

The Prospect Development Virtual Experience Session Recording Reference Guide

So you have decided to pre-record your Prospect Development Virtual Experience session! We would ask that you submit your session recording in **MP4 format by Monday, June 28.**

- Please upload your PowerPoint slide deck and your presentation MP4 recording following the instructions on the [speaker resource page](#) by Monday, June 28.

The total time allotted for your session is either 60 minutes or 75 minutes. You can verify your time allotment on the My Presentations portion of your Apra profile. We ask that your **recording does not exceed 55 minutes or 70 minutes in length** so we have at least 5 minutes of live Q&A with the audience on the day of your assigned virtual timeslot. Access information and more details will be provided for the live Q&A portion of your presentation.

What do I need to create my PD recording?

- 1) You'll need slides created on the official [Prospect Development 2021 PowerPoint template](#).
 - 2) A recording method that can simultaneously capture your voice, screen, and video camera (optional) and produce an MP4 file. [Zoom](#), [GoToWebinar](#), and [Webex](#) are all excellent options, and offer free or trial versions!
- Alternatively, if you would like to work with the Apra Education team to record, feel free to contact us at speakers@aprahome.org.

How can I make my recording engaging?

- To help engage the audience we **highly encourage you to share your video camera** during your recording and during the live Q&A portion as well
- Find a well-kempt space to serve as your video camera backdrop
- Present as if you are telling a story, and let your personality come through!
- Avoid cluttering your slides- add more information through your verbal explanations if you need
- Add photos and infographics to your slides
- Use screen sharing to give a demo
- Share a personal anecdote to provide real-world context for your topic
- Limit background noise by recording in a quiet space
- Turn off any notifications that could pop up on the screen and serve as a distraction
- Keep titles concise
- If within your comfort zone, include your email address so viewers can reach out with questions