



Guidelines Self-Record

The below instructions are a guide to help you record your presentation. Depending on your system and the software you are using some of this guide may not apply. Please send us your presentation by latest August 25 for us to check the quality. If there are issues with the recording this will allow us time to arrange for a technician to work with you to manage the recording remotely.

GENERAL SET UP

1. EQUIPMENT

Your computer with a good quality webcam and microphone. In many cases this will be the webcam and microphone built into your laptop. However, if you have a separate webcam, please use this as it may be better quality and you will have more possibilities when it comes to positioning it for the optimum frame composition. Similarly, if you have a separate microphone you may wish to use this to ensure background noise is not picked up as easily. A good headset can also improve the audio quality considerably.

2. SETTING

Please ensure you are well lit and that you do not have a window or other bright light source behind you. Consider what is in the background; is it distracting, or does it support and enhance your message? We advise against using virtual backgrounds. Please try and ensure you are in a quiet location and that people are not likely to interrupt. Check your camera angle – ideally the camera should be as close to eye level as possible. If you are using a built-in webcam, in most cases it will be too low, resulting in an unflattering up-the-nose shot! See if you can raise the laptop, so the webcam is in line with your eyes by positioning it on some large books or a box.

3. PERFORMANCE

Please remember to address the camera as much as possible rather than looking at notes or your presentation too much – you are presenting to an audience!

Finally remember to turn off all notifications or alerts on your computer and mute your phone.

4. TIMING

You will have been given a length of time for your talk. Please stick strictly to this time to allow the opportunity for Q&A.

5. RECORDING

There are many ways to record yourself and your presentation. We have listed instruction below to record your presentation in Zoom.

Please note that recording on Zoom requires a good, stable internet connection. Also, if you have a standard Zoom account then you might not have Full HD (1080p) enabled video which will lead to a low-quality recording. Please check your Zoom, account settings before proceeding to record on Zoom.



ISAPS[®] HYBRID EVENT
WORLD CONGRESS
Vienna | Sept. 11-13, 2021
www.isapsvienna2021.com

H82

Recording on Zoom:

- a) Open the Zoom app and your PowerPoint/Presentation file. Close all other files and applications to avoid distractions and pop up notifications.
- b) In Zoom, click “New Meeting” (orange icon); make sure your microphone and camera are on.
- c) Click the “share Screen” button on the bottom toolbar.
- d) Choose your Powerpoint file (not your Desktop) from the options to share.
- e) Click Share.
- f) Go to your Powerpoint file and launch your slideshow
- g) At the bottom toolbar within Zoom, choose “Record”, then choose “Record on this Computer” from the menu that pops up. Your lecture is now recording.
Note: if you don't see the “Record-Button”, you may need to click on the “more-Button” in the Zoom toolbar and choose the “Record on this Computer” option there.
- h) Start your presentation. Advance your slides with the right arrow key; return to a previous slide with the left arrow key.
- i) When you are finished, click on the “Stop Recording” button in the bottom toolbar.
Note: if you don't see the “Stop Recording” button, you may need to click on the “More” button in the Zoom toolbar and choose the “Stop Recording” option there.
- j) Click “End Meeting” on the bottom right of the meeting screen.
- k) A box will pop up once you have ended the meeting telling you that Zoom is converting your meeting recording file.
- l) When the conversion is complete, the recording will be saved on your hard drive.
Note: On a Mac, the files are stored in Documents/Zoom, then in a folder labelled by the date of your recording.
- m) Please make sure that you review the recording all the way through to ensure you are happy with your presentation and the video and audio quality.
- n) Once you are happy with the recording, please upload.