

Recording Guidelines for Speakers via using 'Zoom'

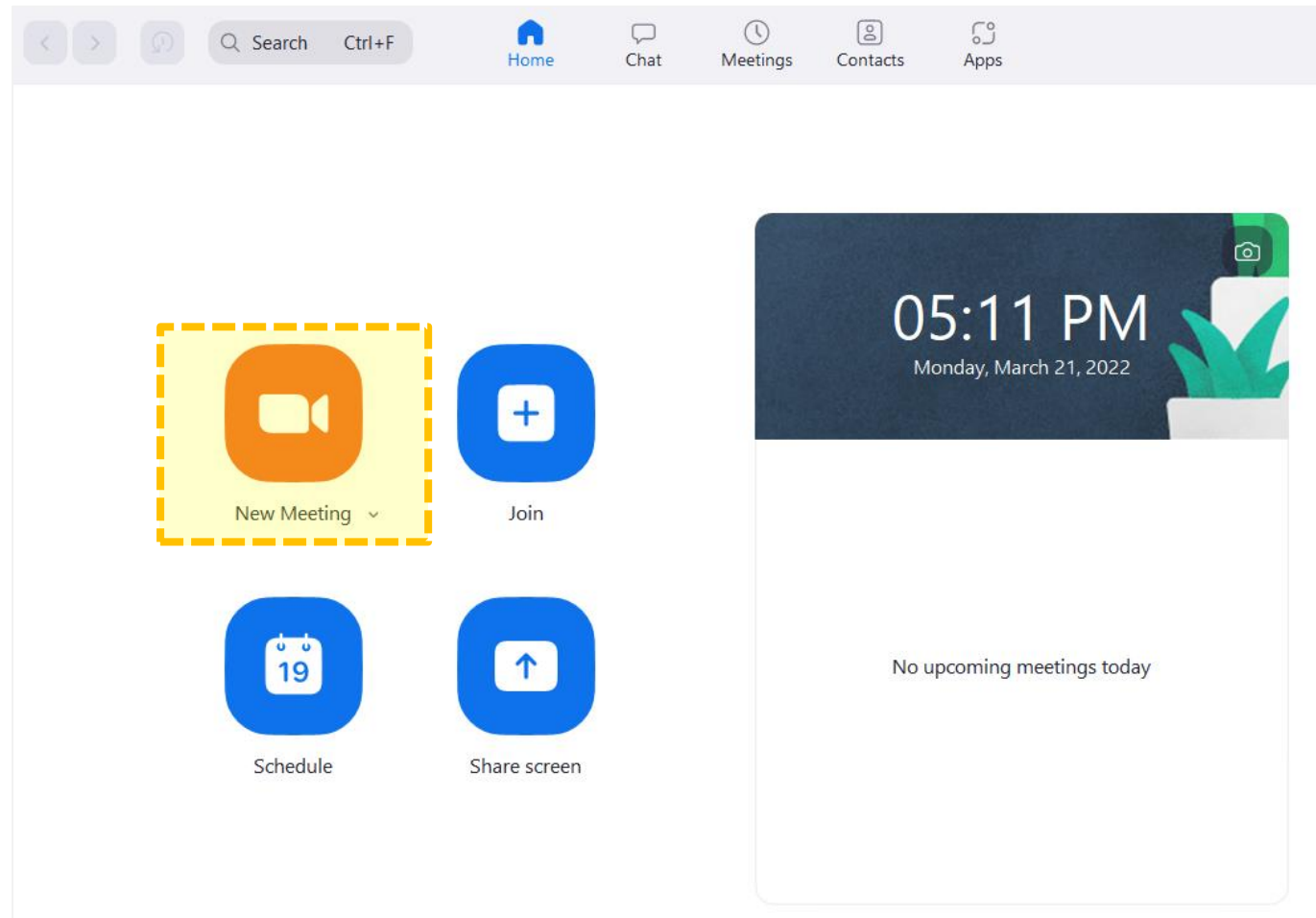
Before you start recording, make sure that:

- Your presentation slides are in wide format (16:9 aspect ratio)
- Find a quiet place for recording –and live Q&A later on the session date.
- Lighting is also important –get adequate light on your face.
- Use a wired internet connection, not WIFI.
- Ensure your microphone and camera are in good working order.
- Mute any alarms on your computer or mobile devices.

