



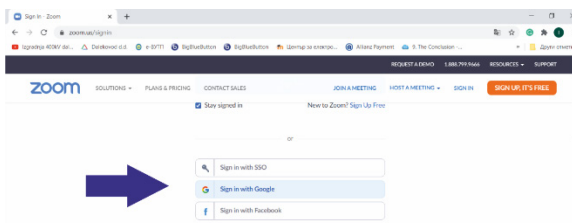
Recording Video Presentation with Zoom

ZOOM allows you to record your computer screen and voice to create a video. In this tutorial, we will illustrate how to use the ZOOM to record your presentation.

You could use a webcam to record yourself during the video presentation with Zoom.

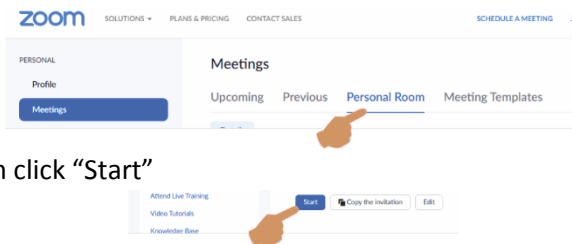
It is highly recommended that you practice using Zoom before recording your video presentation so that you are comfortable during your recording.

1. Prepare your presentation according CIEES 2021 template and save it.
2. Sign in or Create ZOOM account



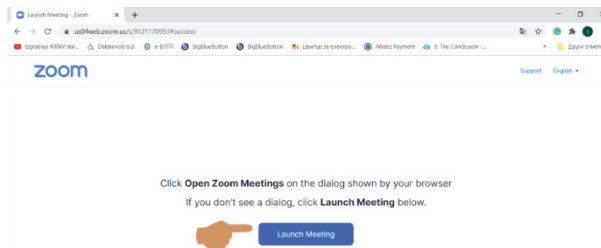
You can initiate a Zoom meeting without any other participants and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record.

3. Click the button "Personal Room"

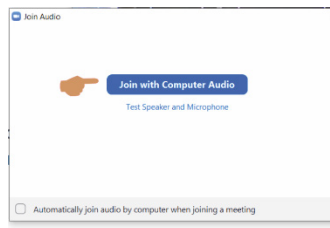


4. On the screen bottom click "Start"


and "Launch Meeting"



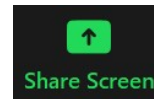
Zoom will begin a video conference session. If asked to choose an audio conference option. Click **Join with Computer Audio**



Maximize your ZOOM window.

5. Press the windows logo key  and from the bottom click “Zoom Meeting”

6. At the bottom of the Zoom window, click **Share Screen**



7. In the Share window, click the window you wish to use in the recording and click the “Share Screen” button

Notice: You will see a green border around the screen or application that is being shared. When a window is being “shared” in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.

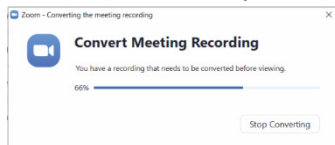


8. Run your CIEES 2021 presentation and press F5 (for full screen)

9. To start recording press **Alt+R**

Notice:

- Please stay on your first slide for 10 seconds without talking. After the initial 10 seconds of silence have elapsed, you may proceed with your presentation normally.
 - Similarly, after you have concluded your presentation, please remain on the final slide for 10 seconds in silence.
 - Your presentation should be at least 10 minutes in length but should not exceed 12 minutes. It must be voiced in clear and understandable English. The filename must be the title of your paper.
 - Before submitting your video presentation to us, please check that the slides are legible and that the audio is clear.
10. When your presentation is finished, click Stop Recording by press **Alt+R**
11. Click **Stop Share** in the Zoom bar at the top of the screen.
12. Click **End Meeting** then click **End Meeting for All**
13. ZOOM automatically will be convert and save video and opened the storage folder



14. Rename video file ID **.mp4 and send us the recording of your video via this website:

<https://wetransfer.com/>

IMPORTANT: The deadline for the submission of the presentation recording is 12 November 2021. Send us the recording of your video using this site: <https://wetransfer.com/> to e-mail conference@ciees.eu . You should receive a confirmation.