



ERICA CASH II Final Conference

January 25-27, 2021

Instructions for recording your presentation

Deadline for sending pre-recorded presentation & pdf-file:
January 11, 2021!

For the **ERICA CASH II Final Conference**, all presenters are requested to submit a recording of their presentation, which will be presented at the conference with live Q&A. In addition, presenters are asked to hand in a pdf-file of their presentation for facilitating the interactive discussions in Gather.Town. If there are confidential parts in your presentation you do not want to share, please delete them from the slides before sending it.

To make the recording process as convenient as possible, there will be two different methods for recording your presentation. A high-quality recording is a top priority for the organizing committee, so if you run into problems please don't hesitate to contact info@erica-etn.eu for assistance.

Below are the two different methods for recording your presentation:

Recording your presentation using Using Microsoft PowerPoint

- 1) Open your PowerPoint presentation.
- 2) Go to "Slide Show" and press "Record Slide Show".
- 3) From the top right-hand corner make sure you have the right microphone and webcam selected.
- 4) From the bottom right hand corner make sure you have your microphone and webcam enabled.
- 5) Once ready, press the red RECORD button at the top left-hand corner and wait for the countdown.
- 6) Present your work, but make sure you have small pauses between slides, as PowerPoint will cut the sentence while you speak and switch slides. Once finished you can close the presentation.
- 7) If there are any slides you are unhappy with, you are able to edit the recording for a specific slide by selecting "Slide Show" → "Record Slide Show" → "Record from Current Slide".



- 8) Once you are finished recording go to “File” → “Export”. Make sure you have selected “Use recorded timings and narration” and click “Create a video”.
- 9) Please send the recorded file to info@erica-etn.eu by using a file transfer service (e.g. WeTransfer).

Recording your presentation on Zoom

Please follow these instructions to record your presentation using Zoom. Other methods of recording your presentation are acceptable, as long as the supplied file is in an MP4 format. If you have any difficulties, please contact info@erica-etn.eu.

Accessing Zoom

1. If you haven't already, please register with Zoom (for free) by going to <https://zoom.us/>. Click **Sign Up, It's Free** and follow the on screen instructions.

SIGN UP, IT'S FREE

2. You can download the Zoom app, if you haven't already done so, by going to <https://zoom.us/download>. Click **Download** and follow the on screen or device prompted instructions.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.1.3 (28656.0709)

Recording your presentation

3. Launch the Zoom app.
4. Click the **New Meeting** icon.



New Meeting ▾



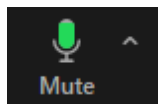
5. Click **Join with Computer Audio** (and/or **Video**) if prompted to do so.

Join with Computer Audio

Test Speaker and Microphone

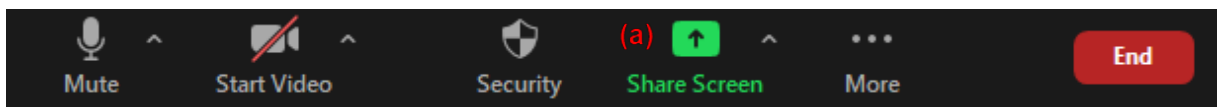
You may wish to test your audio by clicking **Test Speaker and Microphone** and following the screen instructions.

6. A window will appear with your image projected from your web cam. You will be able to see a toolbar at the bottom of the web cam window by hovering your mouse cursor over the web cam window. Ensure that your audio is working by speaking into it and noting that the microphone icon turns green.



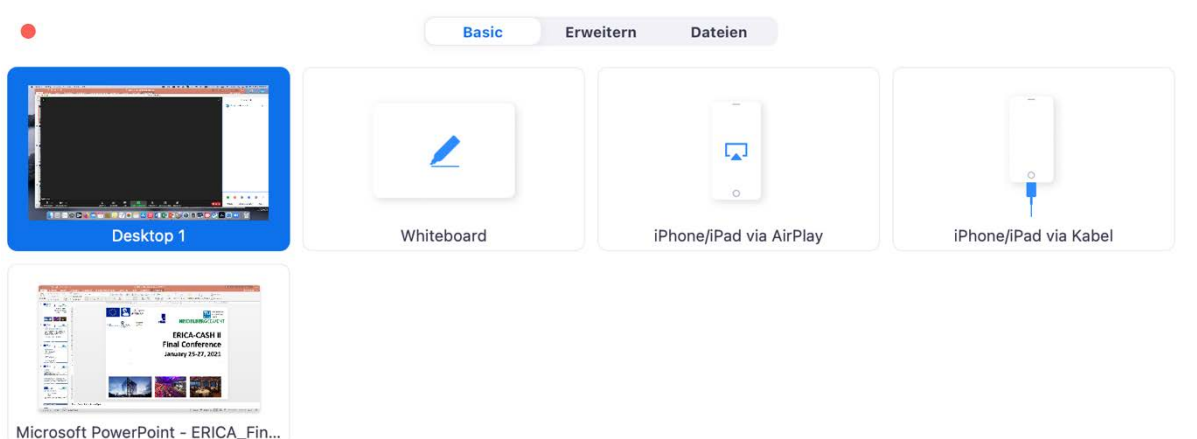
7. Ensure that your prepared presentation is open in a separate window (e.g. Powerpoint)

On the same toolbar, click the **Share Screen** icon (a).



8. Select the window that displays your presentation (b).

Click **Share**.





Your presentation will appear and your web cam window should appear as a small box to the right-hand side of your screen.

