**CTAT Summer Conferences**

**Presenter Information**

**Recording Your Presentation**

* Be sure to adhere to the 30 minute time limit
* Email [mark@ctat.org](mailto:mark@ctat.org) or [robin@ctat.org](mailto:robin@ctat.org) to schedule your recording and use the Zoom link provided to record your presentation - CTAT staff will start the session and facilitate recording as needed or
* Use any recording platform you prefer
  + [To learn how to record using Zoom](https://www.youtube.com/watch?v=BihTASJA6-w)
  + [To learn how to record using PowerPoint](https://www.addictivetips.com/microsoft-office/create-screencast-with-microsoft-powerpoint/)
  + [To learn how to record using Google Slides](https://www.youtube.com/watch?v=6LQJ3f2gWVw)
* Include any combination of content formats you prefer, including:
  + Slideshow with voiceover or webcam
  + Screen recording with voiceover or webcam
* If recording on your own platform, save your video file in MP4 HD (1080p or 780p) format - an option you select when outputting your recording
* Name your MP4 file with your last name and title of your presentation (Ex: Robinson\_Distance Learning and CTE.ppt)
* Name your slides, supporting materials and headshot similarly (Ex: Robinson\_Distance Learning and CTE\_Reading List and Links.doc)
* Upload your recorded presentation, any supporting materials, and your headshot [here](https://www.dropbox.com/request/1ABcxZLpjAscnACGpPSJ)

**Presentation Pro Tips**

* You are welcome to download and use a PPT template found [here](https://drive.google.com/drive/folders/1KHr7zusaf7euWmuQXYh8gJoiwsN9HlYx?usp=sharing)
* Use images such as photos, graphs, charts, and graphics - Be sure to license (pay for) and/or get written permission to use copyrighted material
* Use sans serif typefaces (Arial, Tahoma, Trebuchet) and don’t over do highlighting, boldface, underlining, italics - Recommended font size 40-point title, 24-point bulleted text - Preview your slides for font size and readability
* Share your insights and strategies, practical tips and techniques
* Use concise and clear slides and speak casually and comfortably
* Add music, memes and animation to add humor and energy into your presentation
* If you have a LinkedIn account, [add your QR code](https://www.linkedin.com/help/linkedin/answer/94399/using-a-linkedin-qr-code-to-connect-with-members?lang=en) so that attendees can connect with you

**How to Look Great on Camera**

* Choose a quiet room, avoid background noise and remove clutter behind you that can distract viewers
* Use a [ring light](https://www.amazon.com/gp/product/B07Q3471S2/ref=ppx_yo_dt_b_asin_title_o03_s00?ie=UTF8&psc=1) behind the camera and/or natural or lamp light to avoid shadows
* Avoid glare from windows behind you
* Position the camera to center on your head and shoulders
* Speak a little louder and slower than you would in a normal office setting
* Show expressiveness and enthusiasm in your voice and face
* Avoid excess movement of your body as a whole
* Dress is business casual - solid colors recommended - no busy patterns, thin stripes, bright green, excess jewelry, and billowy or wrinkled clothing