HOW TO RECORD YOUR PRESENTATION

Please follow the below steps in order to record your presentation.
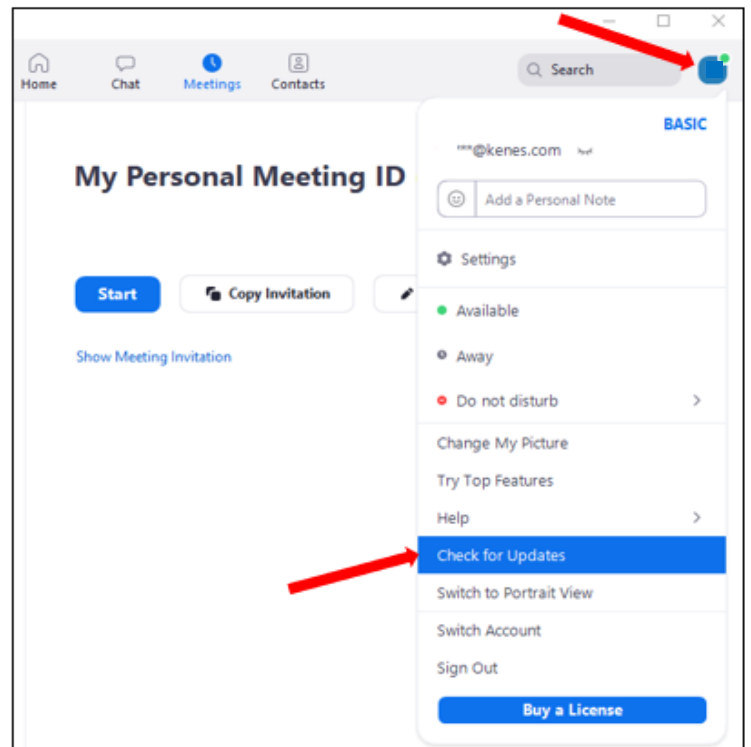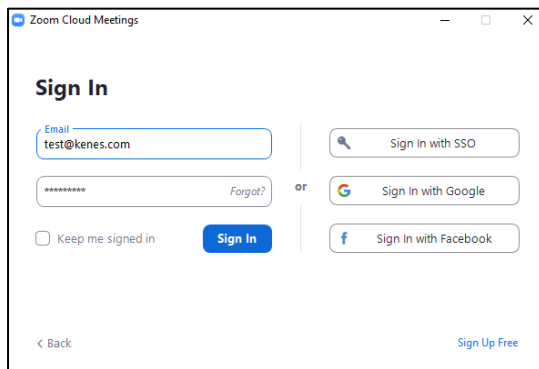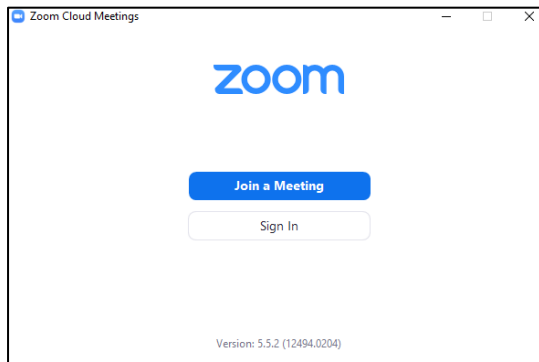
Once you enter the virtual recording room, a technician will be available to guide and assist you.

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 Wi-Fi, please make sure that you sit near the Wi-Fi 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**

