NCECA 2024 Video Presentation Recording Guidelines for Past Masters

During its annual conference, the National Council on Education for the Ceramic Arts dedicates a 90-minute session to presenting a series of brief, informative, and inspiring remembrance video presentations on figures who have passed away after making notable impacts on the field. The goals of the Past Masters session are to expand awareness of the diverse figures who have influenced ceramic art and artists as well as deepen appreciation for the critical ways that visionary mentorship impacts creative practice, teaching, and learning.

In 2024, one individual will introduce the remembrance videos during the Wednesday Past Masters session. A Remembrance Room in the Convention Center will be set up to view the videos on Thursday and Friday of the conference.

Prepare and record your Remembrance Video:

- Please prepare a script and organize images for a 3-7 minute long slide presentation in either PowerPoint, Google Slides, or Keynote to highlight the achievements and influential qualities of the person being honored.
- You can use this guide to record your presentation with audio in Zoom or QuickTime via screen share.
- Finally, upload your video and the final slide presentation to this Dropbox file request**:** https://www.dropbox.com/request/mgnWYNoaedBySlmXP2Ol

Additional resources:

Watch the Past Masters video from the 2021 Virtual Conference
(includes two years of remembrance videos):
https://youtu.be/BTfI3lsyCLQ?feature=shared

Visit the Presenters Guide Webpage for additional information.

NCECA Zoom Recording Guidelines

Using Zoom to Record a Presentation Video

Zoom is not only an excellent tool for online video meetings and lectures, but it can also be used as a powerful tool for recording video presentations. You can initiate a Zoom meeting without any other participants, and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record. Best of all, all these features are available with a free Zoom account.

[Click here to download Zoom](#)

General Tips:

- Having a stable internet connection will help ensure that there are no blips in the recording. Wired networks are preferable, but if on a wireless network, having everyone else refrain from streaming or other network-intensive activities for the duration of the recording will yield the best results.
- Click on the carrot next to "Start/Stop Video", then click on Video Settings and ensure that HD is checked.
- Before you record, make sure to test and adjust your microphone.
- Correctly setting your microphone volume is one of the most important improvements you can make in your recordings. It is highly recommended that you practice using Zoom before your final recording so that you are comfortable with the controls before you record your presentation.
- If you are using wireless earbuds such as AirPods ensure that they are charged before starting the recording so that they will not die in the middle of the recording.

OPEN AND PREPARE YOUR PRESENTATION

1. **Open your presentation file**

2. Click **Slide Show/Present**

3. Click **Play from Start** or **From Beginning** to begin the slideshow

PREPARING TO RECORD IN ZOOM
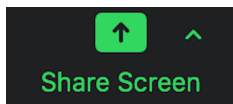
1. Open the Zoom app

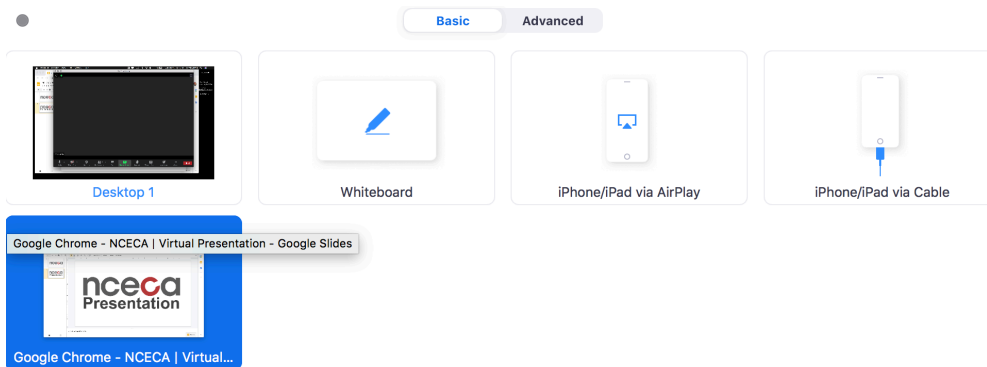2. Click **New Meeting** Zoom will begin a video conference session.

