

## Pre recorded presentations via Zoom



### Platform

Presenters may use the Zoom Conference Webinar Platform to prepare their pre-recorded presentation.

### Download Zoom (Free Edition)

Download Zoom and test sharing your camera, audio and screen by using Zoom's free edition. You can download it here: <https://zoom.us>



### Presentation Enhancement Recommendations.

Slide/PowerPoint Presentation – 16:9 widescreen format is required.

### Lighting & Camera Angle

Diffused light in front of you will usually work best to avoid shadows.

Try to position your camera so that it is just above your eye level.

Click on "Start Video" or "Stop Video" to turn your camera on or off.

### Sound & Audio

We recommend you the use of a headset and/or microphone as it will lead to better sound quality than using your computer audio. **Turn off all sound notifications on all your devices.**

**PLEASE CLICK ON THE FOLLOWING LINK FOR A DETAILED DEMO ON HOW TO RECORD YOUR PRESENTATION IN ZOOM:**

<https://www.youtube.com/watch?v=xHH5JEsa6B4>

### Step 1 | Sharing your presentation

- **Open Zoom**
- Check that your audio and video are both on and working and have your presentation ready to be shared
- Select **"Share Screen"**
- A new window will open.
- In the pop-up window, select your PowerPoint presentation and click **"Share"**
- You are now sharing your screen



### Step 2 | Recording your presentation

Once you are sharing your screen, click on **"More"** at the top of your screen and select **"Record on this Computer"**

Once you have finished your presentation, you can select “**Stop Record**”.

**Important Note:** If you end the Zoom meeting without stopping the recording, the system will stop it for you and begin converting your video to your local system into .mp4 file.



After the file is converted, a window will pop up on your computer showing the converted file. **Please review your recording at this time to make sure all the slides are loaded properly.**

The file titled “zoom\_0” is the **mp4 file** that will be uploaded.

**Please send us the Mp4 file with your presentation by WeTransfer @  
[info@insessionevents.com](mailto:info@insessionevents.com)  
by September 17<sup>th</sup> the latest, 2021**

Thank you!