorial 2: Recording a PowerPoint & Video with the Zoom Video Conferencing Tool - YouTube](#)).
3. Using audio recording tool to record the voice and integrate with the video ([How to record a voice over for your videos - YouTube](#))

**Any other methods which could satisfy the requirement of recorded video in Option 1 or Option 2 (please search for more information online if you are not sure how to do it)*

Other important notes:

- Please keep the oral presentation duration between 10 - 15 minutes and the video file around or under 750Mb in size.
- Please upload your video presentation on time so we have enough time for testing and give feedback if needed.
- You will receive an email notification once the video is received by the organizers

Please contact the following personnel if you require any assistance:
mosianek@ub.ac.bw