New Meeting ⌄

3. At the bottom of the Zoom window, **click Share Screen**

4. In the Share window, **click the window you wish to use in the recording**.
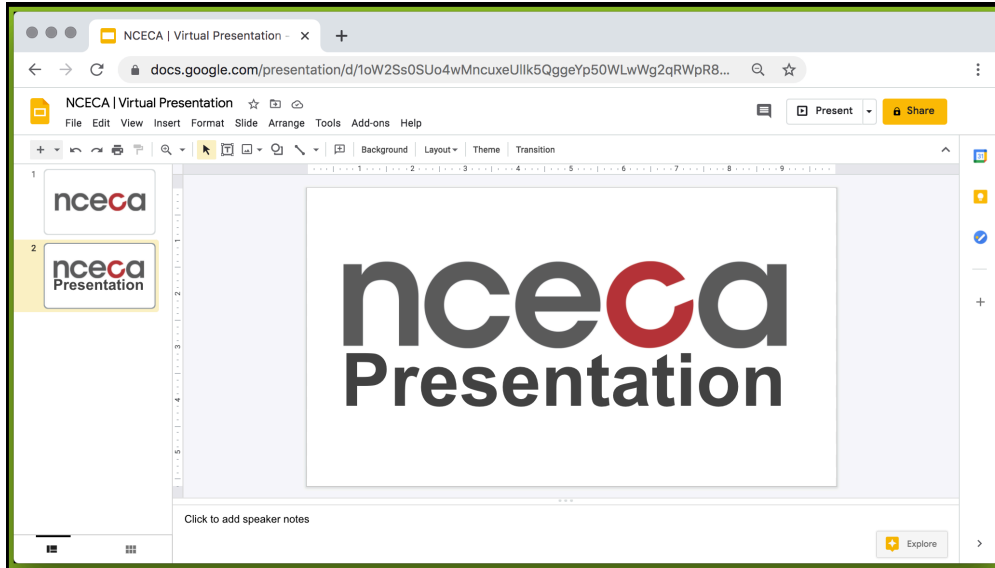

☑ Share computer sound   ☑ Optimize Screen Share for Video Clip   Share

5. If your presentation includes **sound and videos,** check the boxes for:

☑ Share computer sound   ☑ Optimize Screen Share for Video Clip

6. Click **Share.** The window that is being shared/recorded will have a green outline.

BEGIN RECORDING IN ZOOM

1. To begin recording, click …**More** in the Zoom control bar at the top of the screen.

2. Click **Record to this Computer** in the dropdown menu that appears.

3. If you are muted, click Unmute Myself in the window that appears.

You are now recording and ready to give your presentation.

4. You can pause the recording at any time by clicking …**More**, in the Zoom control bar, then **Pause Recording.**

If you are unable to control PowerPoint or Zoom with your keyboard, first click the PowerPoint or Zoom window to focus your keyboard commands on that window.

5. You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen and selecting the window you wish to record.

6. When you are finished, click …**More** and click **Stop Recording** in the Zoom control bar at the top of the screen.

7. Click **Stop Share** in the Zoom bar at the top of the screen.

8. Click **End Meeting,** then click **End Meeting for All**

10. The recording will save to your computer once you hit **End Meeting For All**

11. Zoom local recording and cloud recording save in MP4, which can be uploaded to NCECA Dropbox: 2024 NCECA Past Masters File Submissions

USING QUICKTIME TO RECORD A PRESENTATION VIDEO

1. Open your presentation in PowerPoint, Google Slides, or any presentation software you will be using.

2. Open **QuickTime**.

If the icon is not on your Desktop or Application menu bar, you can find it with the Finder, in Applications.

3. In QuickTime, open the File menu and click on **New Screen Recording**.

4. A small window will appear. Click the down arrow on the right side of the window and check that your microphone is selected.

Do not use headphones while recording since the sound will not be recorded and can record your computer's internal fan noise.

5. Click the **red button to start recording**. Keep in mind you can **TRIM** off the beginning and end of the recording. So, don't worry about what is on your screen at the beginning.

6. Click anywhere to start recording your entire screen.

7. **Record your presentation**. One drawback of using **QuickTime is that you must record your entire presentation in one take**.

8. When finished, click the **ESC** button to exit out of Presentation Mode.

9. Click the QuickTime icon while holding down the Control button, and click **Stop Recording** Presentation.

10. A pop-up window with the video should appear.

11. To trim the beginning and end, click on Edit in the pull-down menu and choose **Trim**. You can click and drag the yellow tabs at the ends of the timeline to trim off the beginning and end of your recording. Click the Trim button when you are done.

12. Click the File menu, click **Save**, and give your presentation recording a name.

13. The video is in QuickTime or .mov format, which can be uploaded to NCECA Dropbox: 2024 NCECA Past Masters File Submissions