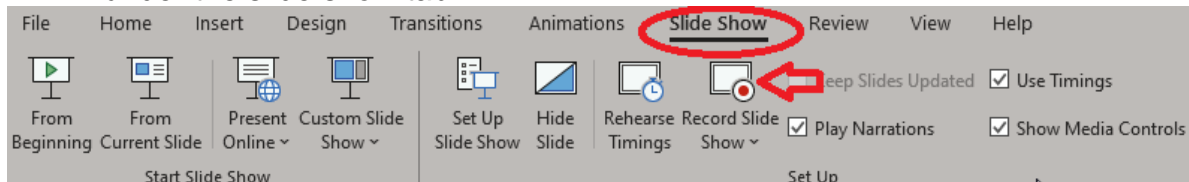


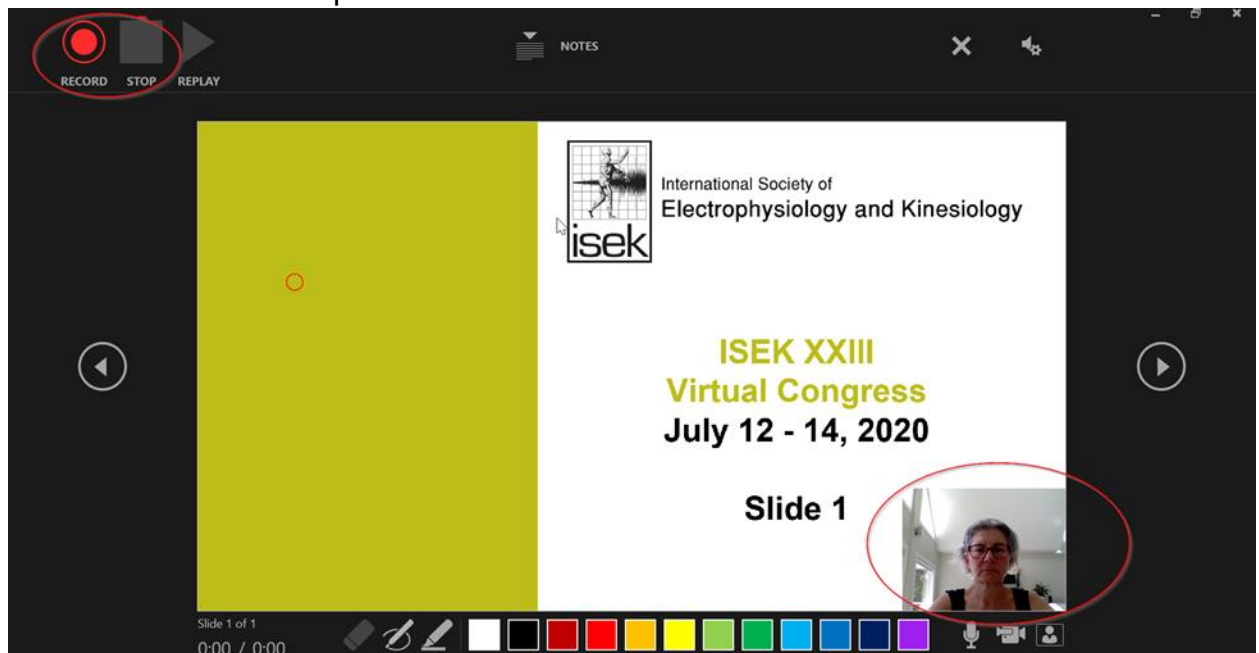
## STEP 1: Create Microsoft PowerPoint presentation video

Please [click here](#) to view a brief video on 'How to Make a Video in PowerPoint'. Further step by step instructions are included below:

1. Go to the video and audio settings on the device you plan to record your presentation, to ensure your microphone and camera are connected and working properly.
2. Open the PowerPoint slides you wish to present.
3. Whether you are using Mac or PC, there will be a 'record slide show' button, under the slide show tab.



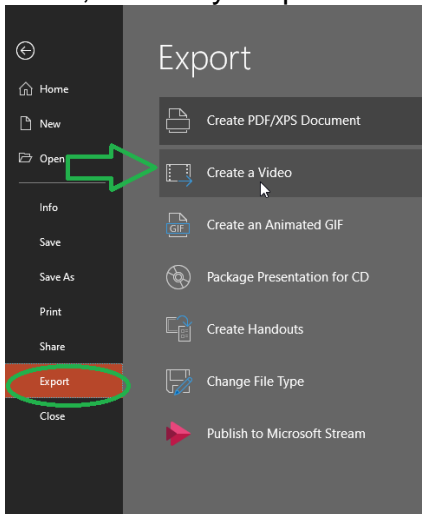
4. Once you have clicked on the record slide show, you will see the below view, with your PowerPoint slides in present mode, with your image at the bottom right of the screen. Once you are ready to present, you simply click on the red record button located at the top left of the screen.



