

# British Orthopaedic Research Society

## BORS 2020 | MS Teams Cheat Sheet for Poster Presenters

### Recording a poster presentation:

If you are giving a poster presentation as part of one of the sessions, you will be asked to upload a pre-recorded 3-minute presentation. The video must be an MP4 file and must be less than 100 MB in size. A link will be emailed to you ahead of the conference to allow you to upload the video.

There are several options for creating the video. We have found that PowerPoint can be used to easily create a video file that meets the requirements.

### Using PowerPoint to record a poster presentation:

If you are using the Office 365 version of PowerPoint, you should first make sure the “Recording” tab is available from the Ribbon. If it is not shown, you should go to “File > Options > Customize Ribbon” and under “Customize the Ribbon” select “Main Tabs” and make sure “Recording” is ticked (Figure 1).

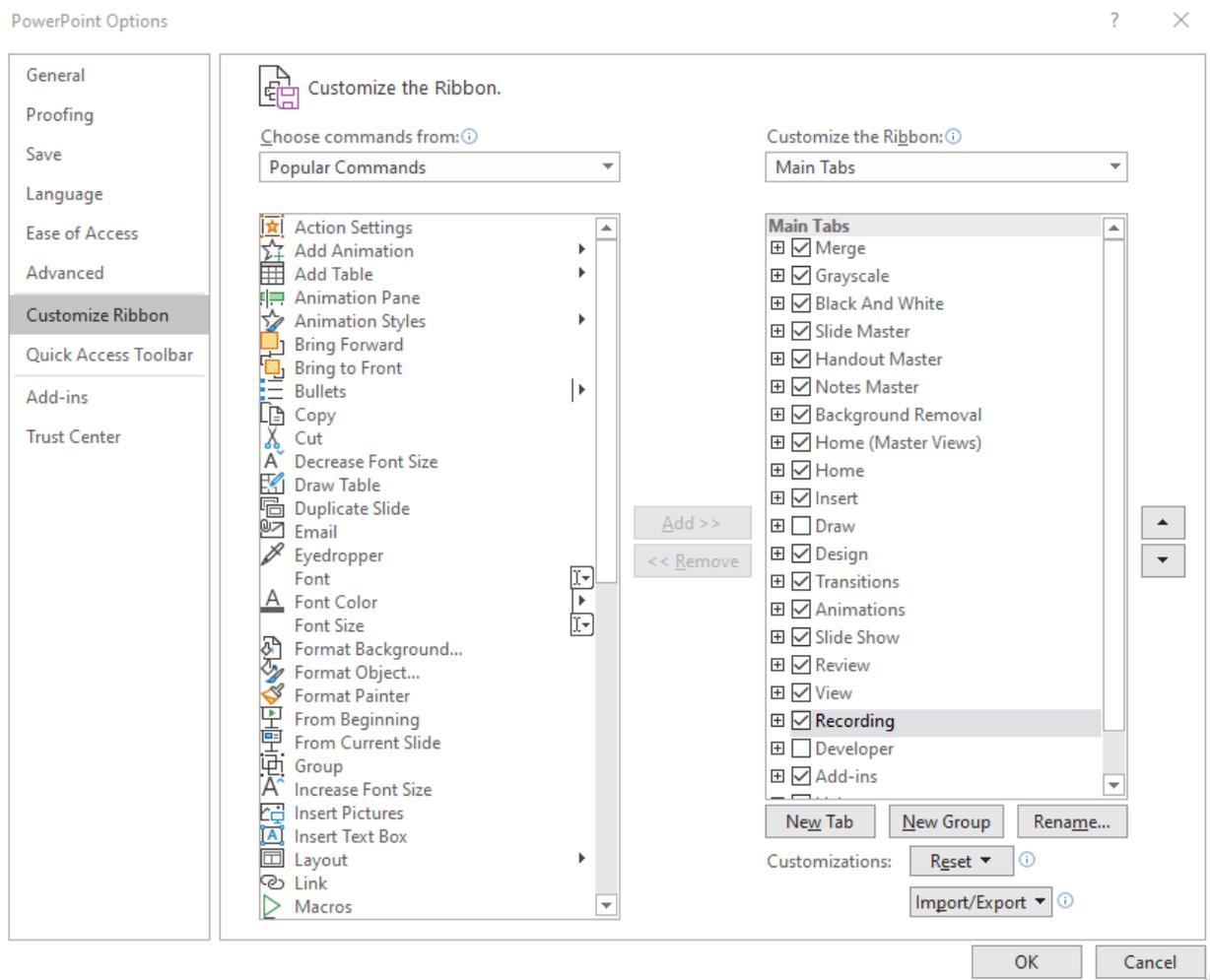


Figure 1: Show the “Recording” tab in PowerPoint Options.

