



## State Natural Areas Program (SNAP) Roundtable

### 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). 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.

Recorded presentations should include slides and commentary, as well as any pictures or video from the field. **Pre-recorded SHORTS must be provided to NAA in advance.**

**STEWARDSHIP SHORTS** will be included within the SNAP Agenda, and will include an opportunity for open discussion with roundtable participants following the video so that you can gain insights and input from your colleagues.

- STEWARDSHIP SHORTS are meant to be short, almost vlog experiences that last no more than five minutes. Submissions that are too long will be returned for editing.
- Following the video, each presenter will be offered five minutes for Q&A and open discussion.
- If you are using slides, there should be **no more than (6) slides** including the title, acknowledgements and contact information.
- NAA staff will play the recordings during the roundtable.

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.

The SHORT can be recorded on your smartphone entirely, or you can integrate video into a PowerPoint.

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.

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