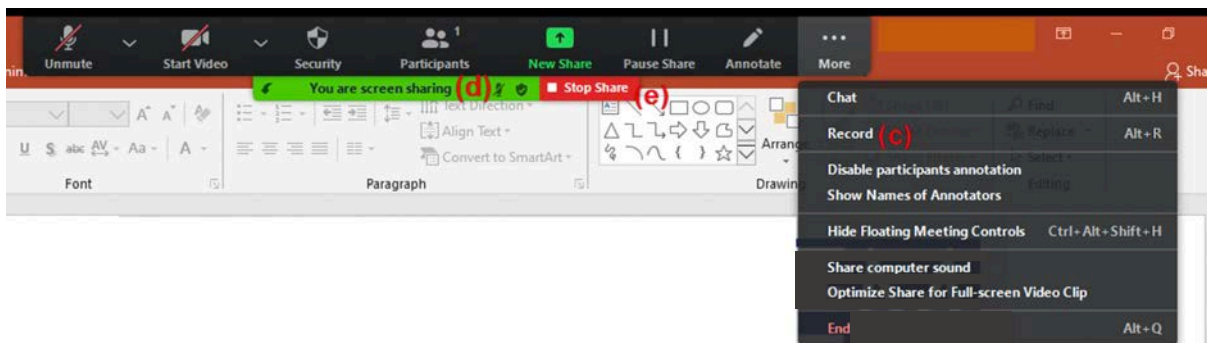
9. Click the **Slide Show** icon to show the presentation in full screen mode.



10. Hover your mouse cursor over the top of the green bar at the top of the screen displaying “You are screen sharing”.



A menu will appear - hover your mouse cursor over the **More** icon.

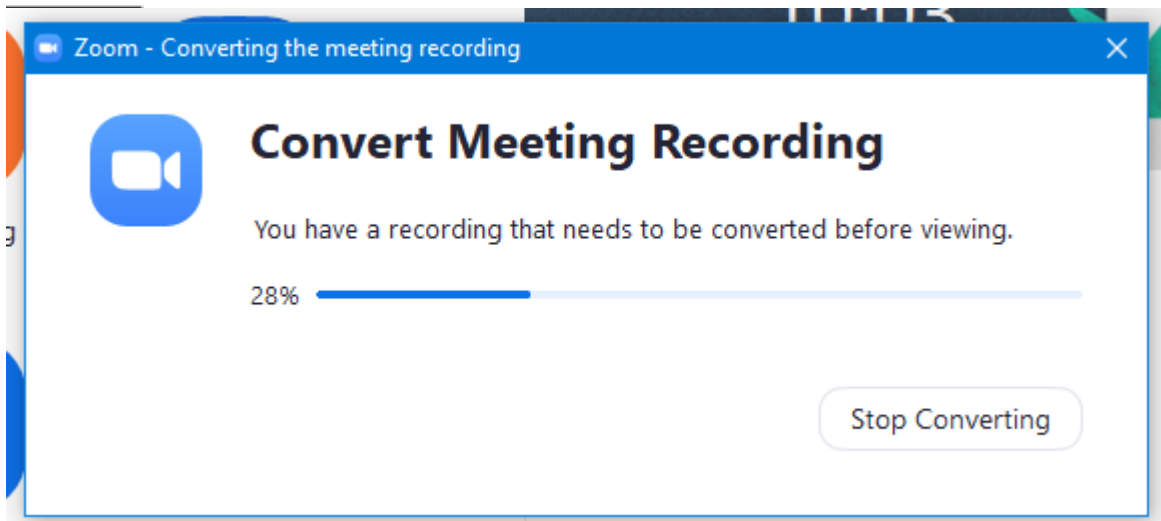


11. Select and click **Record** (c) - a red dot will appear in the green bar area (d) that indicates that Zoom is recording.

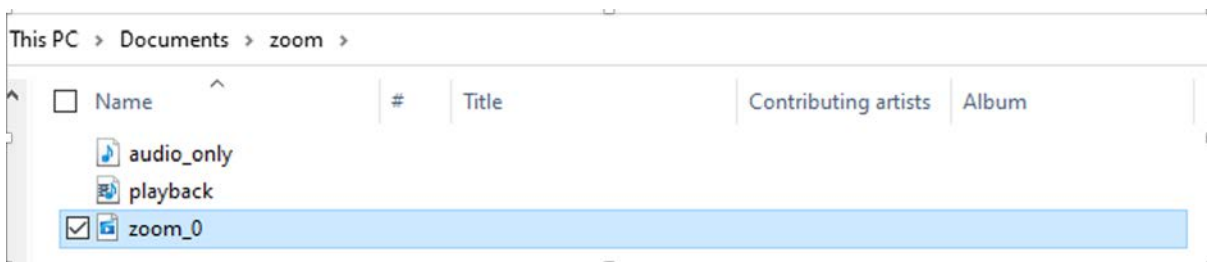


You should now record your presentation.

12. To finish recording, select and click **Stop Recording** from the same menu (c).
13. Stop screen sharing by clicking **Stop Share** (e).
14. To leave the session, click **End** on the main web cam window, followed by **End Meeting for All**.
15. Zoom will automatically convert your recording into several files – please be patient as this may take a while.



16. Zoom will create a folder in your **Documents** folder, named **Zoom**, where it will save the files - this should automatically open once Zoom has finished converting the files.



17. The required file will be named `zoom_0`.
Please check that the recording is correct. **Note that the conference organisers will not be responsible for incorrect recordings.**
18. Rename the file with your preference.
19. Please send the recorded file to info@erica-etn.eu by using a file transfer service (e.g. WeTransfer).