

## AVIATION 2020

### Technical Presentation Requirements

- This is a 20-minute pre-recorded presentation consisting of slides and audio (or voice-over)
  - See notes below on best practices
- Download the AIAA AVIATION PowerPoint template at <https://www.aiaa.org/aviation/presentations-papers/technical-presenter-resources>
- Slide 1 must contain:
  - Title
  - Presenter's name and organization
  - Date
  - The following copyright statement:  
Copyright © by \_\_\_\_ [author name/company name]. Published by the American Institute of Aeronautics and Astronautics, Inc., with permission.
- Presentation (slides and audio) must be saved as a MP4 file. Max file size is 500 mb. See <https://support.office.com/en-us/article/save-a-presentation-as-a-movie-file-or-mp4-4e1ebcc1-f46b-47b6-922a-bac76c4a5691> for how to save a file and reduce file size.

### How to create a presentation with audio

#### Using PowerPoint (Preferred):

- You can record narration for a presentation right within PowerPoint.
- To record and play back sound, your computer must be equipped with a sound card, microphone, and speakers. While you are recording, disable any other sound recording applications, such as Speech Recognition..
- Adding audio to a slide is not supported in PowerPoint for the web, but is supported in the PC and MacOS versions
  - PC  
<https://support.microsoft.com/en-gb/office/record-audio-narration-for-your-powerpoint-presentation-232d5fec-fc90-4abb-9332-c469d336d947>
  - MacOS  
<https://support.microsoft.com/en-gb/office/record-audio-narration-for-your-powerpoint-presentation-232d5fec-fc90-4abb-9332-c469d336d947#OfficeVersion=macOS>
- Microsoft does offer some free access to Microsoft Office products, including PowerPoint, for students/schools: <https://www.microsoft.com/en-us/education/products/office>

#### Using Adobe PDF:

- Adobe Acrobat Pro allows you to insert rich media files, such as sound into PDF documents. Anyone with the free Adobe Reader software can view and/or hear the media without additional software.
- Step-by-step instructions are available at <https://helpx.adobe.com/acrobat/using/rich-media.html>

#### Using Prezi:

- Adding audio is available for users with a Plus or higher [Prezi Next plan](#).
- Step-by-step instructions are available at <https://support.prezi.com/hc/en-us/articles/360003479194-Adding-audio-in-Prezi-Next>

**Need help? Please contact us at [conferences@aiaa.org](mailto:conferences@aiaa.org).**

### Using Keynote for MacOS:

- Step-by-step instructions are available at <https://support.apple.com/guide/keynote/record-audio-tan8a5df9cc5/mac>

### Using Google Slides:

- Get Google Slides: <https://www.google.com/slides/about/>
- How to record audio: <https://gsuiteupdates.googleblog.com/2019/04/add-audio-to-slides.html>

### Using a Cell Phone:

- <https://www.wikihow.com/Record-Audio-on-a-Mobile-Phone>
- <https://www.verizon.com/articles/how-to-record-audio-on-your-smartphone/>

### Other Options include:

- Camtasia: <https://www.techsmith.com/video-editor.html>
- QuickTime: <https://support.apple.com/en-us/HT201175>

## Best practices for presentations

- General rule of thumb is 1 slide per 2 minutes of audio, so 10 slides for 20 minutes
- Slides:
  - Download the AIAA AVIATION PowerPoint template at <https://www.aiaa.org/aviation/presentations-papers/technical-presenter-resources>
  - Landscape orientation
  - 16:9 ratio
  - Font: Sans serif (e.g. Helvetica, Arial, Tahoma)
  - Sized 24-40 points
  - Minimal information—highlight main points
  - No promotion of commercial products or companies or advertising
- Have notes or a script to guide you
- If English is not your first language, or if you struggle with public speaking, don't worry! That is the benefit of having slides that can highlight what you would like to say. You are not the only one who might struggle in this type of situation, and also remember that you are presenting detailed research that is documented in your paper. You can further explain concepts and answer questions in the dedicated Q&A time.
- Consider including the description of an actual experience in your remarks, if possible (this is known as storytelling) – adults are more likely to remember a story than a theory
- Use humor if possible
- Avoid dead air (long period of silence with no speaking)

**Need help? Please contact us at [conferences@aiaa.org](mailto:conferences@aiaa.org).**