CITER ASM 2020 Session 4: CITER Fire talks

• This session will comprise 2 minute fire talks from selected poster abstracts

• It is a chance for selected presenters to promote their poster and communicate the key findings of their work

• The poster session will be held online via Twitter and there are separate guidelines for poster design

• The fire talks will need to be pre-recorded to enable the session to run smoothly

• The following slides contain guidelines about how to pre-record a PowerPoint presentation with audio using features within PowerPoint
CITER ASM 2020 Session 4: CITER Fire talks

Guidelines:

• Fire talks must be pre-recorded and no longer than 2 minutes

• The PowerPoint Record Slide Show needs to be used to record the PowerPoint presentation with audio

• Detailed instructions on how to use this feature can be found [here](#)

• General instructions can be found on the next two slides
1) Create your PowerPoint slides for the fire talk presentation, include your Twitter username in the presentation so that other delegates can find your poster online

2) Under the Slide Show tab, Record Slide Show > Start Recording from Beginning, tick the Slide and animation timings and Narrations, ink and laser pointer boxes, then Start Recording

3) The slide show will start and you can turn on the laser pointer if you want to use it (bottom left hand corner)

4) Present your presentation, your audio and slide changes will be recorded

5) The sound is not recorded during slide changes so be careful not to speak here as you will be cut off

6) Once you reach the end of your presentation and finish the slide show the recording stops and audio icons are added to the bottom of each slide
7) If you click the audio icon at the bottom right of the screen you can hear the audio for the slide that you are on. If you start the presentation as a slide show it will play the recording all the way through.

8) Go through your recording to make sure the audio is clear and the presentation lasts no longer than 2 minutes.

9) If you want to delete the recording and start again, go to Record Slide Show > Clear and clear everything.

10) Once you are happy with the recording, send the PowerPoint slides to Rebecca Weiser
WeiserR@Cardiff.ac.uk

11) The pre-recording will be presented during Session 4 of the CITER ASM 2020 and there will be a live 15 minute Q&A at the end for all presenters.

As an example, this presentation has a slide show recording within it. There is background music playing all the way through so you can see what happens to the sound as the slides change.