While recording, make sure that:

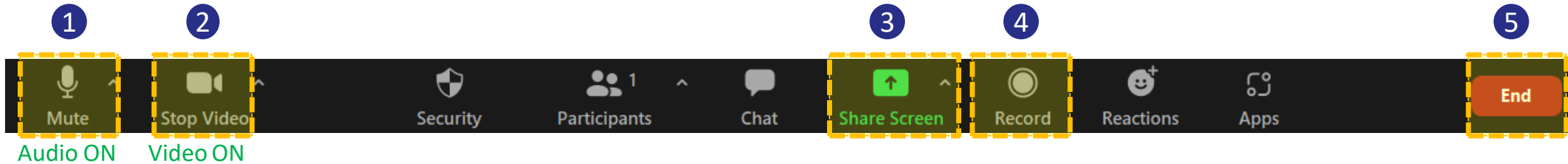
- Maintain eye contact with the camera lens throughout your talk.
- Be mindful of your presentation time limit.

- Install the Zoom (<https://zoom.us/>) > click **Sign In** or **Sign up (free)** to create an account.
- From the Zoom home screen, click **New Meetings**.

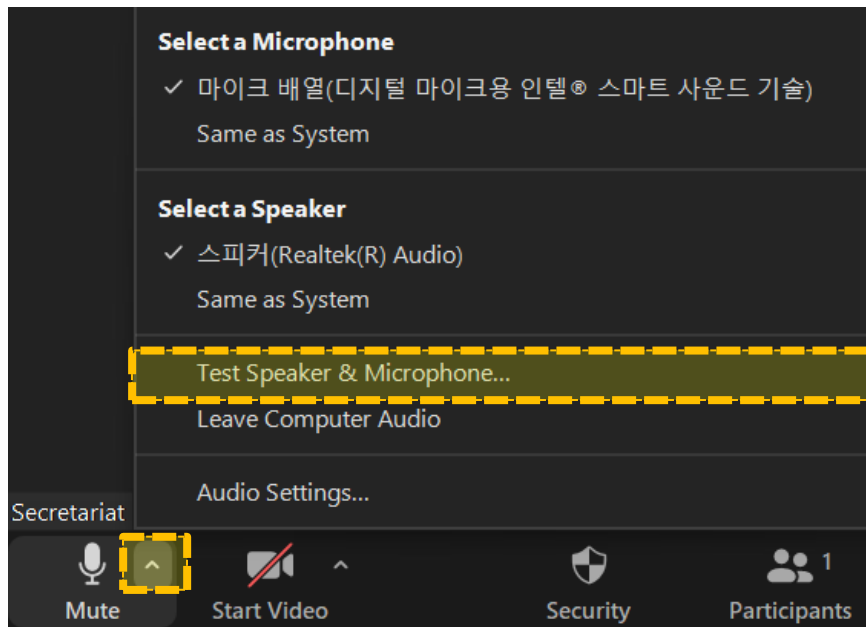


Zoom Home Screen

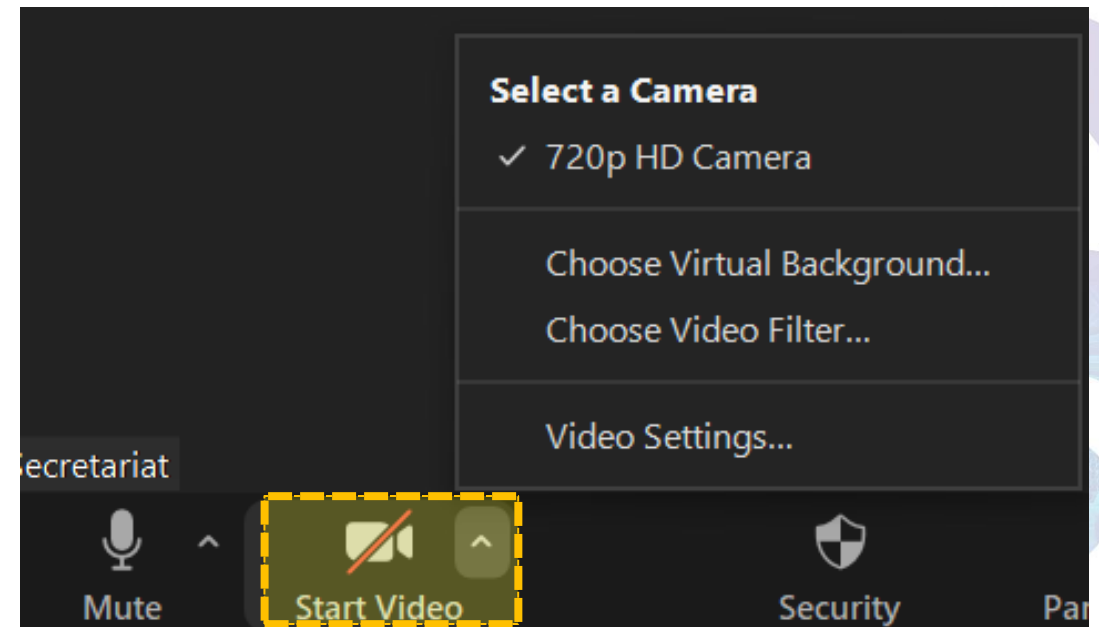
- With the Zoom meeting window open, hover your mouse over the bottom of the window. There will be the menu bar below.



