



A Quick Guide to Self-Recording Your Presentation

	Solo presentation with or without slides	Co-presentation (2 speakers); with or without slides	Co-presentation or panel discussion (3 or more speakers); with or without slides
Recommended recording platforms	Zoom Basic (free) subscription or Zoom Pro (\$14.99/month) subscription – allows for recording to the cloud	Zoom Basic (free) subscription or Zoom Pro (\$14.99/month) subscription – allows for recording to the cloud	Zoom Pro (\$14.99/month) subscription – allows for recording to the cloud
Other recording platforms	PowerPoint (PC users only)* PowerPoint captures audio and video slide-by-slide. Audio and video input at the instant slides are changed will be clipped, resulting in an incomplete recording. Avoid speaking while changing slides.	Microsoft Teams	Microsoft Teams (for groups of up to 4)
Devices / minimum requirements	Computer with microphone and webcam	Computer with microphone and webcam	Computer with microphone and webcam
Tutorials	Zoom Help Center > Starting a cloud recording Zoom Help Center > Local recording Microsoft support article: Record a slide show Microsoft support article: Turn your presentation into a video	Zoom Help Center > Starting a cloud recording Zoom Help Center > Local recording Microsoft Teams > Meetings and calls (includes scheduling and recording information)	Zoom Help Center > Starting a cloud recording Zoom Help Center > Local recording Microsoft Teams > Meetings and calls (includes scheduling and recording information)

Review and upload your content:

Please review your recording to verify consistency in audio and video quality. Make sure the recording is the proper duration. When you are satisfied, click [here](#) to share the recording with Minnesota CLE (click “Select files,” browse your device, and select the file to upload). A step-by-step guide to uploading your recording is available [here](#).

* Video recording is not available in PowerPoint for Mac. Mac users may self-record their slideshow with audio narrations only, or use an online meeting platform such as Zoom (see resources in the second column) to capture video, audio, and slides.

Video, audio, and procedural tips for all platforms:

- 1. Think of your professional brand.** That means considering what can be seen behind you, intentionality regarding lighting and audio, and attention to how your face is positioned in the camera frame (think the “rule of thirds” with your eyes positioned in the top third of the frame). *[This item is used with permission from, and thanks to, Turpin Communications.]*
- 2. Lighting:** Shade natural light (which is unpredictable) in all areas of the recording environment. Avoid backlighting of any kind. Use a non-natural light source, placed behind the camera and at roughly the same height as your upper body and head (not overhead), to achieve balance between you and your background.
- 3. Audio:** Record your content in a quiet, distraction-free environment. Mute mobile phones and close device programs and applications not needed for the presentation. Consider using a headset or USB microphone if you find your device’s integrated microphone lacking. (Even basic hands-free mobile phone earbuds/mics can be better than nothing.)
- 4. When co-presenting on one slide show,** practice transitions among speakers. Have your own local copy of the slide show (whether electronic or hard copy) to follow along in the online meeting. Rehearse and/or discuss procedural matters to the extent possible. Approach the recording meeting like a live session where post-production editing is not an option.
- 5. When co-presenting multiple slide shows,** practice starting and stopping screen share modes and moving from one slide show to the next. This can be done in the same online meeting you’ll use to record, before recording begins. Approach the recording meeting like a live session where post-production editing is not an option.

General tips for delivering excellent presentations:

- For prerecorded/remote presentations, **“Work as hard as you do face-to-face.”** In other words, even when you are appearing virtually, pay attention to your **vocal energy, facial expression, posture, and gestures.** *[This “face-to-face” comparison, provided by Turpin Communications, is a great way of thinking about virtual presentations.]*
- Be enthusiastic!** If you aren’t excited about your topic, your audience won’t be either. If you apologize about the presentation’s format or prerecorded delivery, you will lose your viewers’ confidence.
- Meet expectations.** Make sure you re-read your session title and description and deliver on what has been promised.
- Explain your presentation.** At the outset, tell your audience what you are going to present and what useful takeaways you’ll give them (key points of law, special practice tips, or any other very helpful information).
- Always give practical suggestions.**
- End your session on time with precision.** If your presentation has been allotted 60 minutes, then please record 60 minutes of content, wrapping up the presentation smoothly.

For moderators and panelists:

In addition to the tips above, please also take five minutes to review this [nine-point checklist](#) for delivering successful panel presentations.