

GUIDE FOR RECORDING YOUR VIDEO PRESENTATION

BELIZE

KULCHA SYMPOSIUM

2023 September 7-8

heritagebelize.org

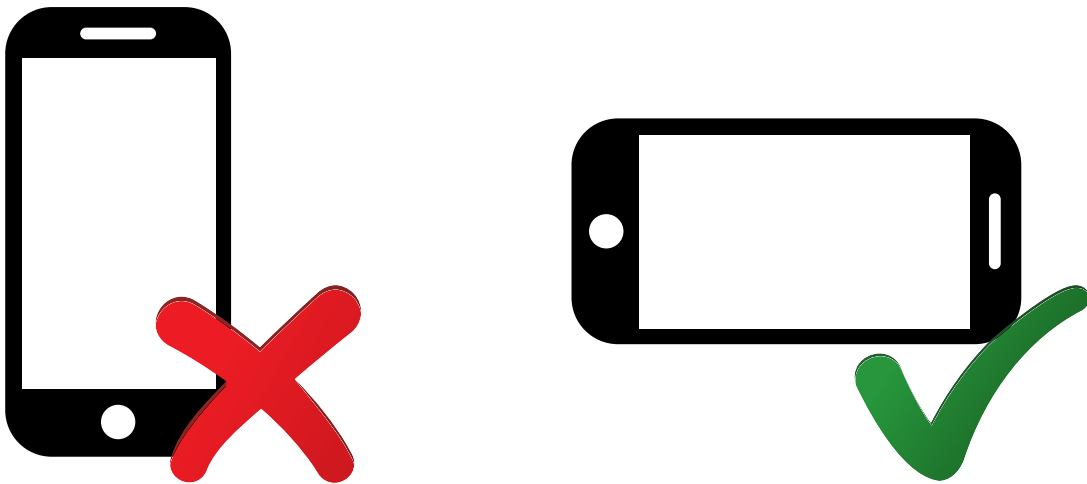
Keeping up with Language, Culture, Heritage
and the Arts!



Video Requirements

1. Time your presentation **before** you go to record it! Remember, your presentation must be no longer than **15 minutes**.

2. Please record your presentation horizontally!



3. Your presentation can be accompanied by digital slides, but this is not a requirement. You can simply record yourself speaking with props or other visual aids. You may also use other methods like combining video clips with voiceover (note: most copyrights allow for the use of videos for educational purposes) or traditional videography.

Links for some presentation style examples:

- [Example 1 \(slides\)](#)
- [Example 2 \(mixed slides/no slides\)](#)
- [Example 3 \(props with no slides\)](#)
- [Example 4 \(video clips and voiceover\)](#)



4. Make sure that you **don't have background noise** and try to use a headset or a microphone to record your presentation if you can. If you don't have a headset or a microphone, you can improve the sound if you record from a silent room or during a non-windy time outside. You can also **stand/sit closer to your camera**.



5. If you want to submit a traditional videography presentation, use a professional video camera or a mobile phone with a high-resolution camera; please be sure your camera is stable. If you want to submit a slides presentation, you may use a screen recording or presentation recording tool (see below for tutorials).

The resolution should be 1080p (1920×1080P) or above.

6. After you've recorded your presentation, **you may need to export it as a video file (.mp4) before being able to share it with us** (see below for tutorials).

7. Please wear appropriate attire to record your presentation. Traditional clothing is encouraged!



Logistics

1. Your video presentation needs to be in **.mp4 format** and **should not exceed 15 minutes!**
2. These pre-recorded video presentations are due to the organising committee by the **13th of August, 2023.**

Please submit your video presentation by **uploading it to your personal Google Drive folder for KULCHA**. Access to this was shared with you in a private email; please reach out to us if you have not yet received this (the invitation may be in your junk folder).

You may also submit with a different cloud service (e.g., Dropbox, OneDrive) by sharing the .mp4 file with our email contact@heritagebelize.org.

Useful Tools and Programs

Links to tutorials for recording a slides presentation:

[How to record your presentation using PowerPoint \(Tutorial\)](#)

[How to record your presentation using Keynote \(Mac - Tutorial\)](#)

[How to record your presentation using Zoom \(Tutorial\)](#)

For creating graphics or other elements you may want to include in your presentation, we recommend Canva:

[Canva website \(a FREE online graphic tool\)](#)

[Link to a tutorial](#)



Privacy & Content

Please be aware that this is an **open-access symposium where all videos and content will be recorded and accessible to the general public.**

The 2022 Belize Kulcha Symposium will be live on our Facebook Page ([@HeritageEducationNetwork](#)) and other social media accounts. After the live symposium, the replay of the event will permanently remain on our Facebook page. We will also upload the replay of the presentations to our YouTube channel ([Heritage Education Network Belize](#)) our Instagram page ([@heritagebelize](#)) and other social media and web pages managed by Heritage Education Network Belize. Presentations will be pre-recorded and shared during the live symposium but presenters are asked to virtually attend these live viewing sessions and be available to answer questions during the Q&A. The symposium may also be streamed live on local Belizean television channels, as it was last year.

This means that 1) presentations will be public, recorded and available online permanently, 2) identities will not be masked, 3) third parties will be able to share the recording of presentations on social media and online 4) the audience will be able to comment and ask questions during and after the live and 5) Heritage Education Network Belize will use recordings of presentations or parts of the recordings for marketing purposes.

Please also note that, while this Symposium is free and open-access, it is **also a means of fundraising for Heritage Education Network Belize**, a registered 501c3 non-profit in the USA. As such, **we do accept donations to help fund our efforts and are grateful for any support.**



More Info:

For more information please email contact@heritagebelize.org or visit our website at www.heritagebelize.org/symposium or any of our Social Media pages ([Facebook](#), [Instagram](#)).

We look forward to seeing you and your presentation at the Symposium!

– The HENB team