

SIL2021  
GOES HYBRID



# Guidelines for Recording Presentation



**Biodiversity and Ecosystem Services  
for Healthy Rivers, Lakes and Humans**

- **Before you begin**
- **Reminder**
- **Pre-Recording Checklist**
- **Creating a Zoom Account**
- **How to Record**
  - **Starting a Zoom Application**
  - **Audio Setting**
  - **Opening a Presentation File**
  - **Recording the Presentation**

# Before you begin

<b>Requirements</b>	<ul style="list-style-type: none"><li>- Headphone or earphone with microphone</li><li>- Your presentation slides (ppt, pptx)</li><li>- Quiet place for not being interrupted by any noise</li></ul>
<b>Tool Used</b>	<b>Zoom</b> <i>* <u>Please present your presentation using the SIL2021 PPT template to provide a consistent look and feel to all congress presentations, making participants feel they are a part of SIL2021 experience.</u></i>
<b>Slides Ratio</b> ★	<b>16:9</b>
<b>Video Length</b>	<ul style="list-style-type: none"><li>- <b>Oral Presentation : 15 minutes</b></li><li>- <b>Poster Presentation : Up to 3 minutes</b></li></ul>
<b>Language</b>	English
<b>Final File Format</b>	Should be saved as <b>.mp4 file</b>
<b>Submission Deadline</b> ★	<b>July 20(Tuesday), 2021</b>
<b>Submit to</b>	SIL2021 website=> “My page” or “Presentation Submission”

**# SIL2021 strongly recommends that you show yourself in the video using guideline in this document.**

**# Showing your face throughout the presentation will be more engaging for participants.**

**\* Make sure your self-view is visible as participants need to see both a view of your presentation and a view of you as a speaker.**

# Pre-Recording Checklist



- ✓ Use a **wired internet connection**, if possible.



- ✓ Turn off all programs except those needed to present & run your presentation.



- ✓ Close out Outlook & turn off all notifications so that you aren't disrupted during recording.



- ✓ Set your display screen scaling & layout.

**Make sure your self-view is visible as participants need to see both a view of your presentation and a view of you as a speaker.**



If you do not have a zoom account, follow these instructions to create one.

1. Go to "[zoom.us](https://zoom.us)"
2. Create a free zoom account and Log in
3. Download & install the **latest version of the Zoom application**.
4. If using a webcam not integrated into your computer, connect the camera and set it up according to the manufacturer's settings.
5. Open the Zoom application.
6. Click the 'Setting' button on the main page.
7. Please check your camera & audio settings. In the video tab, select the appropriate camera (if using an integrated camera it will likely be auto-selected for you). In the Audio tab, test your microphone.
8. Close the 'Setting' window.

