



WAPOR Salamanca Conference

Pre-recording via ZOOM

Options for Pre-Recording

Record via Zoom

- Recommended when you are showing more than slides and if there are more than one speaker / presenter.
- Use an existing Zoom account including the Free version
- Record your screen, slides, and camera in a flow (as if you were presenting live)

Record via PowerPoint

- Record one or more slides at a time
- PowerPoint makes it easy to edit the audio of one slide at a time
- The benefit is it is easier to perform an exact script, the downside is PowerPoint recording sounds a bit more monotonous

First, prepare yourself

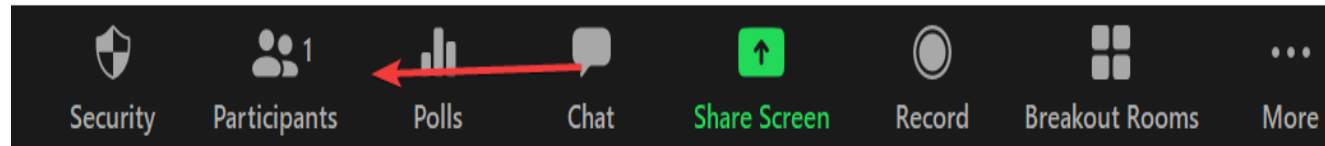
- Do you have the ZOOM software?
 - If not, download it. You only need the free version.
 - You will find many good tutorials in ZOOM. Listen to them.
- Do you have good material?
 - Ensure that your camera is as good as possible
 - Think about using a microphone in order to have a better sound recording.
- Do you want to present with one or more other speakers?
 - You will have to invite the other speaker(s) to the session
- Will you use a Power Point presentation?
 - You need to open it ahead of time.

Recording Via Zoom

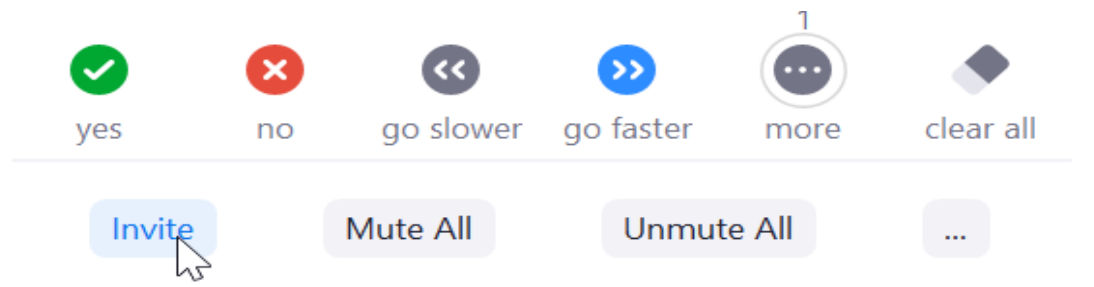
You are ready?

Start a Web Meeting (<https://zoom.us/start/videomeeting>)

- Open your existing Zoom account
- If other speaker(s) will intervene, be sure to click on the Participants tab



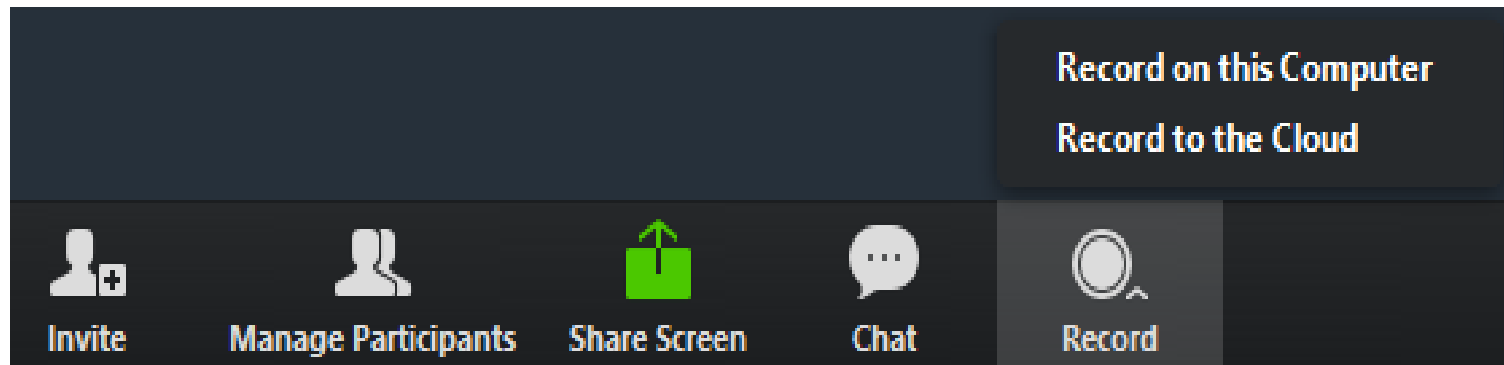
And then, click to Invite them. You will be given a link that you can send them.



