

# LOWE LOCAL

**How To:  
Record Your Session**

# What Platforms to Use

- What platforms can I use for my virtual recording?
  - Zoom
    - Recommended platform
  - GoToMeeting
  - Microsoft Teams
  - Anything similar with recording capabilities

# How To Set Up



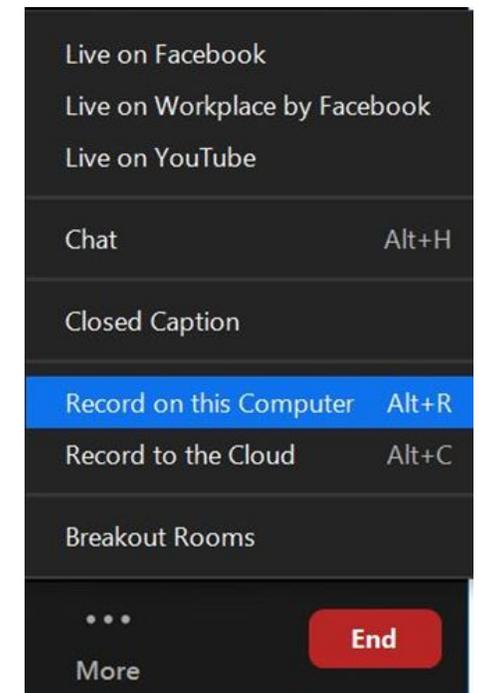
- Use the 2022 WE Local PowerPoint Template (on the speaker resource page) to create a visual aid to go along with your presentation
  - This should be the **same** visual aid you will use while presenting in person
- Start a Meeting with one of the aforementioned platforms
  - Invite all involved speakers to this meeting
- Share your screen and pull up your PowerPoint
  - Flip through it as needed once you've started recording
- Make sure all speakers are visible along with the PowerPoint
  - You may need to pin speakers
  - Each speaker should have a neutral, simple background

# How To Create Your Recording



- You may want to practice a few times before pressing record
- To avoid editing, record your session all the way through, as if it is live and you are presenting to an audience
- That recording will automatically be emailed to the owner of the meeting
- Save the recording, label it accordingly (see Recording Guidelines), and turn it in to SWE's Dropbox

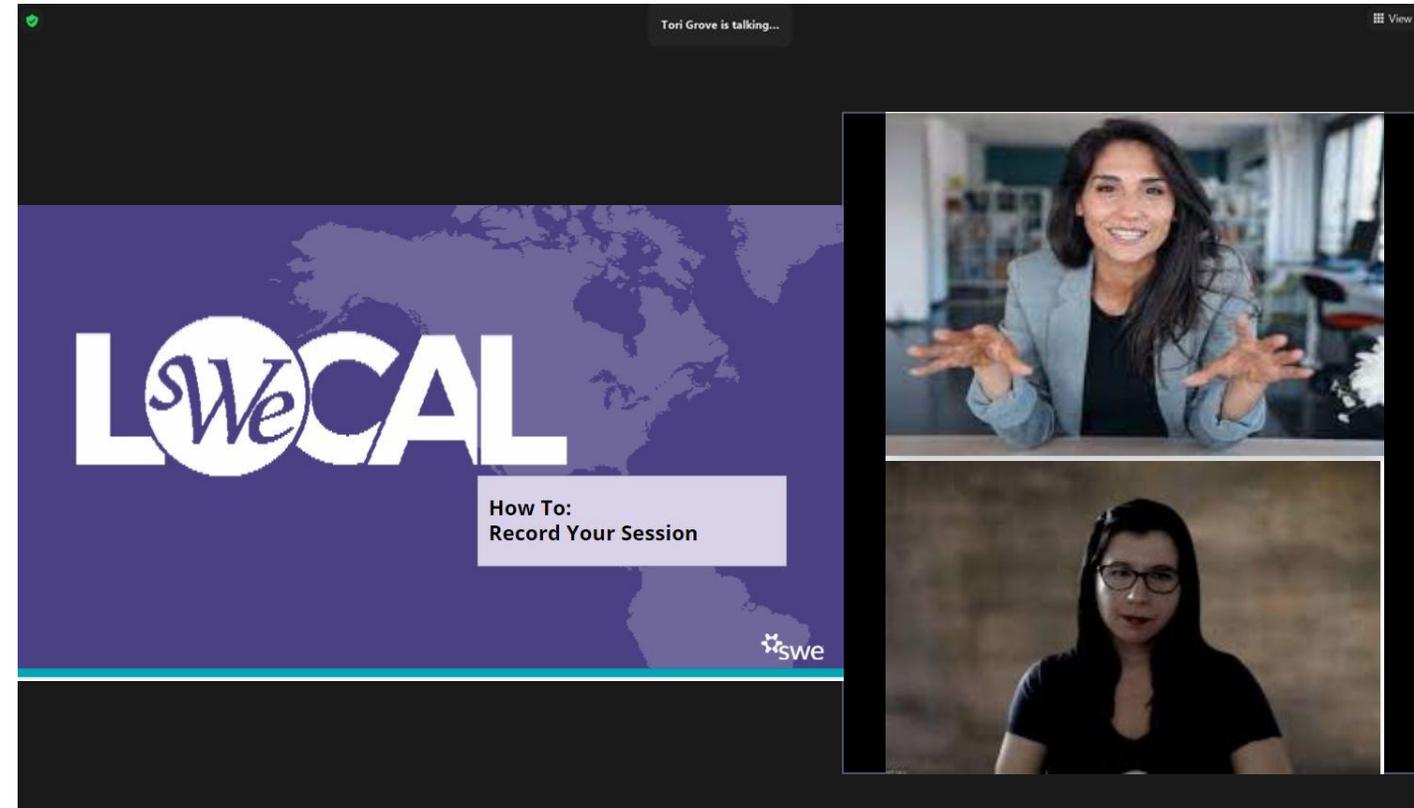
**TIP:** make sure you record on a computer that will allow you to upload to Dropbox; some companies block it. The recording will be too big to email so it must be submitted through Dropbox.



# How The Presentation Should Look



- 2022 WE Local PowerPoint is Visible and being used to aid in the presentation
- All speakers are visible, with cameras turned on



## Speaker Resources Available on [welocal.swe.org](http://welocal.swe.org)

- PowerPoint Presentation Template
- Speaker Toolkit
- Recording Guidelines Toolkit
- WE Local Speaker Orientation Course
- Virtual Presentation Tips and Tricks
- Best Practices for Accessible Presentations

## Recording Time Limits

- Listen & Learn: up to 45 minutes
- Engaged Exchange Panel: up to 45 minutes
- Snap Session: up to 15 minutes

# Good Luck!

Thank you for participating in 2022 WE  
Local Conferences