## Starting a Zoom Application

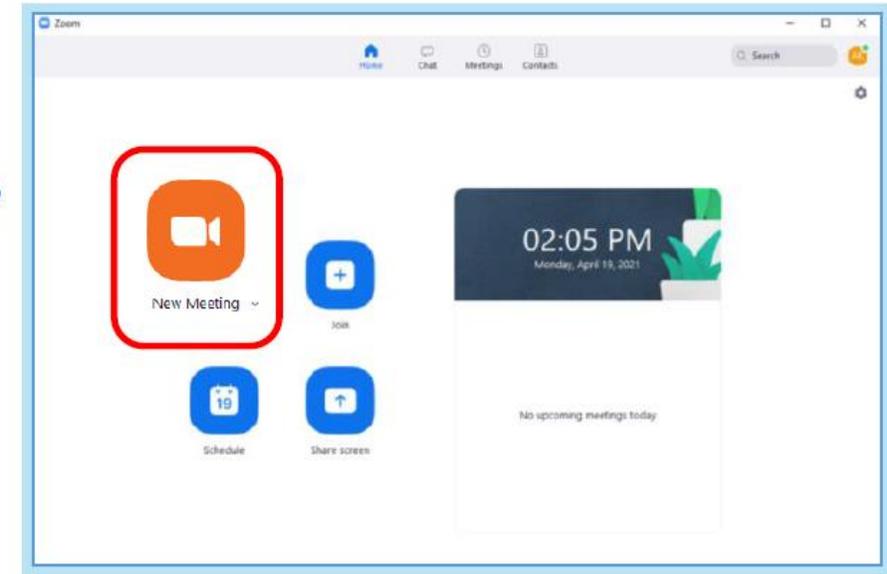
1. Start the zoom application



2. Sign in



3. Start "New Meeting"

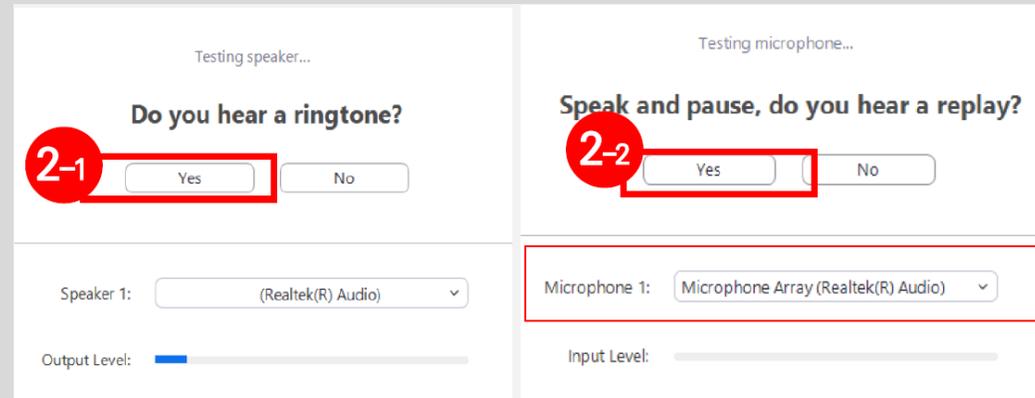


## Audio Setting

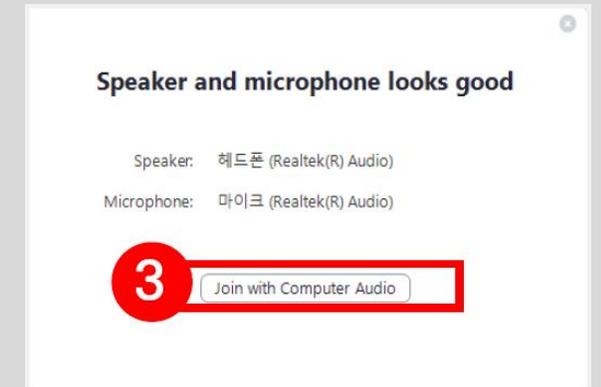
1. Click on **Test “Speaker and Microphone”**



2. Please test your speaker & microphone.  
Make sure that you hear sound.  
Also please speak to your microphone and make sure you hear yourself properly.

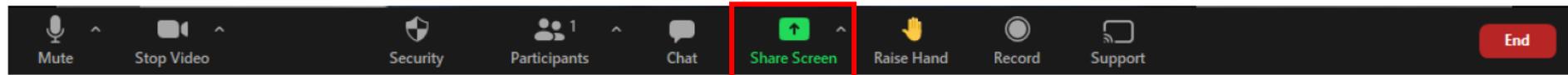


3. If you completed the test correctly, please click on **“Join with Computer Audio”**



## Opening a Presentation File

1. With the Zoom meeting window open, hover your mouse over the bottom of the window. You should see the menu bar below.
2. A microphone should be unmuted, and a camera should be also started.
3. Click the **share screen** button to select and start sharing the presentation file.



4. Put the presentation in **slide show mode (F5)**



You can adjust **your video position** on the slide by clicking on the box and moving it around to your desired location.

You can adjust **the size of the video** by clicking on the lower left corner and pulling the video down and to the left or up and to the right.

## Recording the Presentation

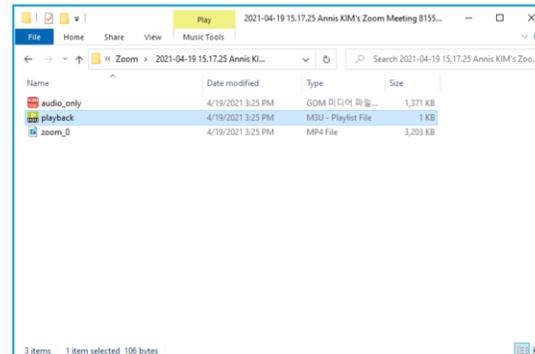
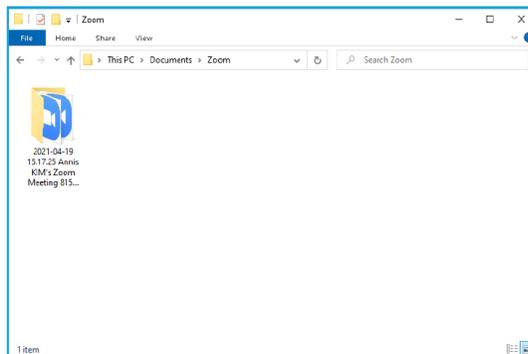
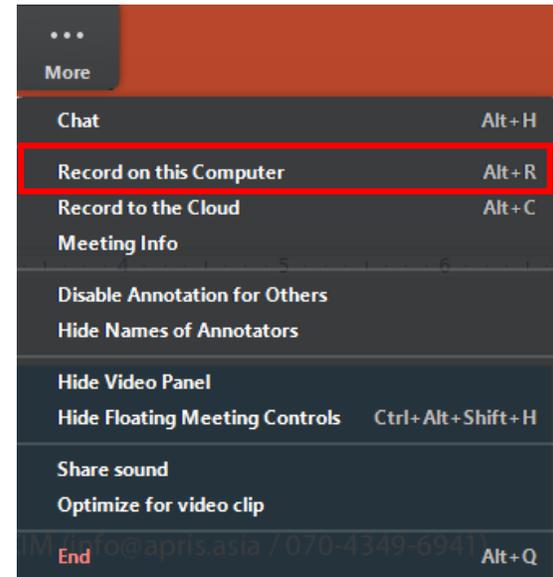
1. Start recording (**Alt + R** or Start recording under the more button)
2. When you're done recording, stop recording. (**Alt + R** or Stop recording under the more button)

\* At anytime, if you need the buttons at the bottom and they've disappeared, roll your mouse over the green "You are screen sharing" bar and it will reappear.

### Laser pointer

To use **the laser pointer** in your recording, right-click the slide and click Pointer options or **Alt + L**.  
When you stop using a tool, click on **Esc**.

3. The recording will save to your Zoom folder which should be in your Documents folder.  
You can search your computer for "Zoom", if needed.



**Make sure your self-view is visible as participants need to see both a view of your presentation and a view of you as a speaker.**