

CITER ASM 2020 Session 4: CITER Fire talks



Cardiff Institute for Tissue
Engineering and Repair (CITER)
Athrofa Adeiladu ac Atgyweirio
Meinwe Caerdydd (CITER)

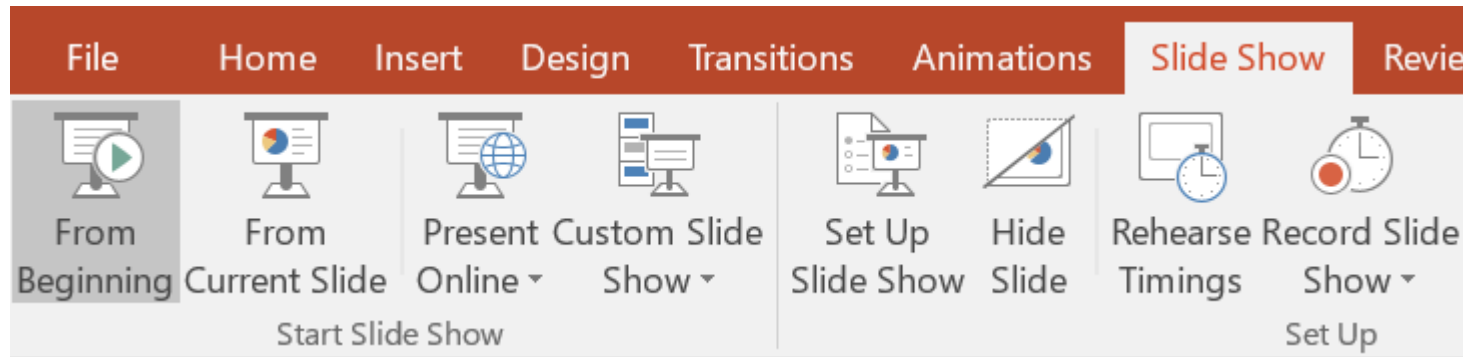
- This session will comprise 2 minute fire talks from selected poster abstracts
- It is a chance for selected presenters to promote their poster and communicate the key findings of their work
- The poster session will be held online via Twitter and there are separate guidelines for poster design
- The 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



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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

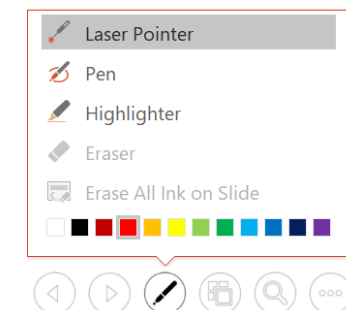
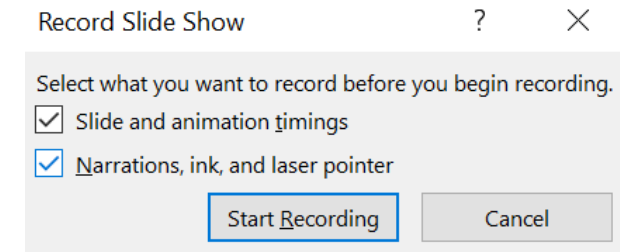
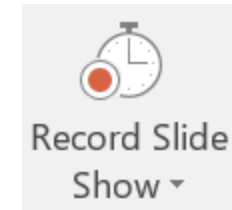


- Detailed instructions on how to use this feature can be found [here](#)
- General instructions can be found on the next two slides



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- 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



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- 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.

