

UGI Congress 2021

Instructions for pre-recording your presentations

HOW TO RECORD YOUR PRESENTATION USING ZOOM

Other platforms are available to use but we find zoom is the easiest.

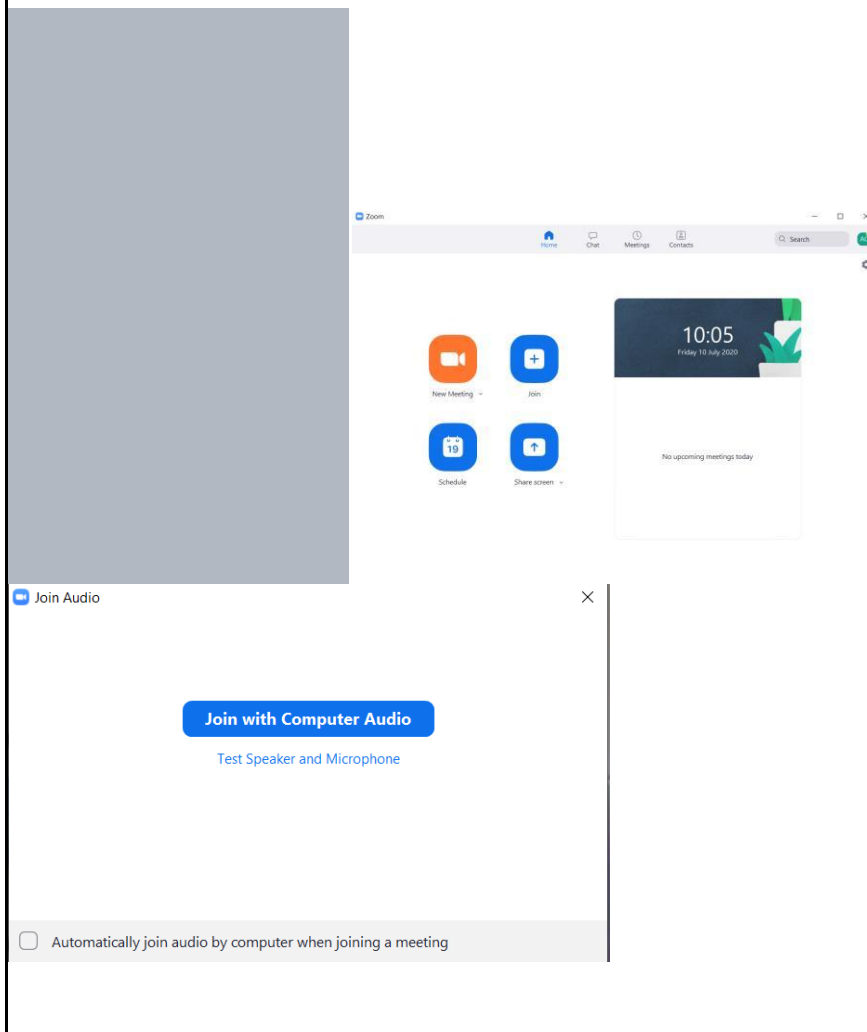
1. Please ensure you name your presentation as follows: *Surname_Day of Presentation_Prog No*: eg: Bartlett_Thursday_O-P01
2. Please ensure that your presentations and/or videos are in 16:9 ratio
3. Download zoom <https://zoom.us/download>
4. Create a free account
5. Once logged in there are 4 options (New Meeting, Join, Schedule and Share Screen):

Select **New Meeting**

6. Another box will appear and you will have 2 options (Join with Computer Audio and Test Speaker and Microphone):

Speaker and Microphone):

Please test speaker and microphone to make sure everything works for you. Once tested you can then select **Join with Computer Audio**



