



# Preparing and Recording a Presentation

## Designing the Presentation

- Simply your presentation design and visuals.
- Add **visuals** where appropriate.
- Avoid **text heavy** slides.
- Consider **integrating alternatives** to charts, graphs, complex data tables, and math formulas when presenting results.
- Make sure your presentation is **accessible**: [Make Your PowerPoint Presentations Accessible](#)

## Device Considerations

- Use a **hardline internet connection** or high-speed wireless connection to ensure better video/sound quality.
- **Mute** all other notifications on your device.
- Use a **stand-alone microphone/headset** for best sound quality.

## Visual Considerations

- Adjust the camera to capture your head and shoulders **straight-on**.
- Look **directly into the camera** and not at the screen.
- Use an **additional light** source placed behind your recording device for optimal lighting.
- Avoid wearing **too bright** or busy patterned clothing.

## Recording the Presentation

- **File type**: If you upload your recording manually, it must be in **PPT** or **MP4**.
- **File size**: There is no maximum file upload size but try to keep the size to **2 GB**.
- Recording using Microsoft PPT, [click here](#).
- Recording using Zoom, [click here](#).