

HOW TO RECORD YOUR PRESENTATION



BOOK YOUR RECORDING TIME SLOT

Recording slots may be for 60 or 120 minutes. You will receive a link via e-mail to select your preferred date and time slot according to your time zone. **Please book in advance as there are limited time slots available!** **Very important!** If you need to change your booking, click **Cancel** via the link in the confirmation email. Then, book a new available slot via the booking link in the original instructions email.



EQUIPMENT & SOFTWARE

A **headset/earphones** with microphone connected to your computer is recommended. You may use wireless earbuds if the sound test is successful. If necessary, you may use the internal laptop microphone.

Have a **functional webcam** connected. Camera height should be positioned directly in front of you at eye level, about a full arm's length away.

Have the **latest version of Zoom** installed in advance.



CONNECTIVITY

Stable internet connection is important! We recommend using wired internet. If you use WiFi make sure that you sit near the WiFi modem. 4G cellular should not be used.



AVOID DISTRACTIONS

A **quiet environment** is necessary. Avoid noise or interruptions while giving your presentation. Keep your phone and alerts on silent.



BACKGROUND & LIGHTING

A **neutral background** with white, uniformly colored wall, or similar. Avoid bright backlight by making sure that the main source of light (such as a window) is in front of you. Avoid using virtual backgrounds.



PRESENTATION

Your **PowerPoint presentation** (16:9 format) should be ready and open on your screen. Keep your presentation window open and close any other applications that will not be used during the recording.



JOIN THE RECORDING SESSION

The zoom link to join the recording session can be found in your booking confirmation email.

Enter with your **Full Name**, then click **Join Meeting**.

Test your Speaker and Microphone. If you do not hear any sound, check the correct speakers and microphone are selected. When both tests are completed, click **Join with Computer Audio**.



DURING THE RECORDING SESSION

Audio: When you speak, please make sure that your microphone **is not muted**.

Video: Enable your video camera so you will appear on screen during your presentation.

Share Screen: Click the '**Share Screen**' icon in the bottom menu, select the screen with your presentation and then click the blue '**Share**' button. Be sure to use **slideshow mode** for your presentation.



Note if you have a video to share, it is recommended to embed the video in your .PPTX file.