

(TECHNICAL) GUIDELINES & RECOMMENDATIONS FOR PREPARING RECORDED SESSIONS

PREPARATION

- Pay attention to the time frame
 - While planning your presentation, consider the time frame you have set for your recording; videos for actuvview should ideally last 20 - 25 minutes.
 - It helps to stick to 4 key messages within one presentation.
- Considerations on the subject and the target group
 - Your audience consists of actuaries, risk managers/CERAs and other professionals from insurance and finance industries as well as universities from all over the world.
 - What would you expect from your presentation as a listener?

STRUCTURE AND CONTENT OF THE PRESENTATION

- Building up tension helps
 - Example of a successful dramaturgy: problem – approach to solution – best practice
- Share your experience and come to a conclusion
 - What would you have preferred to know before you started?
 - What good but also bad experiences have you had that others might learn from?
 - What exactly will the audience learn from your presentation for their own professional life?
 - Select your material according to the main targets of your presentation
 - Where possible, be as specific as possible and try to explain theoretical statements.
 - Check whether the content of your presentation really illustrates the messages you are aiming for.
 - Reinforce your statements by supporting its main results with actual data and experience, and amend it with personal interpretations.
- Do not forget to provide relevant sources; if you refer to foreign data, please provide the corresponding source references (books, articles, websites, etc.).
- **If you use logos, pictures, videos, screenshots, sound files etc., please make sure that you are allowed to use and share all elements of the provided materials as is necessary.**
- To the best of your knowledge, your presentation must not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful.

- Slides to present your company/institution
 - Please introduce your company/institution as part of your presentation only briefly. One slide with the most important core facts is sufficient.

CREATING THE SLIDES

- Keep your presentation slides as brief as possible
 - Please use not more than five statements per slide. Avoid word overload.
 - Use graphics. This makes it easier for the audience to follow the presentation.
 - The slides should only support your presentation. Your stories and explanations breathe life into it.
- The presentation slides should all meet the following requirements:
 - Preferably 15-20 slides maximum for a 30 minute time slot
 - Font size: at least 18 pt, preferably 20 pt
 - Font type: only standard Windows fonts
 - If you do not have any PPT master to use, actuvview can provide you with a corresponding slide set to create your presentation

RECORDING

- Software
 - Our experience shows that speakers feel most comfortable when they can record their presentations with face to face support of the media teams from their institutions or companies or when they record the session directly on their own computer.
 - It is possible to use Powerpoint to record your presentation including audio comments, but there are various other programs available and your company or university may be providing a certain software. We advise you to go with the program used by your company or university as this is what your IT department will be familiar with.
 - An example of a recorded session [can be found here](#).
 - If the solutions mentioned above do not suit your needs, please feel free to contact us at any time.

You have chosen a certain software but are looking for further help on how to record a slide show with narration? There are numerous websites and videos available online.

The following links might help, but please note that actuvview is not liable for any content of the websites of external parties, nor do we endorse any specific product or software:

- How to record a presentation in Powerpoint:
https://support.office.com/en-us/article/Record-a-slide-show-with-narration-and-slide-timings-0B9502C6-5F6C-40AE-B1E7-E47D8741161C#OfficeVersion=2013,_2016
 - Tips to improve the audio quality: <http://blogs.articulate.com/rapid-elearning/4-simple-tips-for-recording-high-quality-audio/>
 - Blog with further ideas/links by professional producers of e-learning:
<http://blogs.articulate.com/rapid-elearning/13-more-tips-to-help-you-record-narration-like-the-pros/>
- For advanced users:
Open Broadcaster Software: <https://obsproject.com/>

It does not matter which software you choose as long as you are comfortable using it and the recorded file output is ".mp4".

- Audio
 - Please do not use the built-in microphone of your computer. An external headset/microphone will definitely improve the audio quality.
 - For the recording, minimize all other sounds in the room.
 - Before recording, open your presentation and the recording software if required, but close all other applications on your computer, in particular e-mail programs, calendar reminders or your web browser.

- During the Recording
 - Use a timer or clock to keep to your time frame.
 - Make a short test recording, listen to it and change the settings if needed.
 - You are used to presenting to a live audience? Ask a colleague or family to be your audience while recording.
 - Make notes or prepare a script to help you remember what you wanted to say. Don't repeat the information on the slides word by word.
 - Don't rush through your presentation. Give the audience time to understand what you said.
 - Are you a native English speaker? Please remember to speak at a moderate pace so that everybody can follow.
 - Abbreviations may not be the same everywhere. Often it is helpful to spell out the main abbreviations on the slides, otherwise you may lose the viewers' attention while they are trying to figure out what is meant.

- After the Presentation – File Transfer
 - If you do not have any internal file transfer service available, you can use public services such as Dropbox or Wetransfer, or any other suitable provider, to send us the following files:
 - recorded presentation (MP4 format)
 - presentation file (PDF format)
 - Description of your presentation (500 characters) and name and affiliation of all involved presenters (PDF format)

Thank you very much for your contribution. If you have questions on any aspect of recording your presentation, please do not hesitate to contact us:

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