5. If you wish to highlight any graphs or specific information, you can do so using the tools at the bottom of the screen.



6. Once you are finished recording your presentation, click on the stop button at the top left of the screen, beside the record button.
7. Once you are satisfied with your recording, please go to file -> export -> create a video, to save your presentation as an mp4 video file.



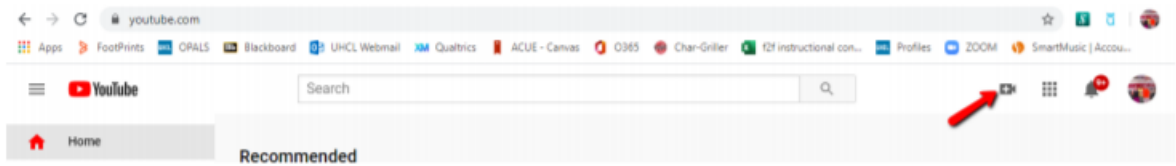
8. Ensure you select the 'use recorded timings and narrations' to save your video. Once you are happy with your recording, please name your final video file and note location.

## STEP 2: Create 'Unlisted' YouTube video with mp4 video file of PowerPoint presentation

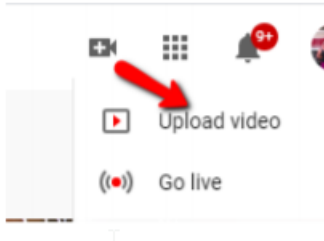
Please [click here](#) to view a brief video on 'How to Log-in and Upload Videos on Youtube'. Further step by step instructions are included below:

1. You need to have a YouTube channel. [Click here](#) for brief video on creating a Youtube channel.

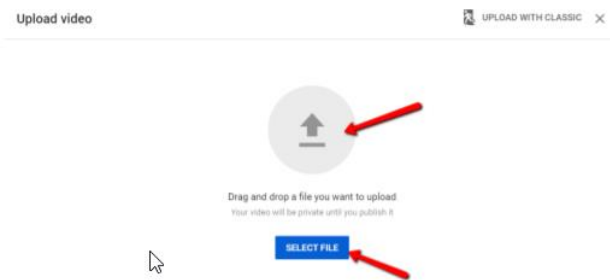
- Go to YouTube Home page, click the “Create a video and more button,” located in the upper right corner, to get started.



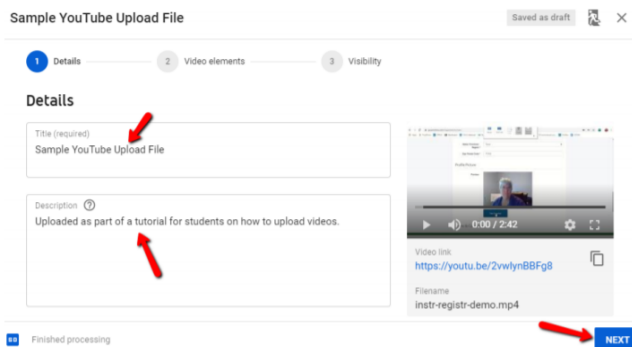
- Select the “Upload video” option from resulting menu:



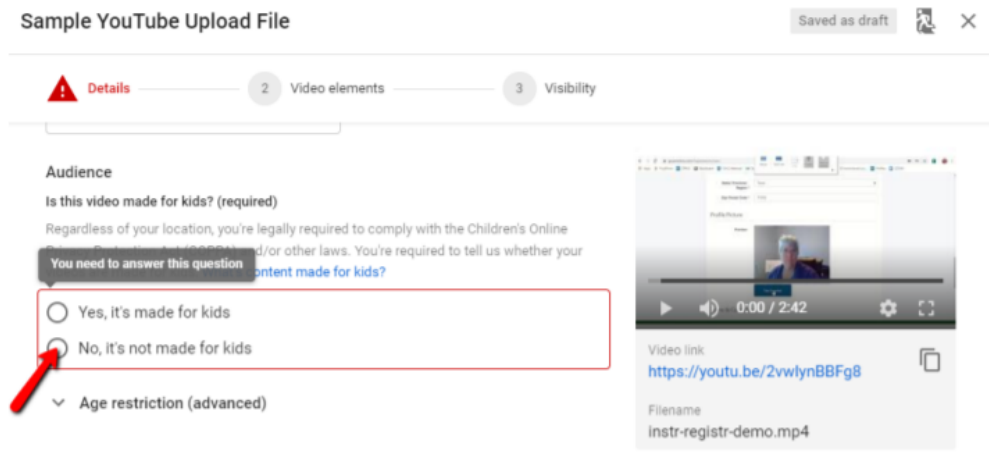
- At the Upload video screen, either drag your MP4 file from your computer to the Upload video screen or use the Select File button to locate and select the file to be uploaded.



