

Technical Guidelines for Speakers

This document provides step by step instructions on how to:

1) Book a meeting to record your presentation

2) Record your presentation (via Zoom)

Please take the time to read the information below to ensure proper video and audio quality.

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

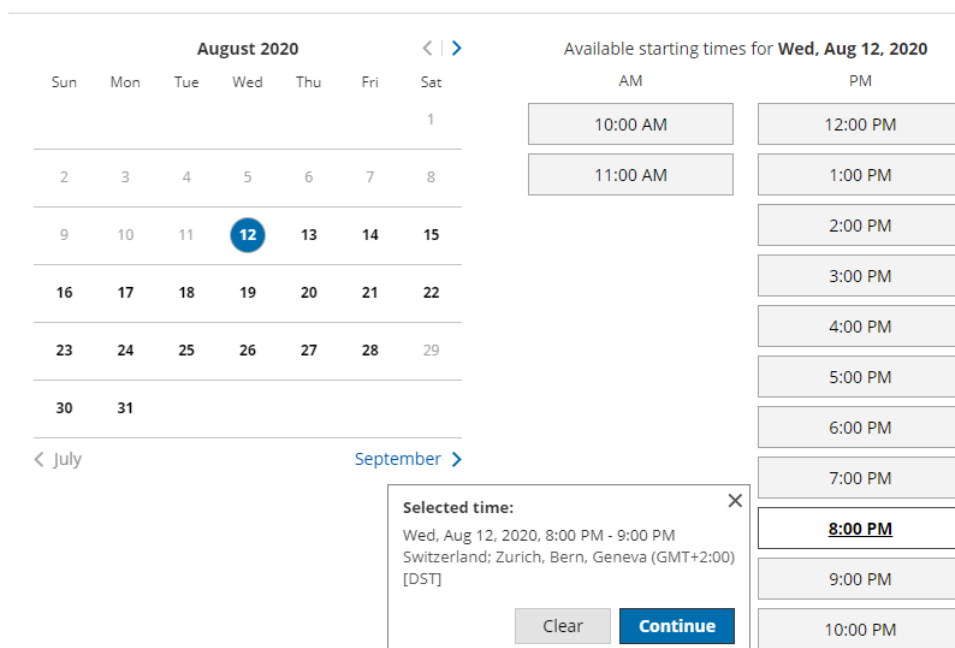
Graphics and templates with the conference logo can be found [here](#).

The disclosure slide is accessible [here](#).

How to book a time slot to record my presentation

Please make sure to book a recording slot for each presentation that you give

1. Click on the link you will receive via email.
2. Confirm your time zone.
3. Choose the preferred date and time for recording your presentation and click “Continue” to confirm your selection.



August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Available starting times for Wed, Aug 12, 2020

AM	PM
10:00 AM	12:00 PM
11:00 AM	1:00 PM
	2:00 PM
	3:00 PM
	4:00 PM
	5:00 PM
	6:00 PM
	7:00 PM
	8:00 PM
	9:00 PM
	10:00 PM

Selected time:
Wed, Aug 12, 2020, 8:00 PM - 9:00 PM
Switzerland; Zurich, Bern, Geneva (GMT+2:00)
[DST]

Clear Continue

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4. Please fill in your details:

Insert the **Presentation ID** and **Presentation name** from the email that was sent to you. Please make sure to use your correct email, a confirmation email will be sent to this mailbox.


Your name* _____

Your email* _____ Booking notifications will be sent to this email

Presentation Name* _____





PRESENTATION id* _____

5. After completing the form, you will see a confirmation page with your zoom link, this is the link for the virtual recording room.

 **Your booking is confirmed**

An email confirmation was sent to

Add the event to your calendar:

-  Add to Outlook Calendar
-  Add to Google Calendar
-  Add to Apple Calendar
-  Add to mobile/other calendar

Your booking details

Meeting type:
Record Your Lecture

Team member:
zoom20

Time:
Sun, Apr 19, 2020, 1:00 PM - 2:00 PM

Conferencing information:

When it's time, [join the meeting](#) from PC, Mac, Linux, iOS or Android:
<https://zoom.us/j/96327378431>

Access Information:
Where: Zoom
Meeting ID: 96327378431


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- You will also get a confirmation email to the email address that you indicated when you filled the form (if you do not see it, please check your spam folder).

Very important! If you need to change or cancel your booking, please use the link that was included in the confirmation email to do so.



Booking details

Subject
Record Your Lecture


Booking page
zoom20

Time
Sun, Apr 19, 2020, 01:00 PM - 02:00 PM
(GMT+3:00) [DST]

[Cancel/Reschedule](#)

Conferencing information
When it's time, join the meeting from PC, Mac, Linux, iOS or Android:
<https://zoom.us/j/96327378431>

Access Information:
Where: Zoom
Meeting ID: 96327378431



How to record your presentation

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

If you still have not set a booking time, please go back to the guide above “How to book a slot to record my presentation”.

If you have more than one presentation, you will need to book a slot for each of them.

Once you enter the virtual recording room, a recording technician will be available for you during the recording in order to assist with any questions or issues that you may have for the recording session.

Please follow these steps to record your session:

1. **Be ready and set-up for the session**
2. **Join the recording session**
3. **Check your computer audio**
4. **Share your screen**

1. Please make sure that you have:

- a. A headset/headphone with microphone connected to your computer. This is highly recommended for the best quality recording.