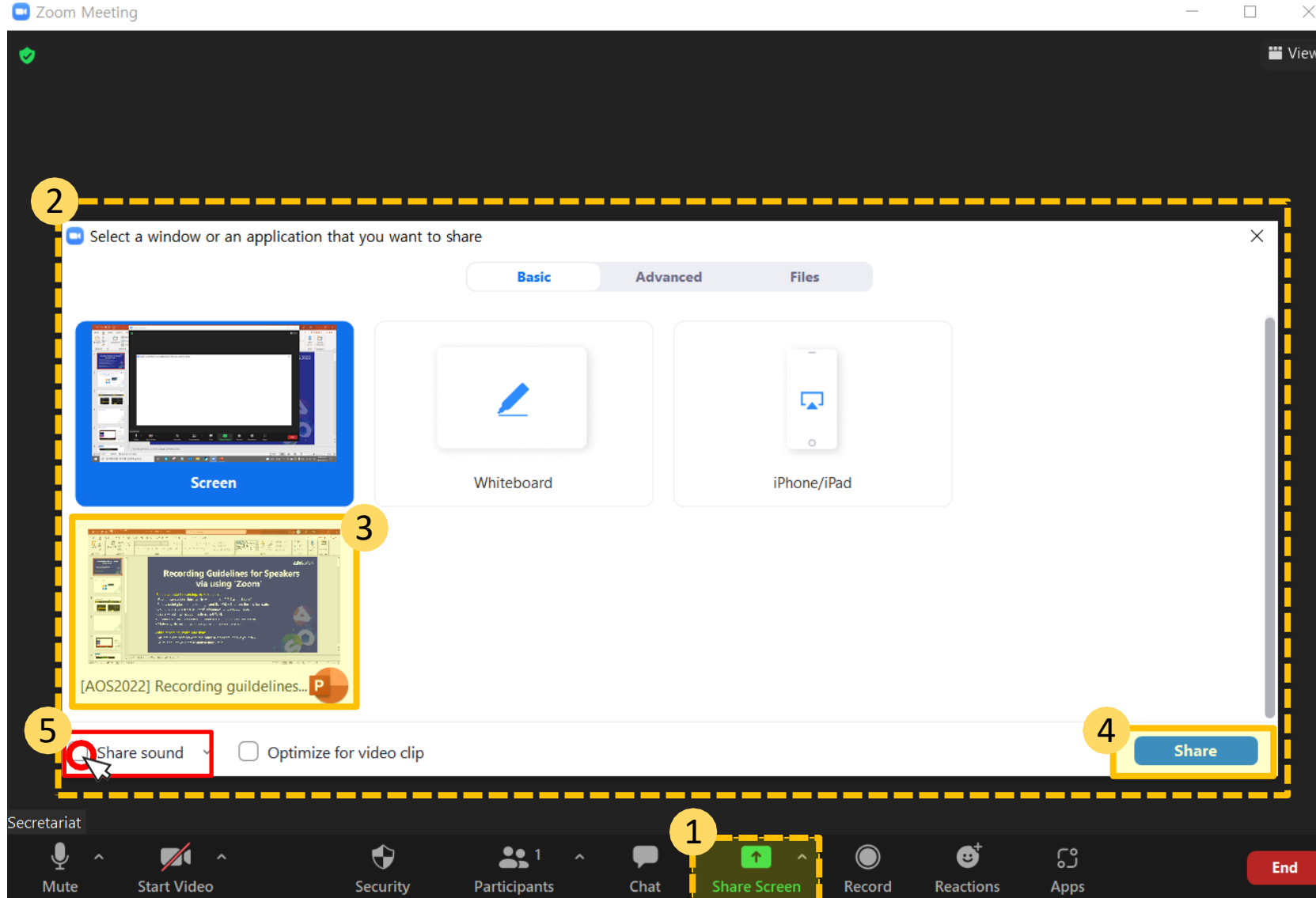
1 **Join Audio** and test your Speaker & Microphone.