Once you have put together your presentation under the “Recording” tab you can click on the “Record Slide Show” icon. If you click on the lower part of the icon you will have the options to “Record from Current Slide...” or “Record from Beginning...” (Figure 2).

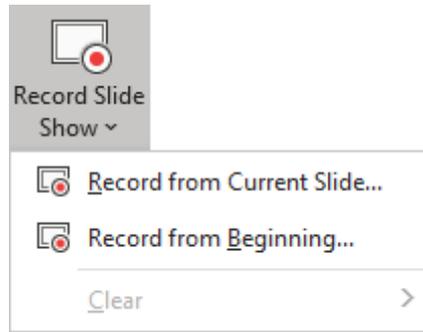


Figure 2: Record Slide Show icon with options.

When you start the recording, you should see a screen like the one in Figure 3 with options to record your presentation. PowerPoint records audio for each slide and does not record the audio for around a second when you go from one slide to the next.



We recommend that you only record audio as the video insert that appears if you use a camera can distract from the presentation. You can use the tools at the bottom of the screen to show a laser pointer, draw and highlight as part of your presentation. When you start recording the timers shown at the bottom of the screen tell you how long you have spent presenting each slide and the total time spent presenting. Please make sure that you do not exceed the total presentation time of 3 minutes.

Once you are happy with the recording of your presentation you should click on the “Export to Video” icon (Figure 4).



Figure 4: Export to Video icon.

When you click the “Export to Video” icon you should see an options screen like the one in Figure 5.

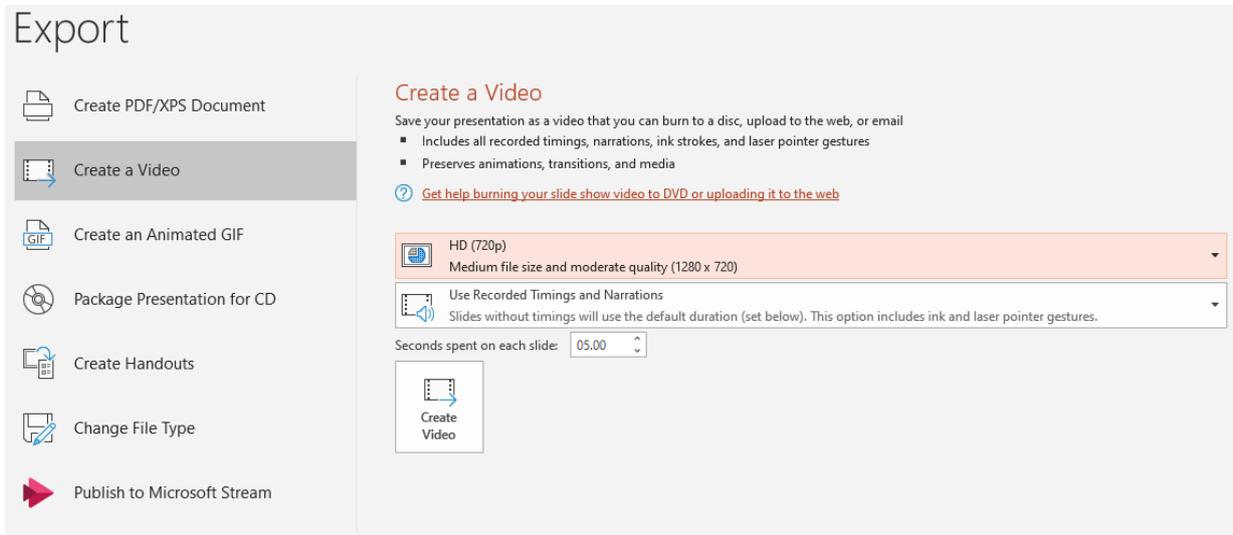


Figure 5: PowerPoint Export options.

On the Export options screen select “Create a Video” and set the resolution option to be either “Standard (480p)” or “HD (720p)” as shown. Check the “Use Recorded Timings and Narrations” option is selected. To finish and save the video as an MP4 file click on the “Create Video” icon.