

Recording Guide

For presenters

Hello and thank you for being part of our NTI Sustainability Summit 2025.

We are very excited to be hosting this event and having you with us during the day.

We have made this guide to best help you record your presentation for the 25th of March.

We ask you to please follow the instructions and if you, at any point, require additional assistance or have questions, please do not hesitate to reach out to:



Mathias Nørly

Digital Marketing Coordinator

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Your presentation

- Your allocated presentation time is 45 minutes.
- Please keep your actual presentation at 35 minutes, allowing for a ten-minute period for Q&A on the event day.

Guide:

1. Recording:

We ask that you use either Zoom or Microsoft Teams when recording your presentation

- a. You can create your own meeting on both platforms and retake your presentation if needed.
- b. If you do not have access to either platform, please reach out to Mathias.
- c. Kindly incorporate a 2-3 second delay both at the beginning and end of your presentation recording, during which you gaze into the webcam/screen. This small pause facilitates smoother editing for the final version of your recording.

2. Sound:

Make sure your sound/microphone quality is good

- a. We recommend using a headset for best sound

3. Webcam:

Please use a webcam to record yourself during the presentation

- a. Make sure you are in the center of the video
- b. Use the provided virtual background for your webcam
- c. Very important to ensure your webcam does not overlap your presentation slides

4. Lighting and background:

Ensure that you are well-lit with appropriate lighting and choose a clean and professional background for your presentation.

5. Appearance:

While we are recording all sessions, on the day of the event, we'll switch to live mode specifically for the Q&A session. To create a seamless experience, it's important that your recording reflects the same appearance (clothing, beard/hair, same background) as you'll have on the actual event day.

6. Conduct a test:

Please remember to perform a test recording, and review the quality of sound, lighting, and webcam to ensure optimal results.

7. Presentation:

Remember to use the provided PowerPoint-template for your presentation.