

# AIAA Technical Presentation Recording Requirements, Instructions and Best Practices

## Presentation Recording Requirements

### Presentation Duration: 10 minutes maximum

- This is a 10-minute pre-recorded presentation consisting of slides and audio (or voice-over)
- *Presentations that are longer than 10 minutes will be rejected and returned to the presenter for editing.*

### Presentation Template, File Format and Size:

- **Presentation Template:** [Download the PowerPoint template](#)
- **File Format:** Presentation (slides and audio) must be saved as a MP4 or M4V file.
- **File Size Limit:** Max file size is 300 mb.

### 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.*
- If you are employed by a U.S. Government agency and your presentation is considered to be in the public domain and not subject to copyright, you may use the following statement or similar:  
*This material is a work of the U.S. Government and is not subject to copyright protection in the United States.*

## How to Record 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 SpeechRecognition.
- 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>
- Record a slide show with narration and slide timings: <https://support.office.com/en-us/article/Record-a-slide-show-with-narration-and-slide-timings-0B9502C6-5F6C-40AE-B1E7-E47D8741161C>

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

- How to use your mouse as a laser pointer: <https://support.office.com/en-us/article/turn-your-mouse-into-a-laser-pointer-77367b36-d25b-4ed2-8c87-358bc216a1e0>
- Within PowerPoint click the “File” Menu and Choose “Export”; the settings should be “Create a Video” (On the left) and then “HD (720P)” and “Use Recorded Timings and Narrations”.
- Click the “Create Video” button and save the file as an MP4; the process may take a few minutes, depending on the detail in your slides. You will see a progress bar in the bottom right of your screen as the video is being created.

#### **Using PowerPoint For Mac Users:**

- There appears to be an issue when converting PowerPoints on a Mac that may cause audio to repeat or skip in places. The corruption may or may not be detectable on user’s local systems, depending on the video player used to view the video.
- To ensure a good export without this corruption:
  - o Open your PowerPoint on a Windows machine and export.
  - o Open your PowerPoint using Apple's Keynote software and export as m4v

#### **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/playing-video-audio-multimedia-formats.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>

#### **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:**

- Use Zoom, WebEx or another meeting software: <https://zoom.us/freesignup>

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

# Best Practices for Presentations

## Slides:

- Download the [AIAA PowerPoint template](#)
- 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
- Use page numbers for each slide
- Move the audio symbol  to the upper or bottom corner so it's not in the way of text
- Provide contact information at the end of the presentation

## Tips:

- 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)