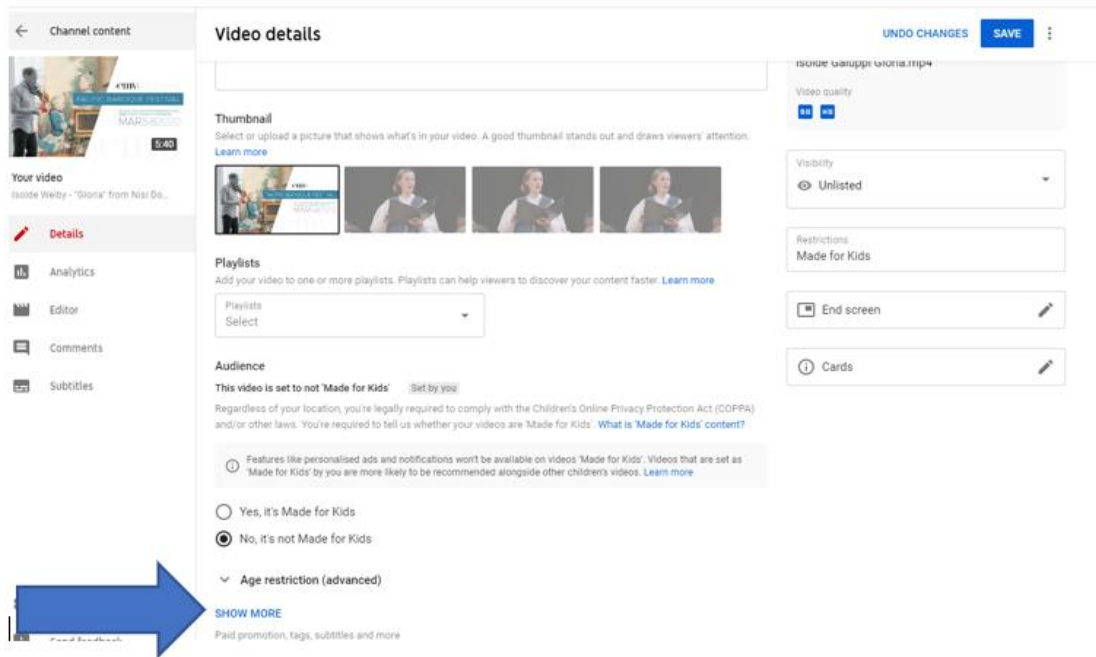
- At the resulting Details screen, replace the default title (your MP4's file name) with a descriptive title and add a description (if desired). Then, click the Next button.



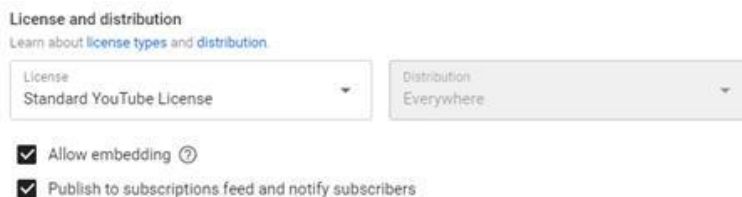
- At the next screen, indicate whether your video is suitable for children. Select “No, it’s not made for kids.” Then, click the Next button to continue.



