1. How to prepare your pre-recorded presentation

Before you start your recording take the following points into account:

- **Choose the right room**
  Your choice of room is very important for the sound you end up with. Recording at home, you may not have much choice of rooms. But if you do have a couple of options, choose a small and quiet room with no ambient noise. Also make sure to eliminate any other background noise (eg dog barking, children shouting, birds chirping, clicking a pen etc).

- **Use good equipment**
  If you have access to a headset or microphone, this would be an upgrade from your basic laptop microphone.

- **A test run**
  You might want to test your recording equipment to make sure that you are at the appropriate distance from the microphone (not too close and not too far). Be sure to maintain a constant distance from the microphone while recording. For the best result, be sure to finish speaking on each slide and leave a pause before going to the next slide.

- **Format**
  - Only Microsoft-PowerPoint 16:9 presentations (incl. video formats) with an **.pptx extension** are accepted (not an export to mp4!).
  - Use the EAU20 Virtual Congress PowerPoint 16:9 template available from the EAU20 Website.
  - Videos can be linked or embedded. Please remember to upload your video files separately if you are using PowerPoint 2007 or older versions, as they cannot be embedded into the presentation.
  - PPT animations and transitions are limited to "fade-in" only.
  - Hyperlinks to external websites will not work.
  - If your version of PowerPoint tries to record video as well as audio, be sure to turn off video recording. Only slides and audio are necessary for your presentation.

- **Presentation time**
  Your pre-recorded presentation should not exceed 3 minutes or your presentation time, as listed in the programme.

- **Profile published**
  The EAU will use your profile photo from its database to accompany the presentation. Please visit MyEAU to check and/or upload a new photo, before **8 June.**

- **Privacy**
  It must be guaranteed that all content used in your presentation can be shown online. If your slides include sensitive data, please remove these data before you upload your presentation to the M Events system.
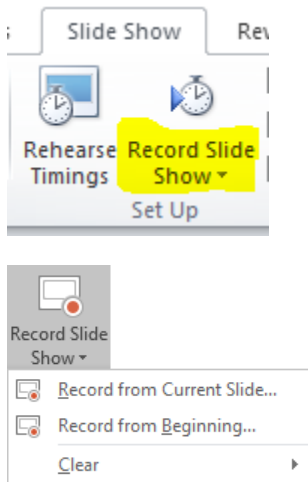
2. How to pre-record your presentation

Please find below instructions on how to pre-record your presentation with the **MS PowerPoint narration function**:

1. After creating the slides for your presentation, go to the Slide Show tab in the menu.

2. Clicking the lower half of the button gives you the option to start from the current slide or from the beginning.
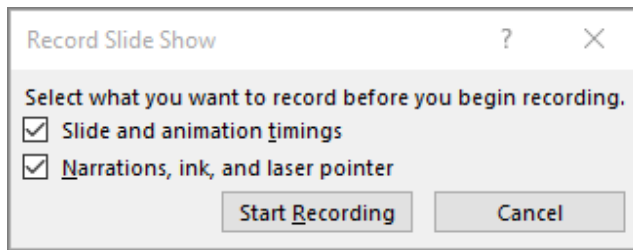

(The Clear command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.)

3. Click on the upper half of the Record Slide Show button

4. Tick the 2 boxes of the pop-up and start recording.
Note that you will have to manage the slides by clicking the arrows on your keyboard or in the slideshow

For detailed instruction or in case you use a different windows version or MacOS please follow this link:
https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c

Technical support

In case you have any further technical questions, feel free to contact the M-Events Support team via eau@m-events.com.