2 **Start Video** to capture yourself on video while speaking.



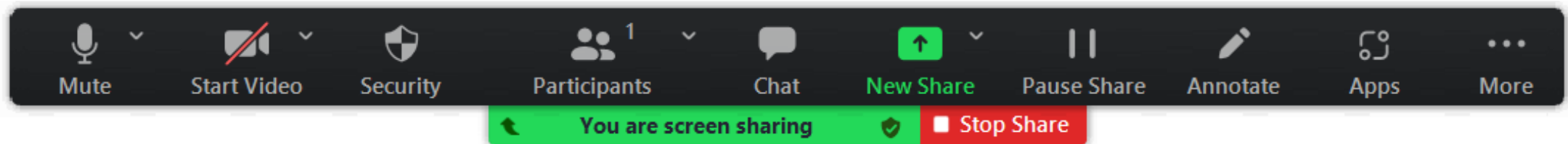
3 How to share your PPT material



- 1 Click the 'Share Screen' button located in your meeting controls.
- 2 You will see this pop-up to select a mode of sharing screen.
- 3 Select your presentation material on share options.
- 4 Click 'Share' button.
- 5 If you check this option, any sound played by your computer will be shared during the record.

* Check 5, If you have any sound on your presentation (video clips, music etc.)

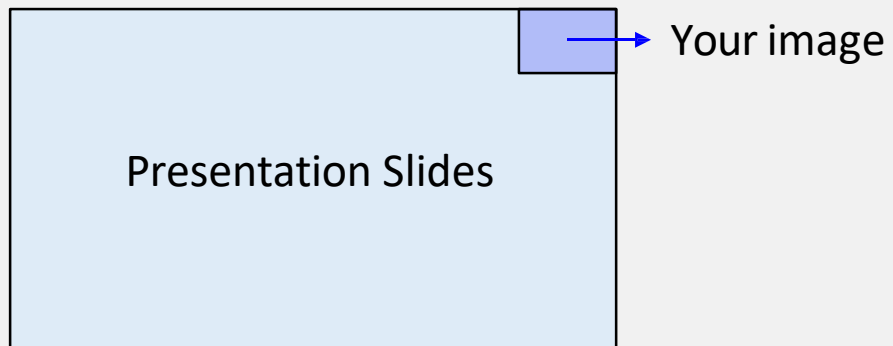
- 4 Once you start sharing your screen, the menu will move to the top of the screen as shown below.



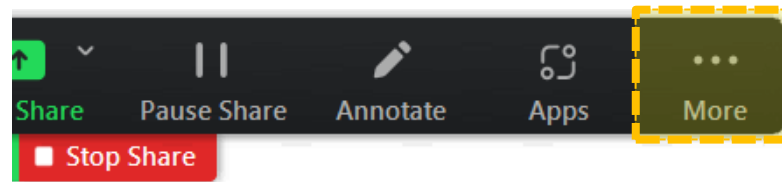
✘ **Before start recording your presentation,**

- Put the presentation in slide show mode. (Press **F5** button)
- Make sure your self-view is visible as a floating window in the **top right corner** of your shared screen.

