

ONLINE ORAL PRESENTATION FILE INSTRUCTIONS

Please review the [oral presenter guidelines on the AGU24 website](#) for information and instructions regarding your participation in the meeting.

Online oral presenters **must** create a pre-recorded video presentation. This recording will be played during their live session. New for AGU24, online presenters do not have the ability to join the live session to participate in Q&A but can respond to questions asynchronously via the AGU Events mobile app and online meeting platform.

Upload your FINAL pre-recorded video presentation online by **Monday, 2 December at 17:00 EST (UTC -5)** via the presenter upload site:

[AGU24 Presenter Upload Site](#)

Enter your AGU universal email and password to log in. There can be no exceptions to this deadline.

CREATE YOUR PRESENTATION

The tool you use to build your presentation is entirely at your discretion but do keep in mind that you'll need to convert your slides into a movie that will be played in the live oral session.

Presenters may choose to use the optional branded slide template. It is not required to use this template.

[AGU24 Branded Slide Template](#)

If you have any questions regarding the specifications for your presentation, please [email the Projection team](#).

CONVERT THE PRESENTATION INTO A MOVIE WITH NARRATION

The most successful presentations will be those that communicate your work clearly, with visual display, audio narration, and (if you choose) video of you talking.

How you build this movie is up to you, but certain guidelines for format apply:

- Maximum resolution: 1920x1080 pixels
- File format: MP4
- Aspect ratio: 16:9 horizontal. (Preferred) Other aspect ratios will cause padding to be added to the sides of your video, reducing its size
- Maximum file size: 1 GB

There are several ways you can make this movie file:

From your presentation software

Microsoft PowerPoint gives you the ability to record a narration to accompany your slides, and then export the resulting combination as an MP4 file. (PowerPoint for Microsoft 365 for Mac or Windows, PowerPoint 2019 for Mac or Windows, PowerPoint 2016 for Windows, PowerPoint 2013 for Windows.) Access this function using the option called “Record Slide Show” under the Slide Show tab, and when you’re satisfied with the result use “File-Export>Create a Video” to export the presentation with audio as an MP4 file.

Apple Keynote provides a voiceover narration function to add audio to each slide. Click on Document button, the Audio tab, then choose “Record”. Press Escape to save the recording the exit the presentation. Play the presentation to ensure you like it, then use “File-Export To-Movie” to save the slideshow. Make sure you select “Slideshow Recording” from the Playback menu and save the resulting file.

Prezi has two different ways to create a video with audio narration from your presentation. You can either click on the “Create Video” option in the top-right corner and choose to record your voice while you navigate through the content, or import your presentation into the Prezi Video application and use the “Content only” view at the bottom of the screen. After you’re done, trim the video and download it in MP4 format.

From a screen recorder

Tools like [TechSmith Snagit](#), Panopto ([Mac](#) and [PC](#)), [FlashBack Screen Recorder](#), and [QuickTime Player](#) all have the capability to record your screen – in some cases along with your webcam – and save the resulting file in one of the formats listed above.

[Zoom](#) allows you to record a meeting, so you can have a meeting with yourself, record it, and then upload the resulting recording. Start a meeting in your personal meeting room, click on the “Record” button and choose to record locally or on the Cloud. Use the “Share” button to display your presentation, remembering to check the “Share computer sound box” if your presentation already includes narration, sound, or video. Turning on your video is optional, but you can narrate your presentation as if you were running a meeting, then click either “Pause/Stop Recording” or “End Meeting” when you’re finished. Access your recordings from your account, trim the video and download it in MP4 format.

Refer to the [online program](#) to confirm the length of your presentation. Your recording must not exceed the length of your scheduled presentation time.

UPLOAD YOUR PRESENTATION RECORDING

Presentations can be uploaded via the [presenter upload site](#). Enter your AGU universal email and password to log in. The deadline to upload presentations online is **Monday, 2 December at 17:00 EST (UTC -5)**.

Questions and Resources

1. If you have any questions regarding the specifications for your presentation, please [email our technical support team](#).
2. If you have any questions regarding the program, please contact the [AGU Scientific Program Team](#).
3. Visit the [User Portal](#) to view short presenter training videos with tips on focusing and filtering technical detail, designing more visual slides, and delivering a polished presentation.
4. Review the [AGU24 oral presenter guidelines](#) for additional information and instructions regarding your participation in the meeting.