

(TECHNICAL) GUIDELINES & RECOMMENDATIONS FOR PREPARING RECORDED SESSIONS

PREPARATION

- Pay attention to the time frame
 - While planning your presentation, consider the time frame you have set for your recording; videos for actuvview should ideally last 20 - 25 minutes. Webinars can last to up to two hours, but shorter is always more convenient for online use.
- Considerations on the subject and the target group
 - Your audience consists of actuaries, risk managers/CERAs and other professionals from insurance and finance industries as well as universities from all over the world.
 - What would you expect from your presentation as a listener?

STRUCTURE AND CONTENT OF THE PRESENTATION

- Building up tension helps
 - Example of a successful dramaturgy: problem – approach to solution - best practice
- Do not forget to provide relevant sources; if you refer to foreign data, please provide the corresponding source references (books, articles, websites, etc.).
- **If you use logos, pictures, videos, screenshots, sound files etc., please make sure that you are allowed to use and share all elements of the provided materials as is necessary.**
- To the best of your knowledge, your presentation must not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful.
- Slides to present your company/institution
 - Please introduce your company/institution as part of your presentation only briefly. One slide with the most important core facts is sufficient.
- The presentation slides should all meet the following requirements:
 - Preferably 15-20 slides maximum for a 30 minute time slot
 - Font size: at least 18 pt, preferably 20 pt and only standard Windows fonts
 - If you do not have any PPT master to use, actuvview can provide you with a corresponding slide set to create your presentation.

RECORDING

- Software
 - Our experience shows that speakers feel most comfortable when they can record their presentations with face to face support of the media teams from their institutions or companies or when they record the session directly on their own computer.
 - It is possible to use [Powerpoint](#) to record your presentation including audio comments, but there are various other web session tools like Zoom or TEAMS available and your company or university may be providing a certain software.

- If you experience any problems, please feel free to contact us at any time at contact@actuvview.com.
- No matter which software you choose the recorded file output should be ".mp4".
- Audio
 - Please do not use the built-in microphone of your computer. An external headset/microphone will definitely improve the audio quality.
 - For the recording, minimize all other sounds in the room.
 - Before recording, open your presentation and the recording software if required, but close all other applications on your computer, in particular e-mail programs, calendar reminders or your web browser.
- Webcam
 - In case you integrate the webcam to your recording, please check the setting (e.g. no bright light, adjust angle of the camera, no unsteady background) in advance.
 - Don't wear any clothing with fine stripes or small dots since this could lead to flickering in the image ("moiré effect").
- During the Recording
 - Make a short test recording, listen to it and change the settings if needed.
 - You are used to presenting to a live audience? Ask a colleague or family to be your audience while recording.
 - Don't rush through your presentation. Give the audience time to understand what you said.
 - Are you a native English speaker? Please remember to speak at a moderate pace so that everybody can follow.
 - Abbreviations may not be the same everywhere. Often it is helpful to spell out the main abbreviations on the slides.
- After the Presentation – File Transfer
 - If you do not have any internal file transfer service available, you can use public services such as [Dropbox](#) or [Wetransfer](#), or any other provider, to send us the following files:
 - recorded presentation (MP4 format)
 - presentation file (PDF format)
 - Description of your presentation (500 characters) and name and affiliation of all involved presenters (PDF format), optional: tags for the video

Thank you very much for your contribution. If you have questions on any aspect of recording your presentation, please do not hesitate to contact me:

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Sponsoring Partner The logo for RGA, consisting of the letters "RGA" in a bold, red, sans-serif font.