

ONLINE ORAL PRESENTATION FILE INSTRUCTIONS

Online oral presenters **must** create a pre-recorded video presentation. This recording will be played during their live session and online presenters will join to participate in Q&A and any scheduled discussion.

Upload your FINAL pre-recorded video presentation online by **Friday, 8 December at 17:00 EST (UTC -5)** via the [presenter upload site](#). Enter your AGU universal email and password to log in.

CREATE YOUR PRESENTATION

The tool you use to build your presentation is entirely at your discretion but do keep in mind that you'll need to convert your slides into a movie that will be played in the live oral session.

Presenters may choose to use one of the following optional branded slide templates. It is not required to use one of these templates.

1. [Option 1](#)
2. [Option 2](#)

If you have any questions regarding the specifications for your presentation, please [email the Projection team](#).

CONVERT THE PRESENTATION INTO A MOVIE WITH NARRATION

The most successful presentations will be those that communicate your work clearly, with visual display, audio narration, and (if you choose) video of you talking.

How you build this movie is up to you, but certain guidelines for format apply:

- Maximum resolution: 1920x1080 pixels
- File format: MP4

- Aspect ratio: 16:9 horizontal. (Preferred) Other aspect ratios will cause padding to be added to the sides of your video, reducing its size
- Maximum file size: 1 GB

There are several ways you can make this movie file:

From your presentation software

Microsoft PowerPoint gives you the ability to record a narration to accompany your slides, and then export the resulting combination as an MP4 file. (PowerPoint for Microsoft 365 for Mac or Windows, PowerPoint 2019 for Mac or Windows, PowerPoint 2016 for Windows, PowerPoint 2013 for Windows.) Access this function using the option called “Record Slide Show” under the Slide Show tab, and when you’re satisfied with the result use “File-Export-Create a Video” to export the presentation with audio as an MP4 file.

Apple Keynote provides a voiceover narration function to add audio to each slide. Click on Document button, the Audio tab, then choose “Record”. Press Escape to save the recording the exit the presentation. Play the presentation to ensure you like it, then use “File-Export To-Movie” to save the slideshow. Make sure you select “Slideshow Recording” from the Playback menu and save the resulting file.

Prezi has two different ways to create a video with audio narration from your presentation. You can either click on the “Create Video” option in the top-right corner and choose to record your voice while you navigate through the content, or import your presentation into the Prezi Video application and use the “Content only” view at the bottom of the screen. After you’re done, trim the video and download it in MP4 format.

From a screen recorder

Tools like [TechSmith Snagit](#), Panopto ([Mac](#) and [PC](#)), [FlashBack Screen Recorder](#), and [QuickTime Player](#) all have the capability to record your screen – in some cases along with your webcam – and save the resulting file in one of the formats listed above.

[Zoom](#) allows you to record a meeting, so you can have a meeting with yourself, record it, and then upload the resulting recording. Start a meeting in your personal meeting room, click on the “Record” button and choose to record locally or on the Cloud. Use the “Share” button to display your presentation, remembering to check the “Share computer sound box” if your presentation already includes narration, sound, or video. Turning on your video is optional, but you can narrate your presentation as if you were running a meeting, then click either “Pause/Stop Recording” or “End Meeting” when you’re finished. Access your recordings from your account, trim the video and download it in MP4 format.

Refer to the [online program](#) to confirm the length of your presentation. Your recording must not exceed the length of your scheduled presentation time. You should reserve at least two minutes of your scheduled presentation time for live Q&A following your recorded talk.

UPLOAD YOUR FINISHED PRESENTATION

Presentations can be uploaded via the [presenter upload site](#). Enter your AGU universal email and password to log in. The deadline to upload presentations online is **Friday, 8 December at 17:00 EST (UTC -5)**.

Questions and Resources

1. If you have any questions regarding the specifications for your presentation, please [email our technical support team](#).
2. If you have any questions regarding the program, please contact the [Scientific Program Team](#).
3. Please review the [AGU23 presenter guidelines](#) for additional information and instructions regarding your participation in the meeting.