



Instructions on How to Build a Pre-Recorded Presentation

ACS speakers will pre-record their PowerPoint presentation and upload a **Video file created in PowerPoint**.

Below are easy steps to build a Video file in PowerPoint:

1. Build your PowerPoint slides.

1. Include a disclosure slide as your first slide.
2. It is encouraged to use the ACS PowerPoint slide template

2. Turn your Computer or Laptop Camera ON to capture your face during your presentation.

1. By capturing your face, the audience will connect more to your presentation.
 - **PC Users in 2013 and 2019 PowerPoint** will be able to include a headshot in the presentation.
 - **PC Users in 2016 PowerPoint** should insert a headshot photo in the template slide as the PowerPoint 2016 version will not allow camera access for video slideshow presentations.
 - **MAC users** may have challenges with adding a video headshot, and therefore a still headshot photo is acceptable.

3. Record your Audio by creating a Video within your PowerPoint slide presentation

1. To view instructions and watch a short video clip on how to build a VIDEO file in PowerPoint [click here](#).

4. The accepted VIDEO file types are PowerPoint (PPT or PPTX).

Once you are happy with your Video PowerPoint presentation, you then need to upload your Video PowerPoint file to the **ACS Program Portal**.