

Option 2: Record your presentation with PowerPoint

Please [click here](#) to view an instruction on 'How to Create a Video in PowerPoint'. Further step by step instructions are outlined below:



1. Open the PowerPoint slides you wish to present.
2. Under the tab 'slide show', select 'record slide show'.
3. Once you have clicked on 'record slide show', you will see your PowerPoint slides in present mode with your image at the bottom right of the screen.
4. When you are ready to present, simply click on the red record button located at the top left corner of the screen.
5. If you wish to highlight specific information in the slides during your recording, you can do so using the write or highlight tools at the bottom of the screen.
6. Once you are done, press the 'stop' button. You can check your recording by clicking 'replay'.
7. When you are satisfied with your recording, please go to File -> Export -> Create a video. Please save your presentation as an **mp4** video file.
8. Ensure you select 'use recorded timings and narrations' to save your video. Once you are happy with your recording, please name your final video file [LASTNAME_FIRSTNAME].
9. Please submit the video presentation as an **mp4 file** together with a **PDF** of your poster (in case of poster presentations).