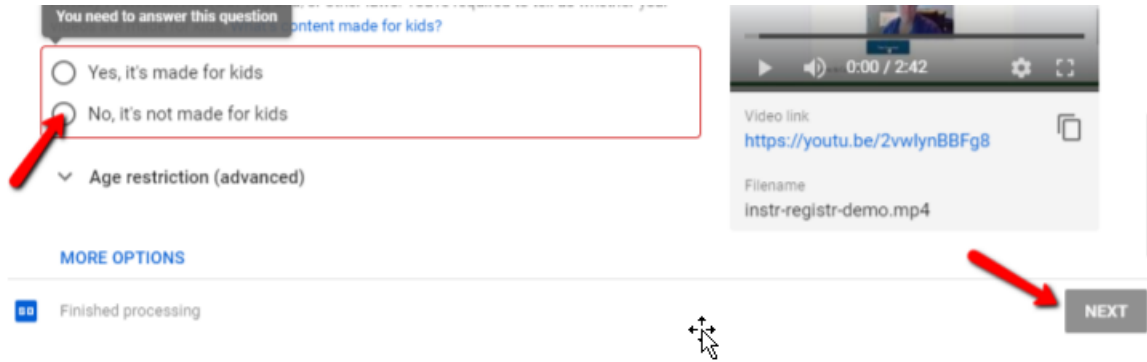
- Click on Show More:



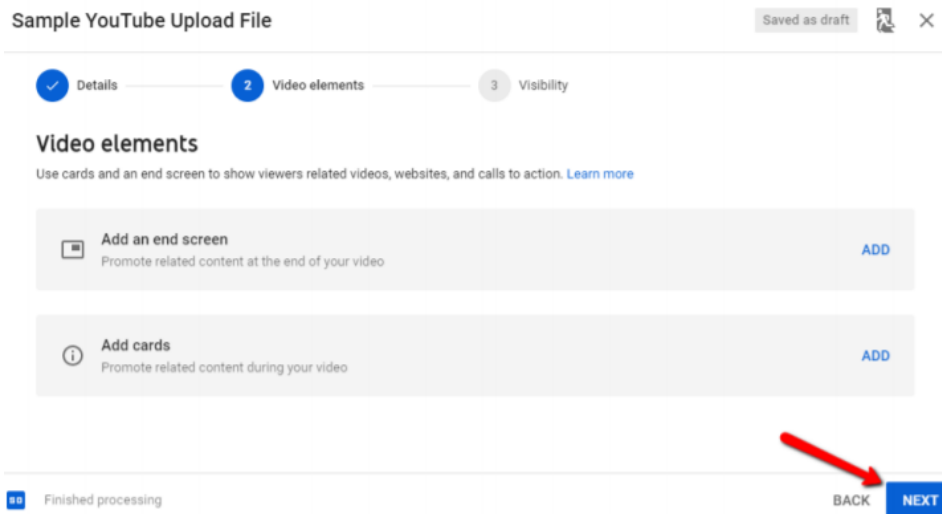
Check that settings “Allow embedding”



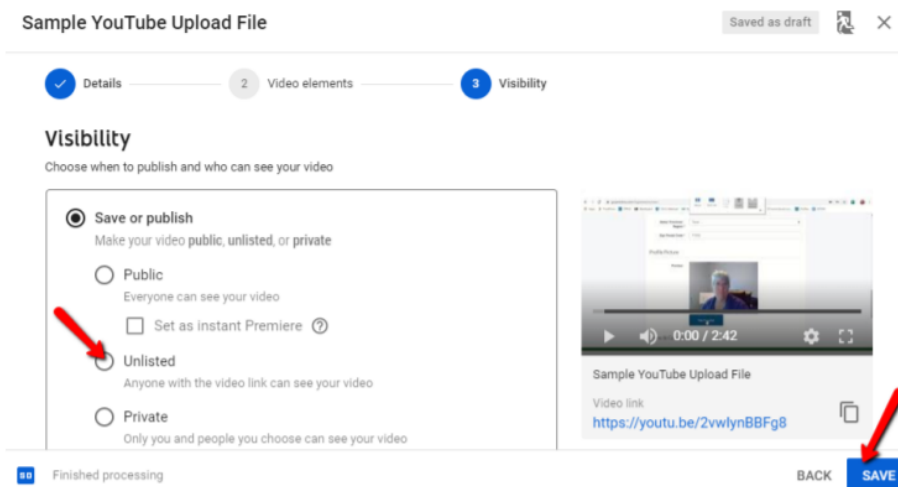
Don't forget to click "NEXT" at right



8. At the Video elements screen, simply click the Next button to continue.



9. At the Visibility screen, check the circle to the left of "Unlisted." Then, click the Save button.



10. Depending on the length of your video, you may then need to wait while your video is uploaded and processed. The appearance of the Video published screen will alert you that your video is available for viewing.



11. You'll need to submit the Video link (also known as the URL or web address for the video) in the conference's Whova platform. The Video link appears at the bottom of the Video published screen. Simply highlight and copy the link and paste it somewhere until you are ready to submit it.

