

# How to do a self-record session



## Hello!

We're excited to have you on board with us for the [Medlab Middle East](#). Please refer to this guide for your self-recorded session, and do not hesitate to reach out if you have any further questions.

For this event, we will be using the browser-based tool Streamyard, which means there is no download necessary. You can easily access the platform via Google Chrome or Microsoft Edge for the best user-friendly experience.

## Technical requirements

- A laptop or a desktop
- Webcam, microphone, and external headphones to prevent audio echoes
- Stable internet connection. We recommend using a wired internet connection

If you have the above requirements, you are good to go!

## Presentation guidelines

- Kindly download the speaker presentation template available [here](#)
- Ensure your presentation deck is **accessible to the visually impaired**
  - Try to keep text to a minimum and limit the number of slides you use. We advise the following:  
**Text size:** no less than 32 point  
**Font:** Helvetica, Arial and Verdana
  - Take note of how quickly you are speaking and regularly monitor that you are well-paced
- Please ensure that the presentation slide deck is 16:9
- Include impactful images, key facts, and figures
- Include short notes nearby that will jog your memory
- Adhere to the time allocated for your session

## Video recording guides

- The audio must be clean and without echo, static noise, or other excessive noise
- Include the webcam and presentation deck on the recording
- Record in high definition
- The video format is mp4
- Send the video through this link <https://forms.gle/F4YjmKAZXuCFzuud9>
- **Deadline:** 14 days prior session airing date
- **Important:** Please refrain from uploading your video to any other websites or channels

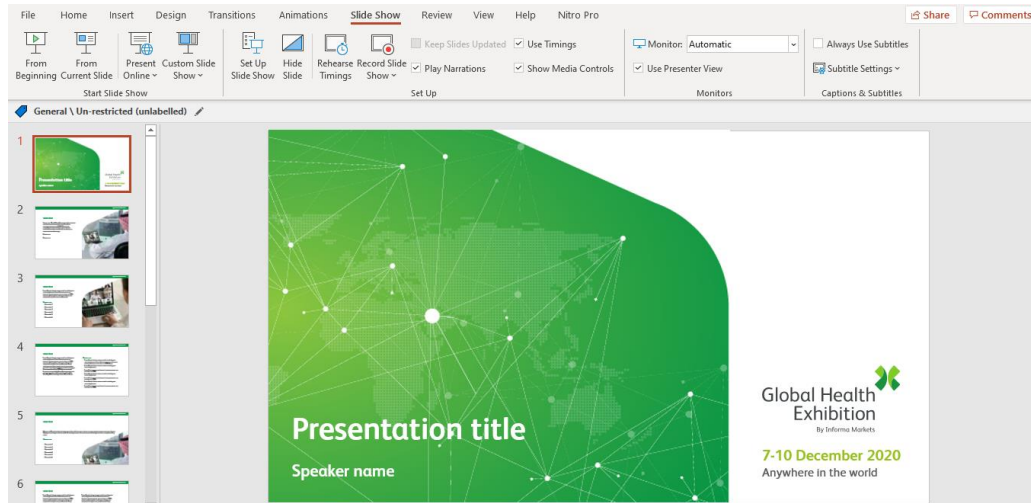
## Self-recording platforms

We recommend using PowerPoint to record your presentation. Please see below for a step-by-step process on how to do this.

**You must include your video webcam when recording.**

### 1. Step 1

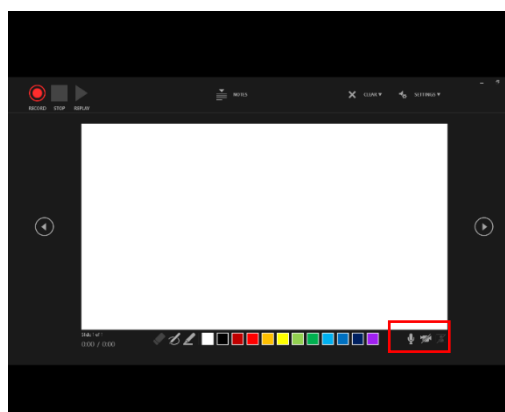
- On the PowerPoint platform, select the "slide show" tab at the top of the page and then "record slide show".



