

The easiest way to record the presentation with a slideshow (ie ppt or keynote) is to record in Zoom. Here's a few pointers to how you do it the best way.

- Light is essential. Make sure the room where you record is well lit and that you don't get too much light from behind (that will make you look like a shadow). If you only have one lamp - put it in your face.
- Content is king and therefore audio quality is the single most important part of the recording. So use a headset or in ear with microphone if you have one. Make sure that your surroundings are quiet, shut doors and windows, stay away from fans and ask your colleagues not to use the noisy coffee grinder while you record.
- Find a position/posture that makes you feel energetic
- We recommend that you start the presentation before you start sharing your screen, that way we can see a bigger picture of you first. It's also nice if you stop sharing your screen before you stop your presentation so that we can see a full frame of you when you say good bye.
- Start a Zoom meeting, press record and choose to record on your own computer.
- When you have presented yourself, start sharing your screen. (Before the real recording you probably want to do this a couple of times so that it runs smoothly when it's for real.)
- Do a dry-run. Make a short test recording to make sure that you look and sound your best.
- Now you're ready to record the real presentation. Hit record, look into the camera lens and do your thing. If you enjoy the talk there's a good chance the audience will enjoy listening.
- Watch the recording and make another take if you think you can do it better a second time around.
- Also, don't forget to clean the lens.

Name the file with your last name first and then your first name. Upload the file to the assigned The Box-folder. In the presentation, make sure to include: title, author, title, affiliation, sponsor, contact information, email and webpage on the first slide. Second slide should include Motivation and overall subjectives. Third page should include example on results and reference for more information preferable to published results with link to paper or other material.

