



tips for a successful presentation

Create a video of your session that will be uploaded to Whova for on-demand viewing.

- You can record your presentation from your home, office, or anywhere with a good internet connection.
- The background in your camera needs to be presentable and without distractions.
- Test different areas to find a place with good lighting. Natural lighting is best.
- Keep your presentation under the allotted time as there are scheduled activities before and after your session.
- To achieve the best quality of your video's audio, you will need to use a microphone separate from your computer. Headphones with microphone capabilities, for example, will be sufficient in making your video a success.
- Film horizontally as this will create a better viewing experience for our attendees.
- Use graphics and presentations to enhance your content.

recording in Zoom

This may take a bit of practice before the real recording. Remember to test sounds and functions before final recording.

1. Before you record, you can choose where you'd like your recording to be stored. Mouse over the bottom of the Zoom screen to show the bottom control panel. Click the small arrow next to the record button to pull up video save options. Select save to computer.
2. To show your screen, PowerPoint, website, software, etc., click green 'Share' button on bottom control. If you have more than one screen, select the screen number you'd like to share. Click 'Share' at bottom right.
3. Get familiar with controls. In 'Share' screen mode, mouse over the top middle part of the screen to show the top control panel. Note: The control panels will not appear on the recording. Click 'More' to show recording options. Click 'Pause Recording' to pause anytime. NOTE: Do not click 'Stop' recording in the same session or it will save multiple video files. If you would like to rerecord from the beginning, click 'Stop Recording' and click 'Record' again.
4. When finished recording, click 'More.' Click 'End Meeting.' Click 'End Meeting for All' and your recording will automatically start converting to .mp4 (video file).
5. Zoom will automatically save video files to your computer's Documents > Zoom folder. The location and folder should automatically open once the video is done processing. Click 'zoom.mp4' to play back your recording. Rename your file so it is meaningful to the event upload team and easy to identify. Example: "Session Title - Your Name"
6. Share your Zoom recording with event production team. When you are done with your video, all that is left is sending it to the event production team for upload.