PREPARING YOUR PRESENTATION FOR #AGU20

#AGU20 Fall Meeting will be one of the world's largest virtual scientific conferences with over 1,000 hours of pre-recorded and live content. Your cooperation in preparing content that's viewable by colleagues around the globe and with a variety of accessibility requirements will be key to maximizing engagement with your research.

Please follow the attached guidelines to create your oral presentation and feel free to contact us at abstracts@agu.org with any questions.

Create your presentation

The tool you use to build your presentation is entirely at your discretion but do keep in mind that you'll need to convert your slides into a movie that will be displayed on an attendee's desktop or laptop computer, or even their mobile device.

Some general tips for your presentation:

- Prepare your presentation in advance so that your ideas are logically organized and your points clear. Write a detailed outline of your presentation. Address the essential points and leave the details for publication.
- The background of your slide should act as a blank canvas for your visual evidence--use black or white background (and be consistent through the presentation).
- Consider a full-sentence take away message at the top of each slide that states the main message of that slide. Make your take away no longer than 2 lines and no smaller than 28-pt font. Remember that standard abbreviations are acceptable.
- Avoid using small fonts. In general, 28 point and larger fonts will be easy for everyone to read, even with a small display.
- Use a bold sans serif font like Arial or Calibri. Avoid serif fonts like Times New Roman.
- Graphics must be well designed, simple, and readable by viewers. It is worthwhile to use professional preparation services, if possible, and keep in mind that attendees might be using a smaller screen to view your presentation.
- Consider breaking up a complex slide into a series of slides, to make it more intelligible.
- Presenters DO NOT need to include closed captioning on their pre-recorded presentations.

Convert the presentation to a movie with narration

Your talk will be uploaded into our scientific program system for attendees to watch prior to the live Q&A scheduled for your session and will also be available after #AGU20 is over for others to watch. As a result, the most successful presentations will be those that communicate your work by themselves, with visual display, audio narration and (if you choose) video of you talking.

How you build this movie is up to you, but certain guidelines for format apply:

- Maximum resolution: 1920x1080 pixels
- Minimum resolution: 854x480 pixels
- File format: MP4 (preferred), MOV, MPEG-2 or WebM

- Aspect ratio: 16:9 horizontal. Other aspect ratios will cause padding to be added to the sides of your video, reducing its size
- Maximum file size: 1 GB

There are several ways you can make this movie file:

From your presentation software

Microsoft PowerPoint gives you the ability to record a narration to accompany your slides, and then export the resulting combination as an MP4 file. (PowerPoint for Microsoft 365 for Mac or Windows, PowerPoint 2019 for Mac or Windows, PowerPoint 2016 for Windows, PowerPoint 2013 for Windows.) Access this function using the option called "Record Slide Show" under the Slide Show tab, and when you're satisfied with the result use "File-Export-Create a Video" to export the presentation with audio as an MP4 file.

Apple Keynote provides a voiceover narration function to add audio to each slide. Click on Document button, the Audio tab, then choose "Record". Press Escape to save the recording the exit the presentation. Play the presentation to ensure you like it, then use "File-Export To-Movie" to save the slideshow. Make sure you select "Slideshow Recording" from the Playback menu, and save the resulting file.

Prezi has two different ways to create a video with audio narration from your presentation. You can either click on the "Create Video" option in the top-right corner, and choose to record your voice while you navigate through the content, or import your presentation into the Prezi Video application and use the "Content only" view at the bottom of the screen. After you're done, trim the video and download it in MP4 format.

From a screen-recorder

Tools like **TechSmith SnagIt, Panopto (Mac and PC), FlashBack Screen Recorder** and **QuickTime Player** all have the capability to record your screen – in some cases along with your webcam – and save the resulting file in one of the formats listed above.

Zoom allows you to record a meeting, so you can have a meeting with yourself, record it, and then upload the resulting recording. Start a meeting in your personal meeting room, click on the "Record" button and choose to record locally or on the Cloud. Use the "Share" button to display your presentation, remembering to check the "Share computer sound box" if your presentation already includes narration, sound, or video. Turning on your video is optional, but you can narrate your presentation as if you were running a meeting, then click either "Pause/Stop Recording" or "End Meeting" when you're finished. Access your recordings from your account, trim the video and download it in MP4 format.

Upload your finished presentation

The option to upload your presentation will be available soon. You will receive an email from AGU with instructions and access as soon as available.