



## Zoom recording instructions for pre-recording videos

We suggest using Zoom to create your pre-recorded presentation videos, and here we provide some instructions on how to do so.

1. Open Zoom (<https://zoom.us>) and log into your account.  
*In your profile ("My Account"), click "Settings", then "Recording".  
Some might have to ensure that "Local Recordings" is toggled on.*
2. "Host a meeting" or "Start a new meeting".
3. **Be sure that your audio and video are both on and working.** Your video is required in order to ensure a high-quality experience for the audience. Please ensure that your voice is recorded clearly, with minimal background noise or voice distortions. Try to use headphones or a microphone if possible, and we strongly recommend that you make a test recording to check that everything is working correctly and that you can be seen and heard clearly.
4. **Select "Screen Share" and ensure that you select your PPT slides or poster (based on type of presentation).**
5. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation and/or where your picture appears on the 'shared screen' accordingly.
6. Become familiar with the Zoom tools available at the edges of your screen. We encourage the use of the embedded laser pointer during the recording, which can be found as one of the options after clicking the "Annotate" button.

For poster presentations, we encourage you to zoom in and/or highlight the part of the poster you're talking about.

7. Press the "Record" button and begin your presentation. We recommend stopping after 1 minute, saving the recording, and then viewing it to ensure that you are happy with how it is being recorded. Please do this until you feel confident that the recording is working to your satisfaction.

**Please ensure that you strictly abide to the time limit of your presentation.**

8. Once you have finished your presentation, please select "Stop Record" and end your meeting.
9. A popup will open, and Zoom will begin to convert your video to your local system. **Please ensure that you save it in MP4 format and share only that format file with the INEBRIA committee via WeTransfer.**