Thank you for agreeing to present at the upcoming NAGC 67th Annual Convention Reimagined! We are looking forward to receiving your pre-recorded presentation to add to the exciting virtual convention program that will feature 200+ sessions.

In this guide, you’ll find information on how to record your presentation.

Remember, we need all NAGC 67th Annual Convention Reimagined! presentations must be uploaded by the end of the day, November 5. If you have any questions, please don’t hesitate to contact Carolyn Kaye at Carolyn.Kaye@conferencedirect.com or Dale Greenberg (dale.greenberg@conferencedirect.com)

Two Options to Pre-Record Your Presentation

Speakers have two options for pre-recording their presentations:

- **Option 1. Record (audio and slides) directly on the CadmiumCD Speaker Site.** You will record your presentation (audio and slides) on the CadmiumCD speaker site. You will find the software and instructions in the Speaker Tasks section (same place where speaker agreement, photo upload, etc., is located). (See below)

  First, you will upload the final version of your PowerPoint or Keynote presentation, followed by the audio recording to complement the slides. (See further instructions in “How to Record Audio Information” below.) It is important that the final version of your presentation is uploaded first to the speaker site, you will then record the presentation slide by slide. Each slide will be the only visual when viewed by the attendee.

  **IMPORTANT NOTE:** If you have multiple presenters, each presenter will record their own slides and it won’t be a continuous presentation OR, the full slide deck can be loaded to one member of the presentation team’s account and that account login can be share with the other presenters. Each presenter, then, will login to their team mate’s Speaker Site and record their slides. This will create one continuous presentation with multiple presenters.

  *With option 1, videos cannot be included in presentations.*

- **Option 2. Record your presentation through Zoom or another webinar platform to which you have access.** Once you have recorded on Zoom or another platform, you will save as an MP4. Your MP4 should be stored somewhere shareable such as YouTube (private setting) or Dropbox. You then will send us the link and we will add it to the presentation description. While we can accommodate some videos on NAGC’s YouTube account, we will not be able to store more than 100 presentations.
The video link is added to your speaker site. It is Task “Or Presentation Video URL.” Please note that video links must open up to a video player (YouTube, Vimeo, Dropbox video player, etc). If you have your session on YouTube, please mark it as unlisted.

With Option 1, attendees will not be able to download slide presentations or recordings. Using Option 2, however, will allow YouTube subscribers and those with 3rd party software to download videos. In Dropbox, users can copy the link and share with others.

*The image below shows a presentation description in which each presenter records their slides in their own speaker account. If all presenters record in one of the presenter’s speaker account, all names will be listed, but only one Slides and Audio button will show.*

**How to Record Audio in the CadmiumCD Speaker Site for Option 1**

- Adding audio to your presentation can only be done after the final presentation slides have been uploaded on the speaker site. It is an option in the Task List. If you have multiple speakers in your session, each speaker will upload their own section of the presentation.
- Once the slides are uploaded (you will see in the Task List that they have been uploaded), you will record the accompanying audio slide by slide. Click on a slide to begin your audio recording.
- You may record the slides in any order. Once each slide has a recording, the task will be complete. You can pre-record any slide as often as you like as long as the slides do not change.
- Please be sure you are recording to the final version of your presentation. If you upload a new PowerPoint you will have to re-record the audio to every slide.

**Instructions on CadmiumCD Speaker Site**

To familiarize you with the process for audio recording on the CadmiumCD site, you may wish to review in advance
these instructions you will find on the speaker site:

Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it, you can start
recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.

When you speak into your microphone, the grey 'volume' bar will light up GREEN if audio is being detected. The louder you speak, the more GREEN you will see. If the bar does not turn GREEN, then your microphone is not picking up any sound.

**Speaker Tip**

Using a microphone connected to your computer will create the best sound for your recording. It can, depending on the microphone, help reduce background sound as well.

Please look for a full set of tips in the coming weeks.