

HOW TO BOOK A TIME SLOT TO RECORD YOUR PRESENTATION

1. Click on the link you received via email
2. Select **your time zone** and click **continue**
3. Choose the preferred **date and time slot** for your presentation recording and click **continue**
Please book in advance as there are limited time slots available!

April 2020							Available starting times for Sun, Apr 19, 2020	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	AM	PM
			1	2	3	4	9:00 AM	12:00 PM
5	6	7	8	9	10	11	10:00 AM	1:00 PM
12	13	14	15	16	17	18	11:00 AM	2:00 PM
19	20	21	22	23	24	25		3:00 PM
26	27	28	29	30				4:00 PM
								5:00 PM

4. Fill in your details

You will need to schedule a recording slot for each presentation that you give

Your Name*	_____	
Your Email*	_____	Booking notifications will be sent to this email
Presentation Name*	_____	
Presentation ID*	_____	
Presentation Name 2	_____	
Presentation ID 2	_____	

Please note, if you have multiple talks to record and the **total duration of these talks are under 30 minutes**, then you may book one time slot and record the additional talk by entering the details of the second recording in Presentation Name 2 and Presentation ID 2.

After completing the above steps, you will see a confirmation page and receive a copy of the confirmation to the email address you indicated in the form. This will include the zoom link for your presentation recording session (if you do not receive the email, please check your spam folder).

Very important! If you need to change or cancel your booking, you can do so via the link in the confirmation email by clicking **Cancel**. Then, book a new available slot via the booking link in the original instructions email.

How would you like to update this booking?

 Reschedule

✕ Cancel

✓ Keep

Reschedule this booking

 **Reschedule policy**
Rescheduling is not permitted.

HOW TO RECORD YOUR PRESENTATION

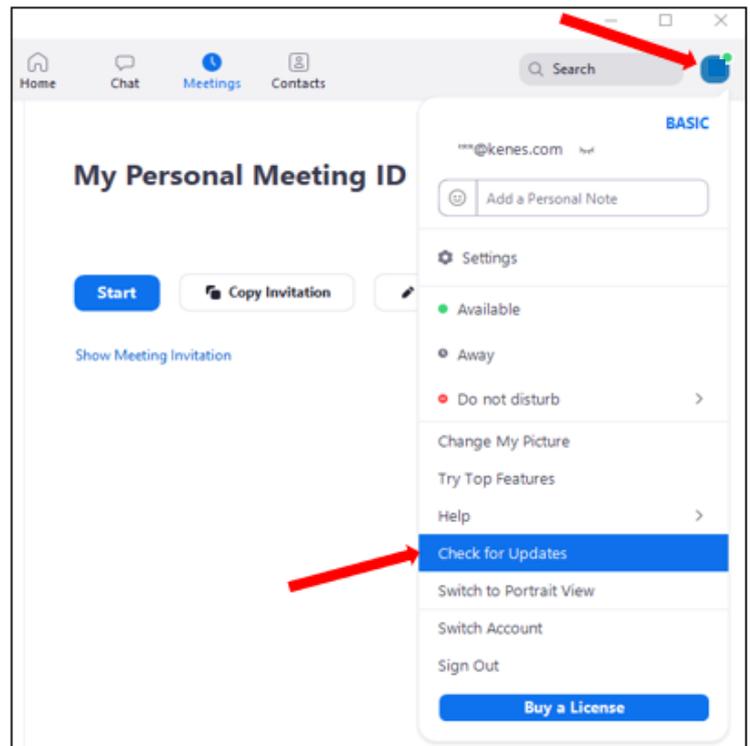
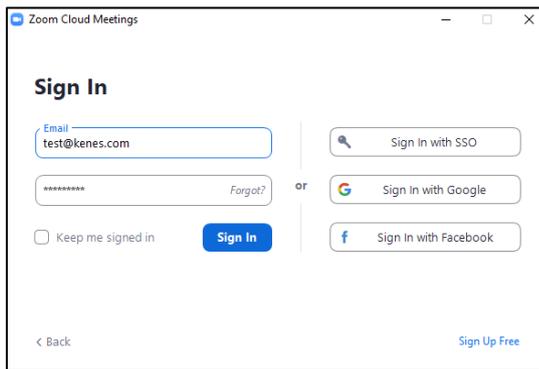
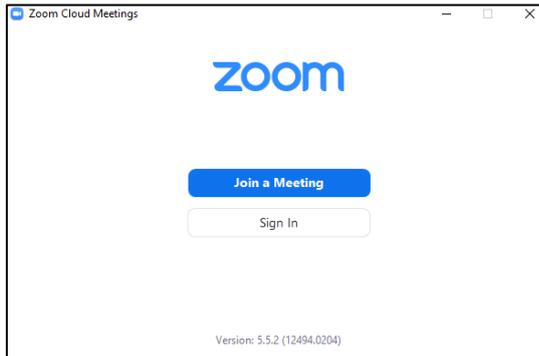
Please follow the below steps in order to record your presentation.

Once you enter the virtual recording room, a technician will be available to guide and assist you.

