Best Practices for pre-recorded Presentations

In order to present a pre-recorded video at NCA's 107th Annual Convention, presenters should first confirm that the session room will have an AV set up. AV capabilities are provided to all presenters who request it at the time of submission. To confirm the AV capabilities of your presentation room, email convention@natcom.org.

Reach out to your session chair and respondent via the contact information available on the online program in NCA Convention Central. Confirm the specifics of your pre-recorded presentation and how you'll send it to both the chair and respondent. Typical presentations are 12 to 15 minutes, but the time available may be less depending on the number of presenters. You'll want to provide the chair with a way to download the video file, as streaming the video during the session may cause significant interruptions due to buffering and is highly discouraged. Out of professional courtesy, it is also recommended that you inform any fellow presenters on the panel that you will not be attending in-person.

You are welcome to use any means of recording your presentation. If you lack access to a video recording program, NCA recommends that you use Zoom (which provides a free basic plan) or develop a narrated PowerPoint to record your presentation. Other presentation recording options include Skype, Google Meet, Microsoft Teams, and GoToMeeting, among others.

Pre-recorded presentations enable people to view your work without needing to travel, and allow presenters the opportunity to be more creative with their presentation. You may choose a number of presentation styles, including a narrated PowerPoint or Prezi, a speaker-only lecture, or a speaker-in-window presentation. Just as with synchronous presentations, you will want to pay attention to your physical environment and the needs of your audience. Ensure the space in which you are recording is quiet and has proper lighting, consider scripting your presentation, develop effective slideshows that take into account issues of colorblindness, blindness, or hearing difficulty, and think about ways to actively engage the audience during your presentation. You may also want to use a good headset and rehearse your presentation several times in order to ensure high audiovisual quality.

Resources that may be helpful in creating engaging, accessible, and inclusive pre-recorded presentations include:

- Creating Engaging Lectures with Your Phone or Laptop
- Tips for Narrated Presentations
- Pre-Recorded Lecture Tips
- Using Zoom to Pre-Record Videos

Session Chairs

Session chairs for paper sessions, performance sessions, and film sessions organized by the unit's program planner play a crucial role in this year's sessions. Chairs will be responsible for collecting, downloading, and playing the video files of any prerecorded presentations happening during their session. We recommend that chairs download any video files directly to their

computer prior to the session as the shared bandwidth in the event space may cause interruptions to videos being streamed.

If you are a session chair and don't plan to attend the 107th Annual Convention, please reach out to your unit's program planner as soon as possible. A replacement chair may be selected to take over your responsibilities as chair.

Session Respondents
Respondents are encouraged to watch any prerecorded presentations during their session and provide written feedback via email to those presenters. Presenters can be contacted via our online program in NCA Convention Central.