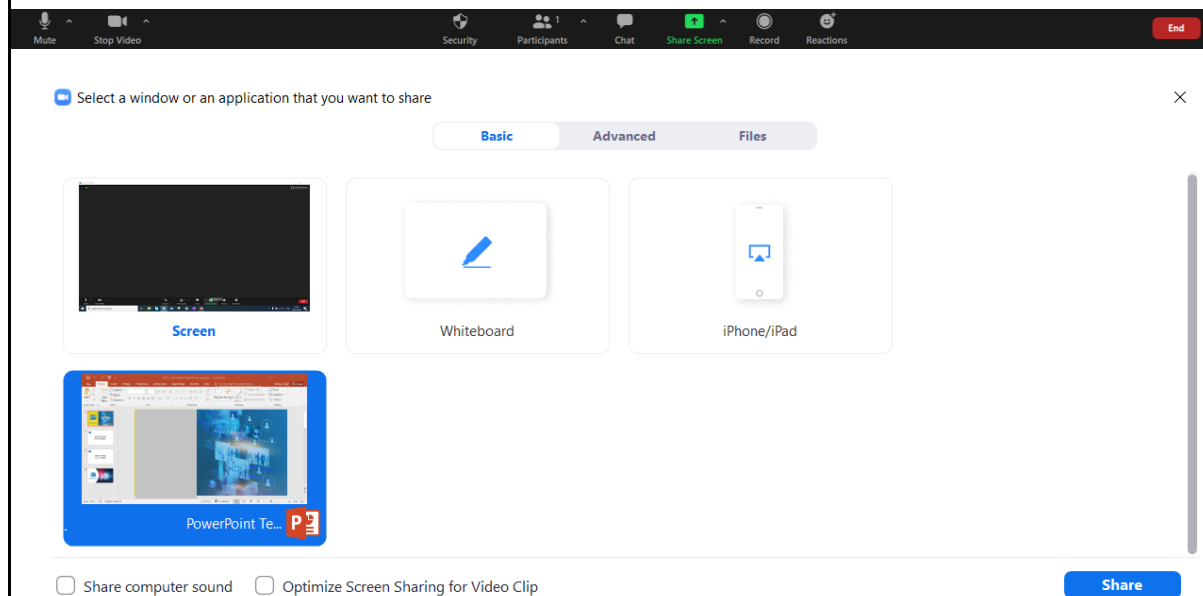
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5. If you are using slides as part of your presentation please select **Share Screen** from the bottom panel:

and select your slides:

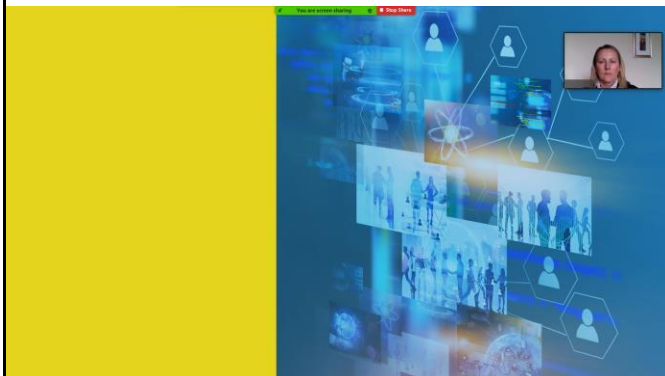


Once you have selected your slides click **Share**

6. You will see that your video image appears in the top right hand corner, you can make

bigger and move it to another place on the screen if required:

7. In PowerPoint (or Keynote if you are an Apple Mac user) select to show your presentation as a slideshow. Once you are ready you can then start to record.



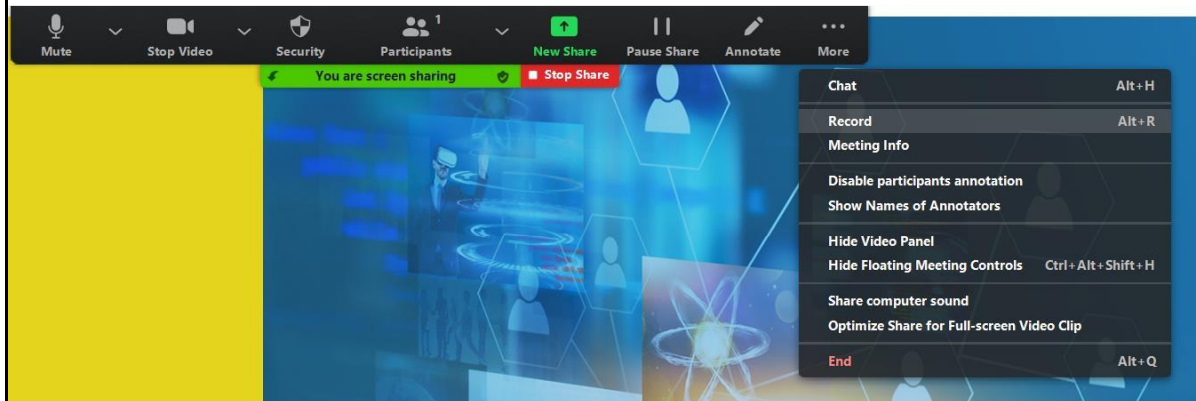
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8. At the top of the screen you should see a green and red stripe which says **You are Screen Sharing and Stop Share**, hover over this and a black navigation bar will drop down.

