**ICPC 2021 Instructions for recording presentations**

**Recording an oral presentation**

- Please record your oral presentation and provide the link (Zoom cloud or YouTube) to us using this form. It will be played at the designated time during the conference.
- The presentation should be 15 minutes maximal in length.
- Prepare the visual aids (slides) as if you are making a presentation in person. Make sure the texts and figures are easy to read and the content is arranged appropriately.

**Recording a promotion video for a poster presentation**

- Please record a promotion video for your poster presentation and upload it to Whova. Instructions will be provided soon.
- The recording should be about 1 minute in length.
- Posters or other materials in the video should be made to be easy to read and visually engaging in order to communicate your research clearly to the audience.
- Since everyone will have access to your poster, make sure you are not just reading it word for word. Make sure you are advertising your poster in a fun way to others to get them engaged in the presentation.

**Preparing for recording**

- Select a quiet location and avoid echoes or distractions.
- Locate the light source in front of you instead of behind you.
- Dress professionally as if you were presenting in person.
- Look into the camera, not the screen.
- Rehearse your talk beforehand.
- Use the mouse to highlight the content as if you are using a laser pointer during an in-person presentation.

**Making a recording**

- We will provide detailed instructions for recording using Zoom. If you prefer other conferencing software, here are some resources:

    - Zoom local recording
    - Zoom cloud recording
    - Microsoft PowerPoint (*.ppt or *pptx)
    - Open Broadcaster Software
    - Take a photo or record a video Quicktime on Mac

**Record a presentation using Zoom**

- Zoom works on any platform (Windows, Mac, and Linux) and **it is free**.
- If Zoom is not installed on your computer, you'll need to download the app and install it. For instructions: https://support.zoom.us/hc/en-us/sections/200704559-Installation
- Start a meeting where you are the only participant and you will see yourself on the screen.
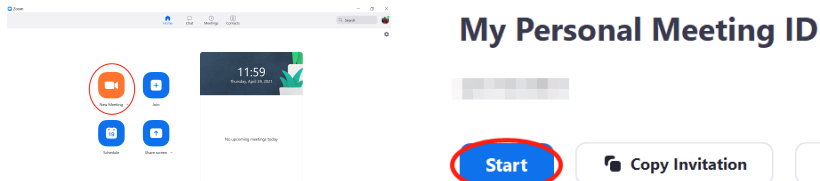


- or
- Adjust your video and audio so that they are good enough for your presentation.
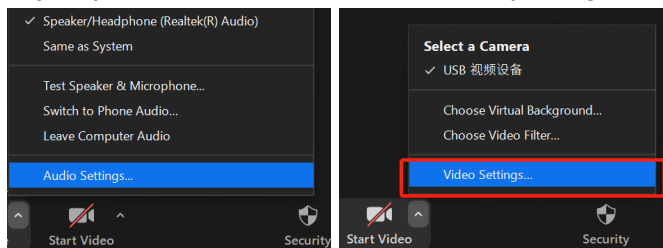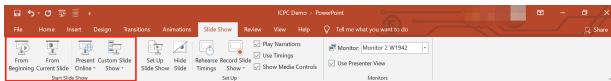


- Open your slides and click on the "Share Screen" button.



- When sharing your screen, you will need to check the box "share computer audio."
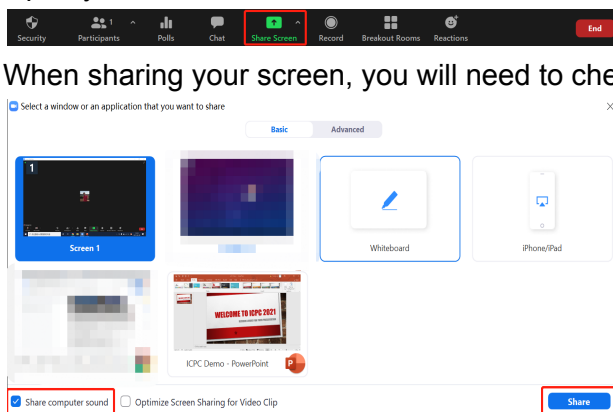


- You will see yourself in a small window on top of the shared screen. You can move the speaker window and change its size.

- Now get ready to go through your slides in your presentation software (e.g. PowerPoint).
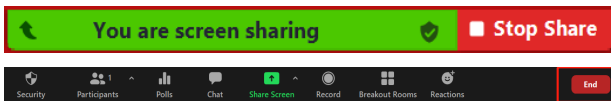


- In Zoom, move the cursor to reveal the toolbar, click on "More," and select "Record."



- You can choose to record locally (the video will be saved on your computer) or record to the cloud (the video will be saved in your Zoom cloud storage).
- You can start to present now.
- When your talk is complete, click on "Stop the recording."



- Now "Stop Share" and press the "End" button.





- Select "Leave Meeting" and an .mp4 file will be created in your local Zoom folder or Zoom cloud (whichever you have chosen when started recording).
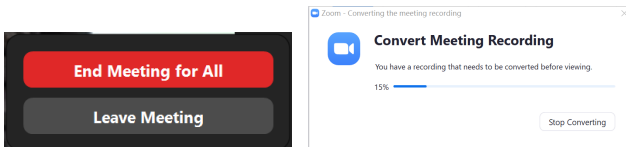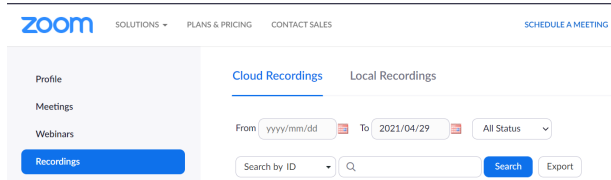


- We recommend that you record a short sample before you record the whole presentation so that you can adjust the settings as needed.

## Uploading recordings

- **(Optional) Edit your recording:** If your video contains long non-talking space that you want to remove, or if there are multiple videos that you want to combine, you might want to edit your recording. There are many free resources which can do simple edits to video files, e.g. Windows Video Editor and iMovie. Here is a screenshot of Video Editor where you can trim, split, or combine videos and add title cards and texts to the video.

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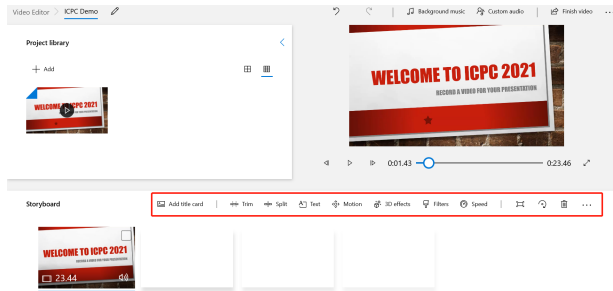  

- **Share the Zoom cloud recording link (if you saved the video on Zoom cloud):** You will receive an email to your Zoom account email address. Enter the cloud storage through the host's link or through your Zoom panel. Click on the "Share" button and change the status to "public" and turn off "password protection" so that we can access it during the conference. Click on "Copy shareable link" to share.

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- **Upload and share a YouTube video (if you save the video on your computer):** In your YouTube front page, click on the "Create" button and upload your video. Please make sure your video is "public" so that we can access it during the conference. Once it is uploaded, go to the video and click on the "Share" button and copy the link to share.

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- Once uploaded, submit the oral presentation link to this form. Promotion videos for poster presentations should be uploaded to Whova (further instructions to be provided).

- Here is an example of what a recorded presentation may look like. Please understand that this is only a brief introduction to a poster presentation. Make sure to still follow the guidelines above, especially the length and content of recording.