



#### **Administrative Offices**

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## **2021 Virtual TechCon Video Presentation Guidelines**

Upload your video recording of your presentation and related PowerPoint files to SVC via the SVC 2021 TechCon portal in advance of the SVC TechCon.

### **SUBMISSION DEADLINE – April 1, 2021**

***NOTE: This year the SVC be providing TechCon Presenters the option to memorialize your presentation video which will have played during the 2021 Virtual TechCon.***

***If you wish to have your video included in our YouTube channel library of presentations, please complete and upload the SVC 2021 Video Copyright Release.***

#### **Preparation of the MP4 Video Recording**

- The recording should include your slides, a video of you presenting, and the audio track.
- The recording must be in an MP4 format but you are free to choose the recording / editing platform to produce the MP4 file.
- Options include: [Loom](#) or [Prezi video](#) (that includes your slides, video and audio recording plus gives you editing capabilities), [narrated PowerPoint presentations](#) (which do not show a video of the presenter), or [Zoom recordings](#) (will require a completely free, [non-professional Zoom license](#) but this approach does not have any built-in editing capabilities). There are many excellent guidelines and tutorials on how to use these programs. Click on any of links above to see further information and how-to videos.
- Our goal here is to provide the maximum flexibility to our speakers and acknowledge that our presenters may have their own unique presentation preferences. We will be distributing some helpful background material to assist your efforts to craft an engaging and visually appealing presentation. Remember, you only get one chance to make a good first impression!
- Embed your contact information in your presentation so that you may be reached for comments after your presentation is posted/published.

#### **Use the following guidelines when naming your file:**

- ONLY use a dash (and no spaces) when you name your files.
- No spaces or commas are allowed.
- Paper#-Author Last Name-"Video"
- For Example: TT5-Smith-Video.mp4

#### **Important SVC Procedures Regarding Video Files**

- **Video Presentations must be received no later than April 1, 2021.**
- Please do not send the video presentation by E-mail to SVC.

- If you are having any problems uploading your PowerPoint presentation please contact Mary Ellen Quinn ([Maryellen.quinn@svc.org](mailto:Maryellen.quinn@svc.org)) for help and assistance.

***NOTE: SVC will destroy your video files after your presentation unless you have submitted an SVC Video Presentation Copyright release.***