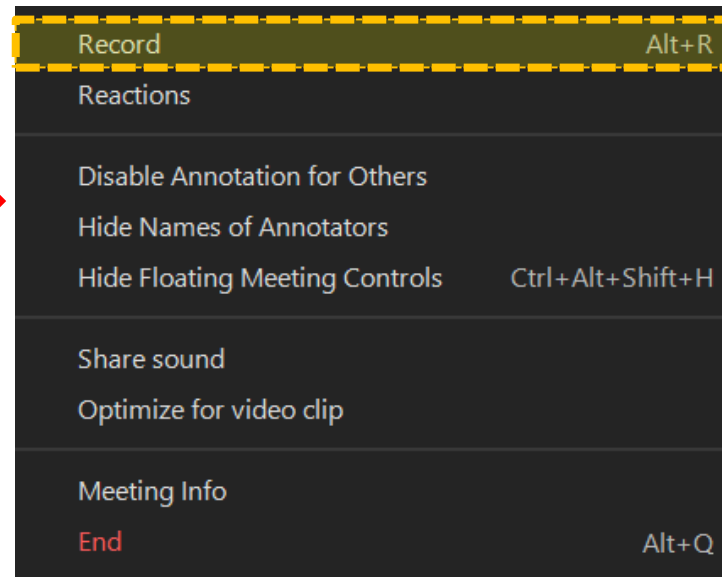
***Video Example**



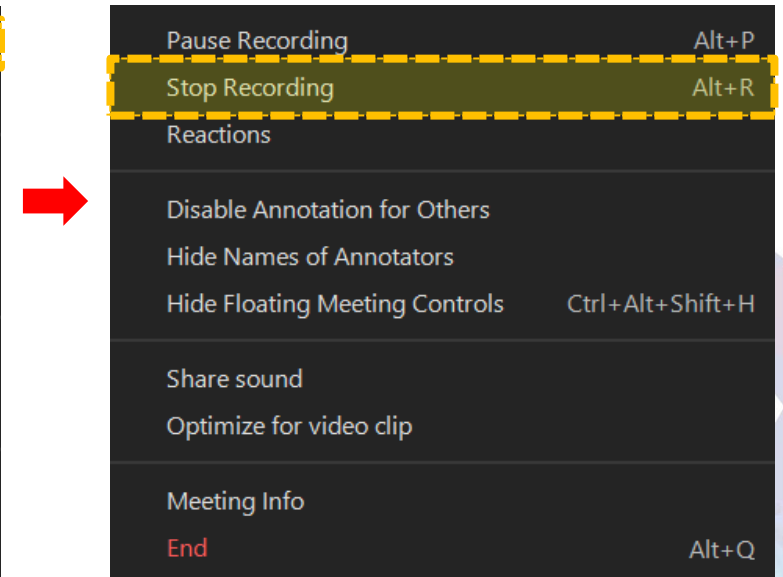
- 5 **Start recording:** Click **More** > **Record** (1)
Stop recording: Click **More** > **Stop Recording** (2)