- We recommend checking that your audio and video works before clicking the red record button by clicking here <https://test.webrtc.org>

### 2. Step 2

- Turn on your microphone and webcam by clicking on the icons on the lower right of your screen.

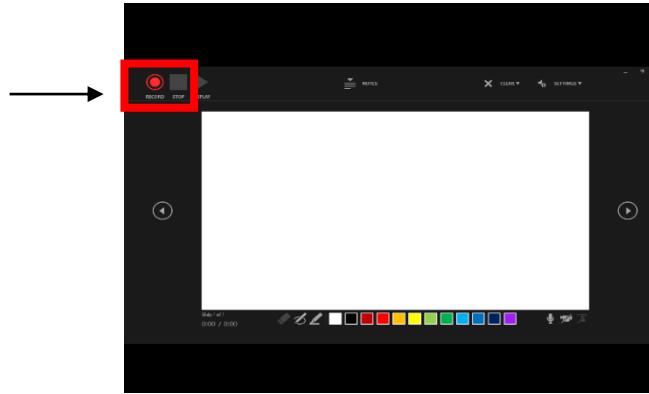


← Camera and webcam buttons

### 3. Step 3

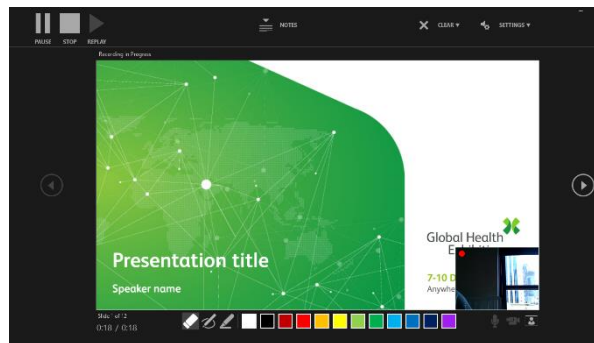
- Press the red record button and start presenting! 😊 If you wish to pause, you can do this at the top left-hand side of the screen.

Record button



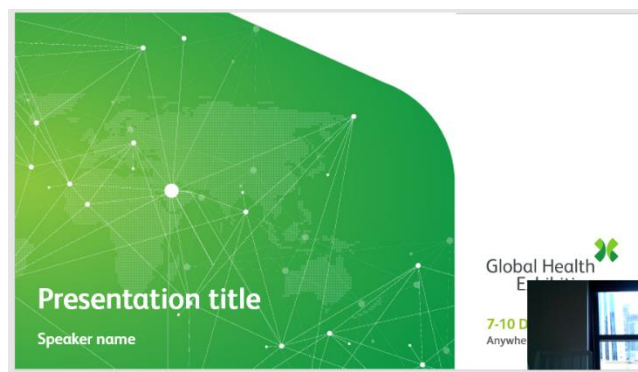
### 4. Step 4

- Once you have finished your presentation, press stop, and then you will be brought back to the PowerPoint edit view.



### 5. Step 5

- Each slide will show up below, showing the camera on the bottom right side.



## 6. Step 6

Please watch your presentation to ensure that you are happy with it and once you are, send it over to our team through this link <https://forms.gle/F4YjmKAZXuCFzuud9>

### Tips

- Greet and start the presentation as if you have a live audience
- To connect with the audience – smile, show enthusiasm, and look at the camera
- Choose a well-lit and quiet space
- Disable any notifications to avoid external sounds or pop-up alerts
- Plug your device into the power source
- Plan, prepare and practice
- Ensure that you test any equipment that you will be using before the session
- Close any unnecessary applications running in the background
- If you are sharing slides, have them open before the webinar begins
- Having two screens helps when you are slide sharing

### Self-recording deadline

Please send the video file **14 days before your session**.

### Have any questions? Contact us 😊

Please reach out to us should you have any queries by sending an email to [MLSpeakers@informa.com](mailto:MLSpeakers@informa.com).