1. Please make sure to have:

- a. **A headset/earphones** with microphone connected to your computer, is highly recommended for the best quality recording. You may use wireless earbuds if the sound test is successful. If necessary, you may use the internal microphone of your laptop.
- b. **A computer with a functional webcam** (the laptop internal webcam will work). Camera height should be positioned directly in front of you at eye level, about a full arm's length away.
- c. **A stable internet connection**, we recommend using wired internet if possible. If you use WiFi please make sure that you sit near the WiFi router. 4G cellular should not be used.
- d. **A quiet environment** to avoid any noise or interruptions while giving your presentation (eg. pets, phone, doorbell, etc.)
- e. **A neutral background**, white, uniformly colored wall, or similar. Avoid bright backlight by making sure that the main source of light (such as a window) is in front of you. Please do not use virtual backgrounds.
- f. **Your PowerPoint presentation** (16:9 format) ready and open on your screen.
- g. Zoom software installed on your computer in advance. (To download the zoom software, [click here](#)).
If you have used "Zoom" on your computer in the past, please make sure you **have the latest version** with updates installed.

To install the updates: **Sign In**, enter your Email and Password, open the menu, select **Check for Updates**.



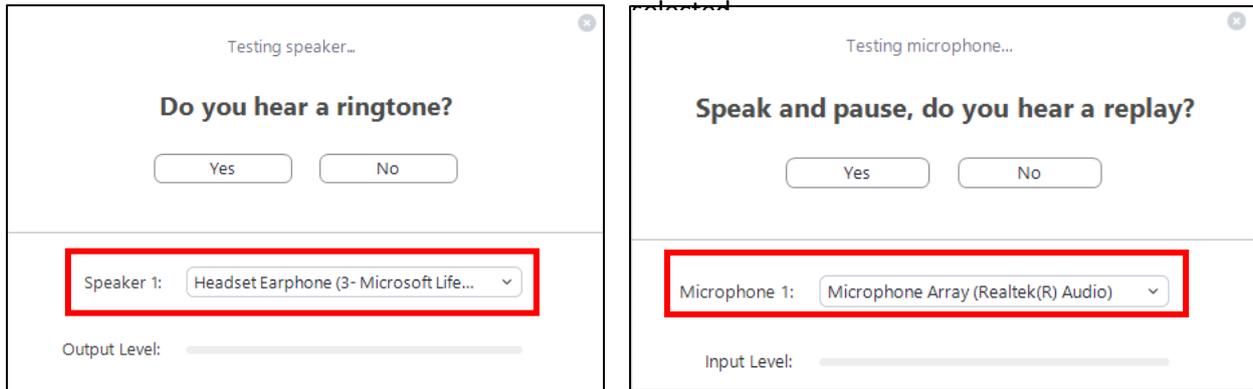
2. Join the recording session

Reminder: the zoom link to join the virtual recording room can be found in the booking confirmation email.

- a. Click the zoom link and enter your **Full name**, then click **Join Meeting**.
- b. Click **Test Speaker and Microphone**



If you do not hear any sound, check that the correct speakers and microphone have been



c. When both tests are completed, please click **Join with Computer Audio**.

3. During the recording session

In the zoom window, at the bottom of the screen you will see the following icon menu:



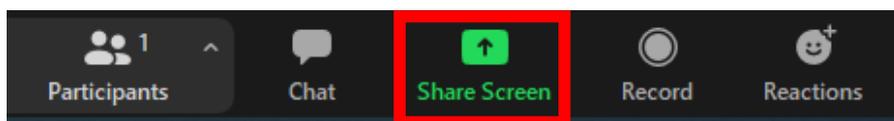
- **Audio:** When you speak, please make sure that your microphone is **not muted**

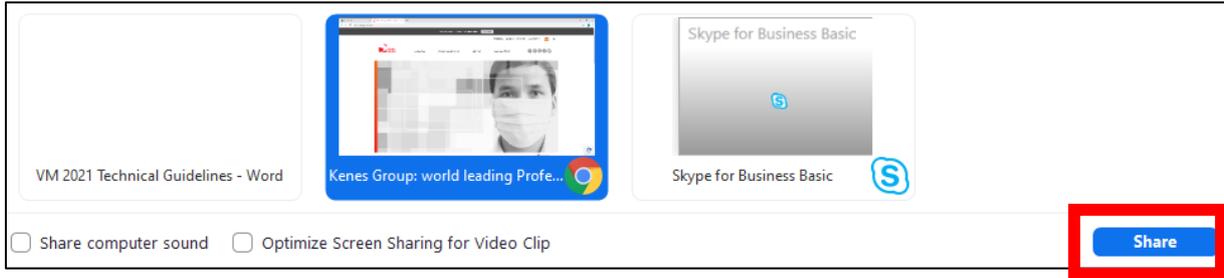


- **Video:** Enable your video camera so you will appear on screen during your presentation

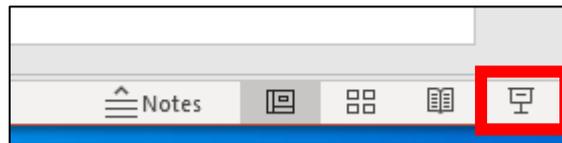


Share Screen: Click the 'Share Screen' icon, select the screen with your presentation and then click the blue 'Share' button.





Be sure to use slideshow mode for your presentation.



Note if you have a video to share, it is recommended to embed the video in your .PPTX file. If you have issues with the video sharing, it is possible to share it directly via the 'Advanced' tab, then select 'Video', blue **Share** button and open the video file you wish to share.

If you have any questions, please contact our support at: ecocity@kenes.com