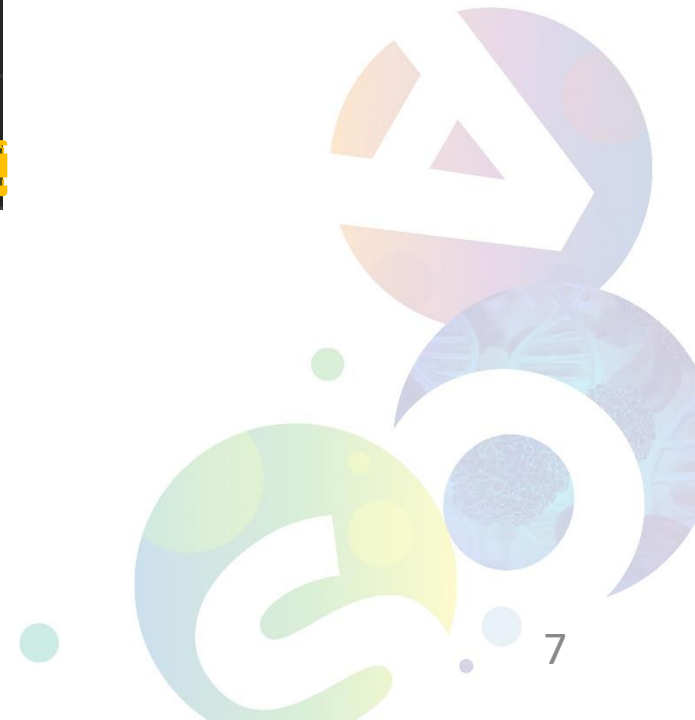
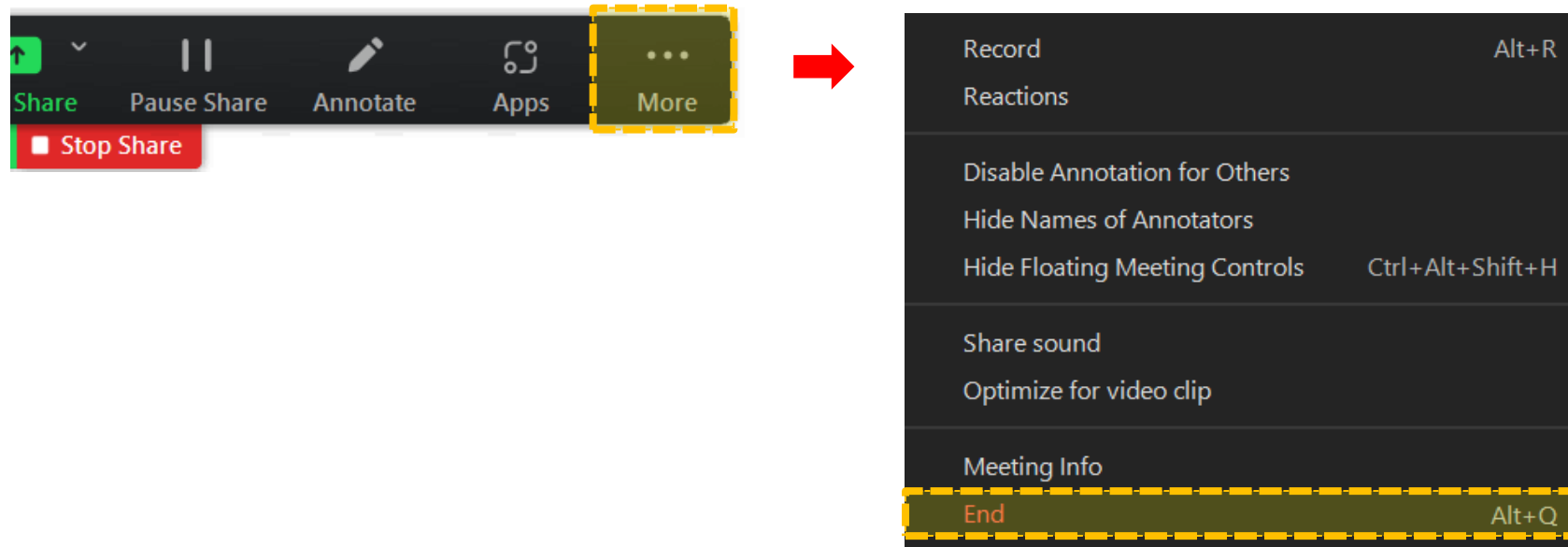
1 Start recording