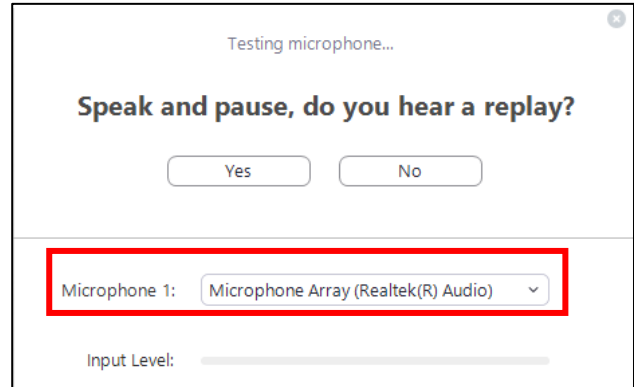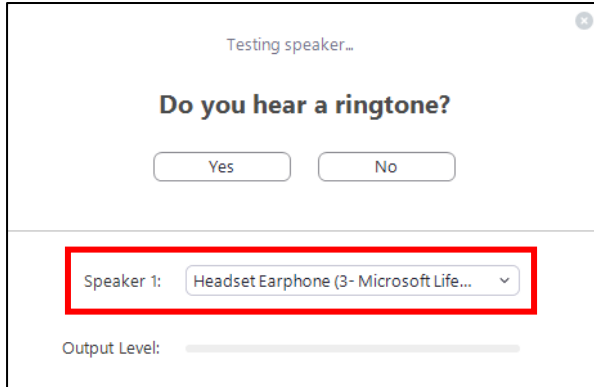   Reminder: the zoom link to join the virtual recording room can be found in the booking confirmation email.

   a. Click the zoom link and enter your **Full name,** then click **Join Meeting.**

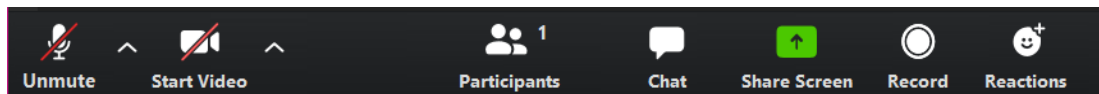   b. Click **Test Speaker and Microphone**

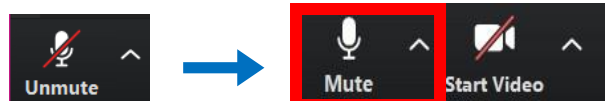If you do not hear any sound, check that the correct speaker and microphone have been selected.

c. When both tests are completed, please click **Join with Computer Audio**.
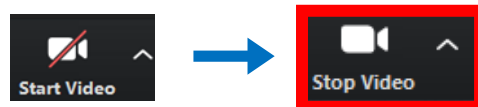
3. During the recording session

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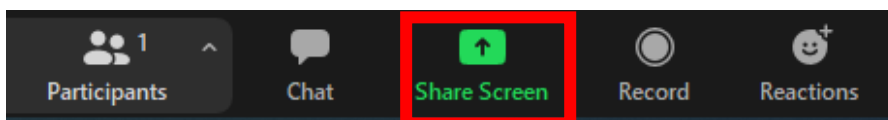

- **Audio:** When you speak, please make sure that your microphone **is not muted**
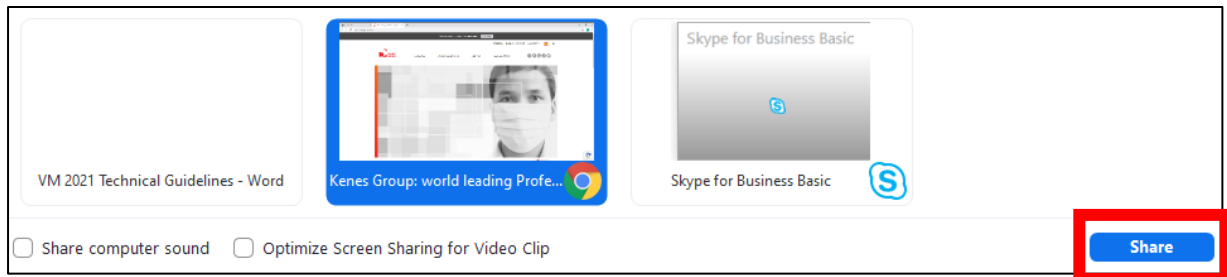

- **Video:** Enable your video camera so you will appear on screen during your presentation
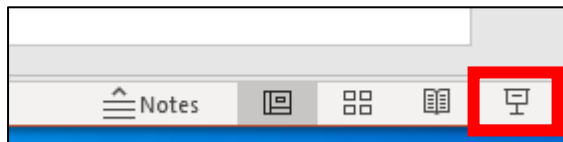

Share Screen: Click the 'Share Screen' icon, select the screen with your presentation and then click the blue **'Share'** button.

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 us at: wspid@kenes.com