



## STEWARDSHIP SHORTS GUIDELINES

STEWARDSHIP SHORTS are brief 3 to 5 minute, pre-recorded video presentations that describe a project, methodology, best practice or challenge related to a natural area(s) and can focus on any area of conservation ecology. The purpose of these presentations is to share your work so that you can become a resource to your colleagues, and they can become a resource to you. NAA will only post Stewardship Shorts from conference registrants.

Recorded presentations may include slides and commentary; however, we encourage you to include video from the field. [View a sample Stewardship Short.](#)

**Pre-recorded SHORTS must be provided to NAA in advance. The deadline for the 2021 Natural Areas Conference Stewardship Short submissions is COB MONDAY, OCTOBER 4.**

Six STEWARDSHIP SHORTS will be selected and included in the 2021 Natural Areas *Virtual* Conference agenda, and will play in between live virtual sessions. All STEWARDSHIP SHORTS will be made available for on-demand viewing on the conference website during and after the event. Conference participants will be encouraged to reach out to the video's authors for comments, questions or to find out more detailed information.

- STEWARDSHIP SHORTS are meant to be short, video field journals that last no more than five minutes. Submissions that are too long will be returned for editing.
- Recording the video in the field is highly encouraged.
- The SHORT can be recorded on your smartphone entirely, or you can integrate video into a PowerPoint.
- NAA staff will play the recordings in-between the live virtual sessions.

There are several video conferencing tools available to easily record a presentation. The most common and user friendly are **Powerpoint** or **Zoom**.

Both Zoom and Powerpoint presentation software allow recording audio and video directly in the application and can export appropriate video files in MP4 format.

Most smartphones have adequate sound capabilities if you are in a fairly quiet area without a lot of extraneous sound. If, however, it is noisy while you are recording any outside footage, you may want to use Zoom or Powerpoint to record the spoken portion of your presentation at a later time.



## Instructions for Recording your video Presentation

There are several video conferencing tools available to easily record a presentation. The most common and user friendly are **Powerpoint** or **Zoom**.

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### **PowerPoint**

- [Instructions](#) to add audio and video to your slides.
- [Instructions](#) to generate a MPEG-4 (.mp4) file from your slides and audio/video.

### **Zoom**

- [Instructions](#) for local Recording.

## Uploading your SHORT

Once your video is complete, use this [LINK](#) to UPLOAD.

If you have any questions or require assistance, please contact Moira McGinty Klos, [mmcgintyklos@naturalareas.com](mailto:mmcgintyklos@naturalareas.com).

Thank you again for participating! We appreciate your contribution to the success of this event!