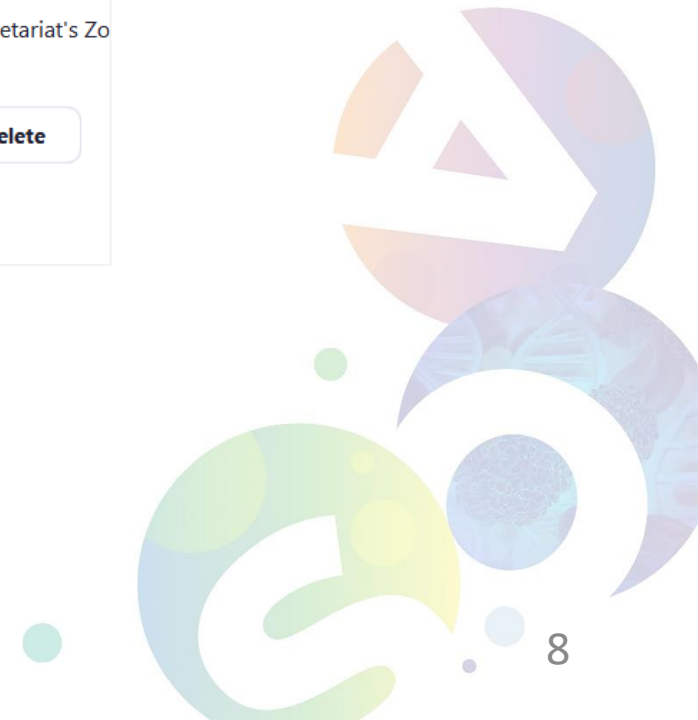
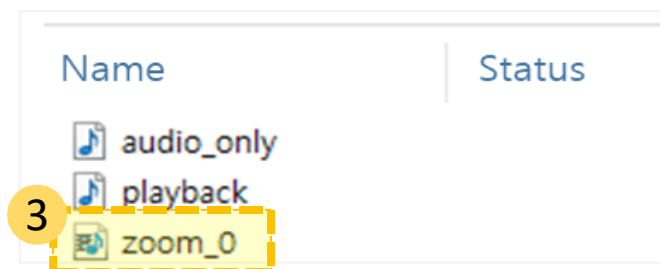
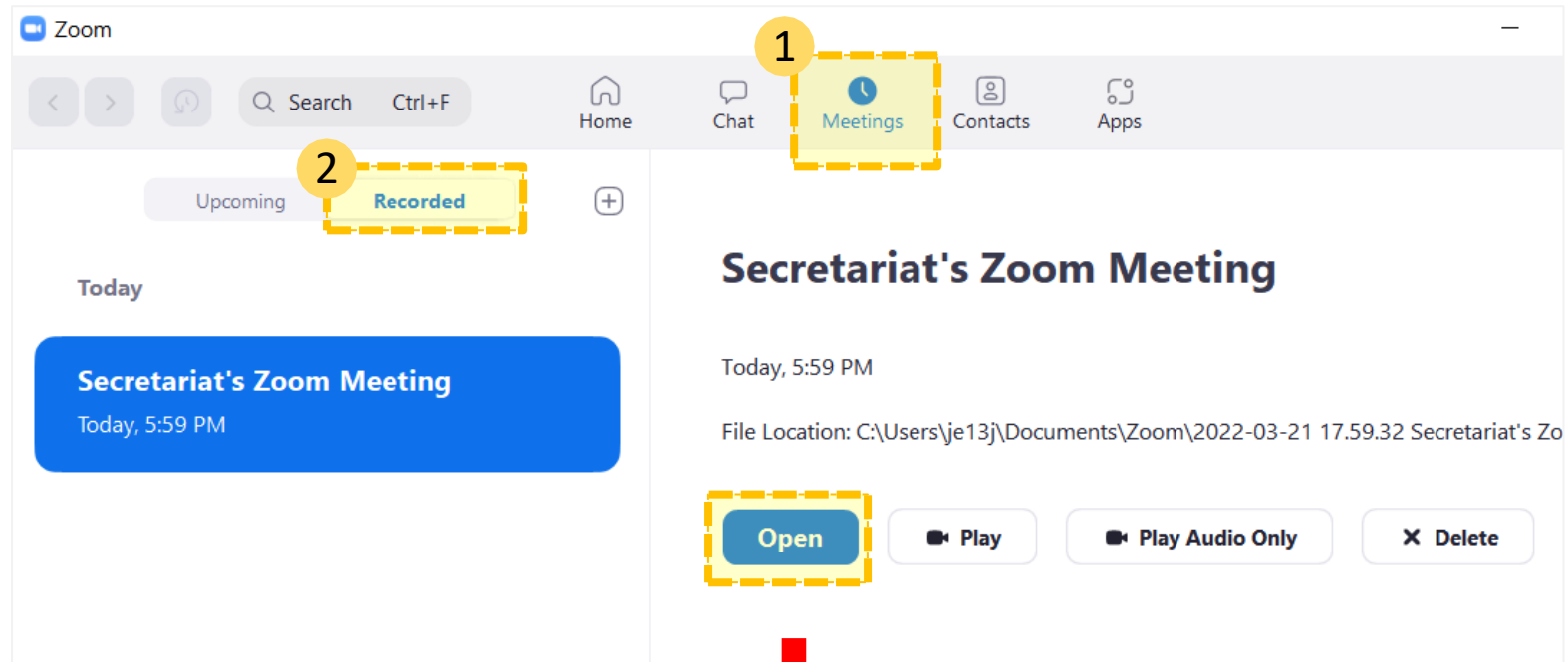
2 Stop recording



- 6 After your recording is complete, click the **End** button.



- To see your recordings, go to **Meetings** at the Zoom home screen > click the **Recorded** > Click the **Open** button. This will open the folder where the recording is saved.



Recording Submission Due: May 23, 2022

► Go to upload: <https://www.dropbox.com/request/cgFMeHVEsx3etiN53ep3>

- Please rename the file to “**AOS2022_Your full name**” then submit to the above link (Dropbox).
- If you can't get access to Dropbox, please submit it by e-mail (abstract@aos2022.com).
- If you have any inquiries, please feel free to contact to AOS2022 Secretariat (abstract@aos2022.com).