

PRECI 2022 Pre-Recording Guidelines

All PRECI 2022 speakers are asked to pre-record their presentations. Pre-recording your presentation will ensure we can minimise any potential streaming disruptions that can happen during a virtual event.

The information provided below is intended to serve as a reminder to the expert presenter and as a primer to those less experienced, suggesting ways to make a visual presentation more effective for the audience.

How to upload your presentation

CONFERENCE PROGRAM PRESENTERS

Please ensure your pre-recorded presentation is uploaded as an mp4 video file ***no later than* Monday 7 November 2022** via the Dropbox link:
<https://www.dropbox.com/request/mOtlajxzDkSAIVmIDS7S>

POSTER PRESENTERS

Please ensure your 3 minute pre-recorded presentation is uploaded as an mp4 video file ***no later than* Monday 7 November 2022** via this link:
<https://www.dropbox.com/request/iFU8UirObsuAD2BVwLza>

Before you upload the presentation please rename the file as:

conference_day_time_First Initial_Last Name
ie- PRECI2022_Mon_0900_J_Smith.mp4

PRESENTATION FORMAT & LENGTH

Your **Presentation Recording** must not exceed your allocated presentation time. The PRECI 2022 virtual portal will be set up to automatically end presentations at the scheduled time, so we ask that you stick to time to avoid being cut off mid-sentence.

We recommend when you are recording your presentation to use Zoom (see instructions below) and to set the aspect ratio of your PowerPoint to widescreen **16:9 format**.

IMPORTANT: Please have the same background and outfit/hair style during your pre-recorded presentation and the live conference. This helps us achieve a consistent view for attendees and will give your session a nice flow.

Recording your presentation with Zoom

We recommend presenters record their presentation using the Zoom platform.

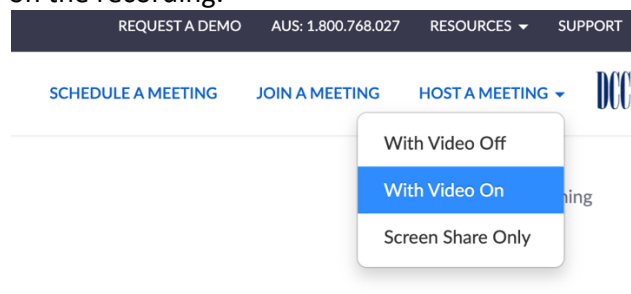
Recordings should ideally be done on a desktop computer that has a webcam. A laptop would suffice if necessary. This is to ensure a quality recording is produced.

IMPORTANT: Please have the same background and outfit/hair style during your pre-recorded presentation and the live conference. This helps us achieve a consistent view for attendees and will give your session a nice flow.

You can use Zoom in a browser or by using the Zoom Client for Meetings app for Windows, Mac, or ChromeOS. We recommend not using a **virtual background**. These are unavailable when you are live in the PRECI 2022 virtual portal, and so will give your session an inconsistent look.

Instructions

1. Log in to your Zoom account, if you don't have a Zoom account, [click here](#) to join for free.
2. Click "*Host a Meeting*" at the top right of the page and choose "with video on" to ensure you are visible on the recording.



3. If you have the Zoom app installed, your meeting room will open in the app, otherwise, it will open in your browser. You may be prompted to open the Zoom app. Please click on 'Open zoom.us'.

Open zoom.us?

https://us02web.zoom.us wants to open this application.

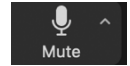
Always allow us02web.zoom.us to open links of this type in the associated app

Cancel

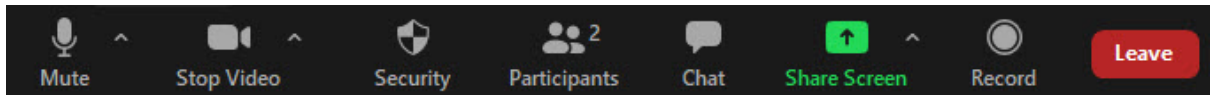
Open zoom.us

4. Join your audio by clicking the "*Join with Computer Audio*" button. It helps to use a headset or earphones for Zoom meetings, for better audio quality. If this is the first time you have used Zoom with your current microphone or speakers/headphones, it's a good idea to check your audio quality before recording.

5. Test the audio by clicking the small arrow next to the Mute microphone symbol, at the bottom left hand corner of the page. This will open a selection of options – click on ‘Test Speaker & Microphone’. This will allow you to test both your speaker and your microphone.



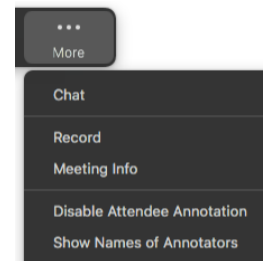
6. If you are using slides, to record them in your presentation click the green “Share Screen” button in the control bar at the bottom. Make sure your slides or presentation is open on your desktop.



7. When the share screen option box is open select your slides, and click share.
Note: Whatever you can see on your screen is what will be recorded – ensure you are not in ‘Presenter View’ for example.

8. When you’re ready to start, click the ...More button at the top right of the shared screen. Then select the “Record” button at the bottom of the meeting window.

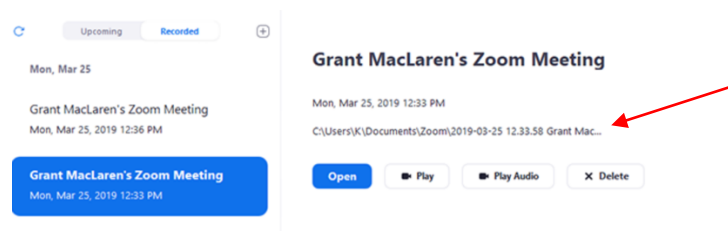
Note: When Zoom is recording, you will see a small red dot at the top left of the meeting window.



9. When your presentation is finished, click Stop Recording in the More... menu. Click End Meeting when finished.

10. The recorded meeting will be converted to MP4 once the meeting has been ended.

11. The recording will be automatically saved to where you have set recordings to go. However, if you are unsure where this is you can click on your Zoom app, click on Meetings at the top and then click Recorded. This will show you the file path to your recording.



If you have any questions, concerns or issues when you are recording, please feel free to contact us for support via preci2022@dcconferences.com.au

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