Select the 3 dots **More** and scroll down to select **Record**. You will now be recording and you should start to deliver your presentation.



9. When you have completed your presentation, you should stop sharing your presentation by selecting the red box at the top of the screen **Stop Share**:

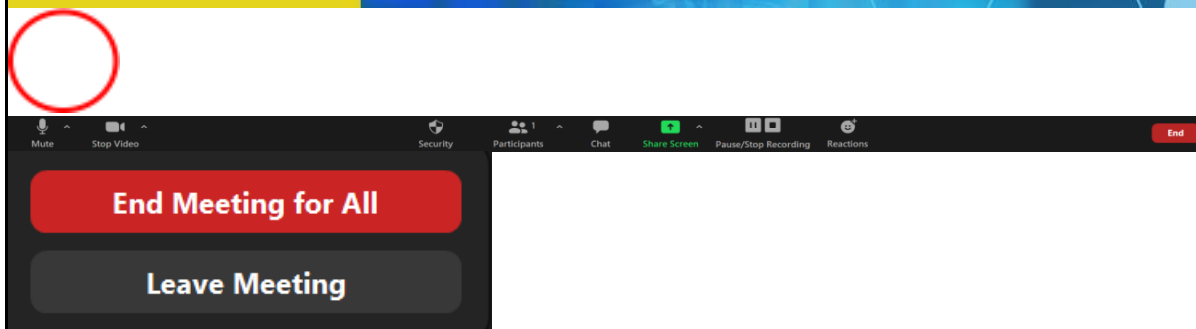
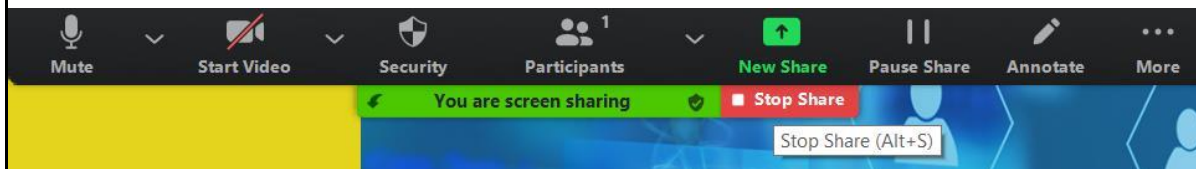
10. You can then thank the audience for watching and stop recording.

11. To stop recording you will see a box at the bottom of your screen which says **Pause/Stop**

Recording:

Press **Stop Recording**

12. You should then click the red box **End** and then **End Meeting for All**:



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13. Zoom will convert your meeting recording into an mp4 file. This may take a few moments.

And will save to your computer:

Zoom - Converting the meeting recording

Convert Meeting Recording

You have a recording that needs to be converted before viewing.

39%

Stop Converting

Name	#	Title	Contributing artists	Album
audio_only				
playback				
zoom_0				

14. Please **watch** your mp4 zoom file to make sure it has recorded properly

15. You may want to edit the beginning and end of your video so that it shows your presentation straight away so the audience does not see you getting set up. On a Windows computer there is software called 'Video Editor' and on a Mac computer it is called 'iMovie' that you could use. Alternatively, you can also find easy editing software by searching the internet, there are many available.

16. Your mp4 file is what you will need to send to **AUGIS** and **please use the following drop box Account:**

<https://www.dropbox.com/request/XyDvnKzUC2ANC6iDmYVe>

17. Please email nichola@augis.org and sarvjit@augis.org once you have uploaded your presentation. Please upload for Monday 27th September or let us know if you expect it to be later.

Top Tips for recording

- Give yourself five seconds after pressing record before actually starting your presentation and also five seconds after finishing your presentation before you stop your recording. This gives you time for you to adjust and position yourself at the beginning and the end and allows space for editing later on if needed.

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- If you have headphones with a microphone built in (or a USB microphone) that you can connect to your PC/Mac, it will help make the audio much clearer in the presentation for the other delegates.