Recording Via Zoom

Start a Web Meeting

1. Once you are ready click Record >
 - a) Record on this Computer will put the file on your computer.
 - b) Record on the cloud will put the recording on ZOOM's cloud space and you will receive a link to the recording. You can download the file from that link.

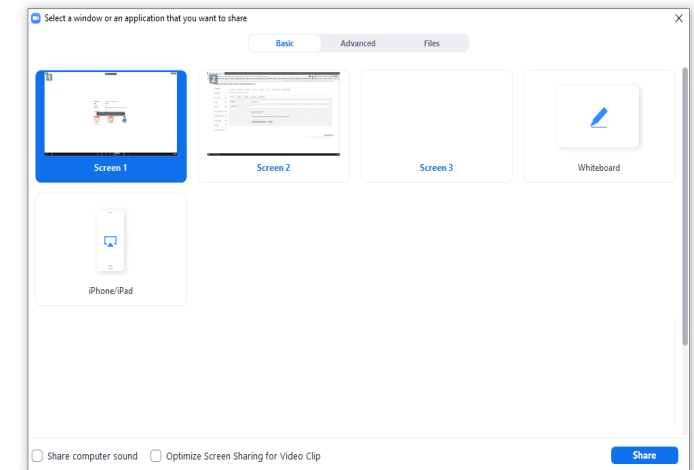
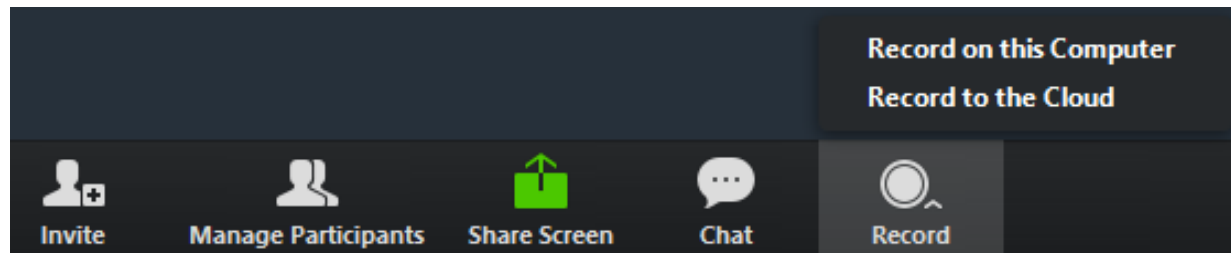


Recording Via Zoom

Start a Web Meeting

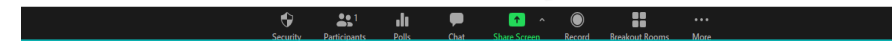
2. Introduce yourself and your co-presenters (if there are any). Be energetic 😊

3. **Share your screen. This is the only way for people to see your presentation.**



4. **START** the Power Point diaporama and present your slides.

5. Final wrap up (stop sharing). Thanks to everybody. 😊



Revise your recording and upload

- In order to see your recording, you need to close ZOOM completely. It is only then that ZOOM will start the file transfer process.
 - If you recorded on the cloud, you will get a message on your email telling you that your recording is ready with a link for you and a link that you could send to somebody else (your co-presenters for example) if you want someone to have a look at it before you submit.
 - You will need to download it on your computer before uploading it to the Salamanca virtual conference site.
 - If you recorded on your computer, you will see a folder appear with the .mp4 file. You can share this file and upload it directly to the Salamanca virtual conference site.
- Note that this process may take between a few minutes and a few hours, depending on ZOOM overcrowding.
- If everything is ok, you can upload your recording to the Salamanca virtual conference site. 😊

We wish you a great conference!

- If you have any technical issues, you may contact:
 - Renae Reis, our WAPOR Executive Coordinator, of course:

Renae@wapor.org