Alternatively, you can use the internal microphone of your laptop.

- b. Stable internet connection, we recommend using wired Internet if possible. 4G should not be used.
- c. Please make sure that the environment surrounding you while you make your recording is quiet, to avoid any sound interferes to the presentation (e.g. barking dog, phone ring, etc).
- d. Your PowerPoint presentation is ready, open on your screen.

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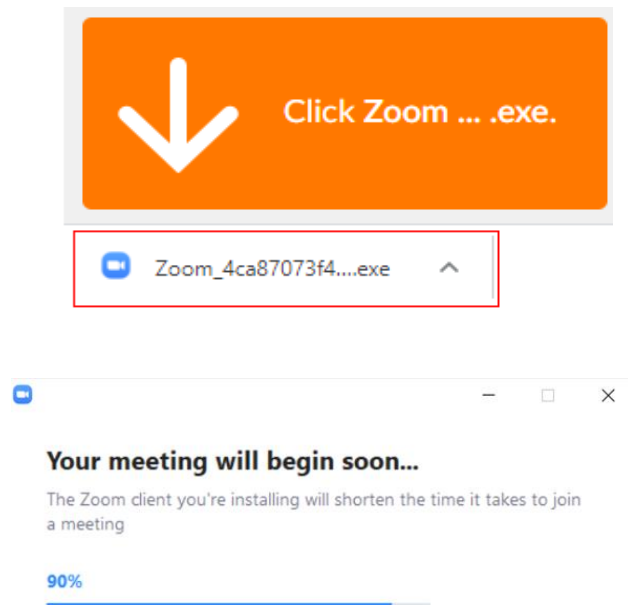
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2. Joining the recording session

After you have booked your recording slot you will receive an email with a link to join the session, please click on the link a few minutes before the scheduled time, and you will be prompted to download the “Zoom client”, please install Zoom on your computer (if you have used “Zoom” on your computer in the past, the meeting will open automatically).

The zoom client will start:



Please enter your **Full name** and click on “**Join meeting**”.

3. Check your computer audio

Please click on “**Test Speaker and Microphone**”

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Join Audio

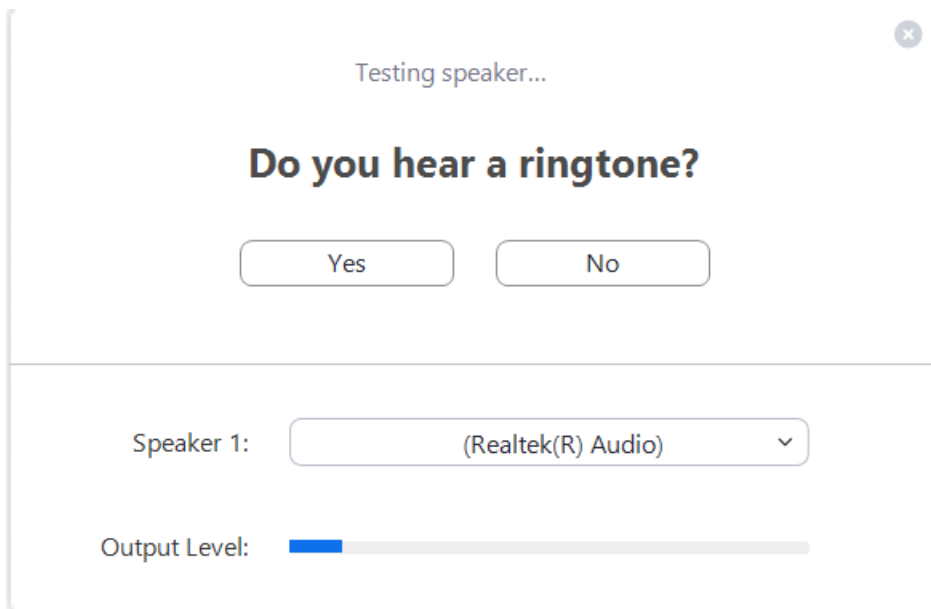
Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Please test your Speaker

Make sure that you hear sound. If you do, please click on “**Yes**”. If you do not hear sound, please check that the correct speakers are chosen.



Please Test your microphone

Please speak into your microphone and listen to the playback to make sure you hear yourself properly.

If you do not hear anything, please check that you have chosen the correct microphone.

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Testing microphone...

Speak and pause, do you hear a replay?

Microphone 1:

Input Level:

If you completed the test correctly, please click on "[Join with Computer Audio](#)"

Speaker and microphone looks good

Speaker: Speakers (Realtek(R) Audio)
Microphone: Microphone Array (Realtek(R) Audio)

Please enable your video camera.

When you start talking, please make sure that your microphone **is not muted** (when you speak you will see a green indicator on the microphone icon in zoom)



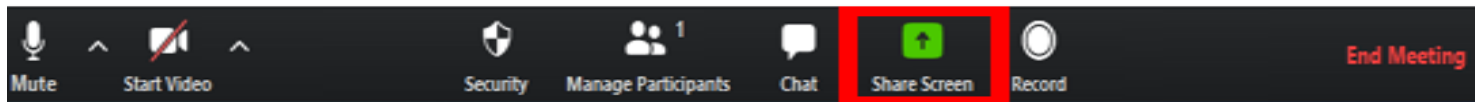
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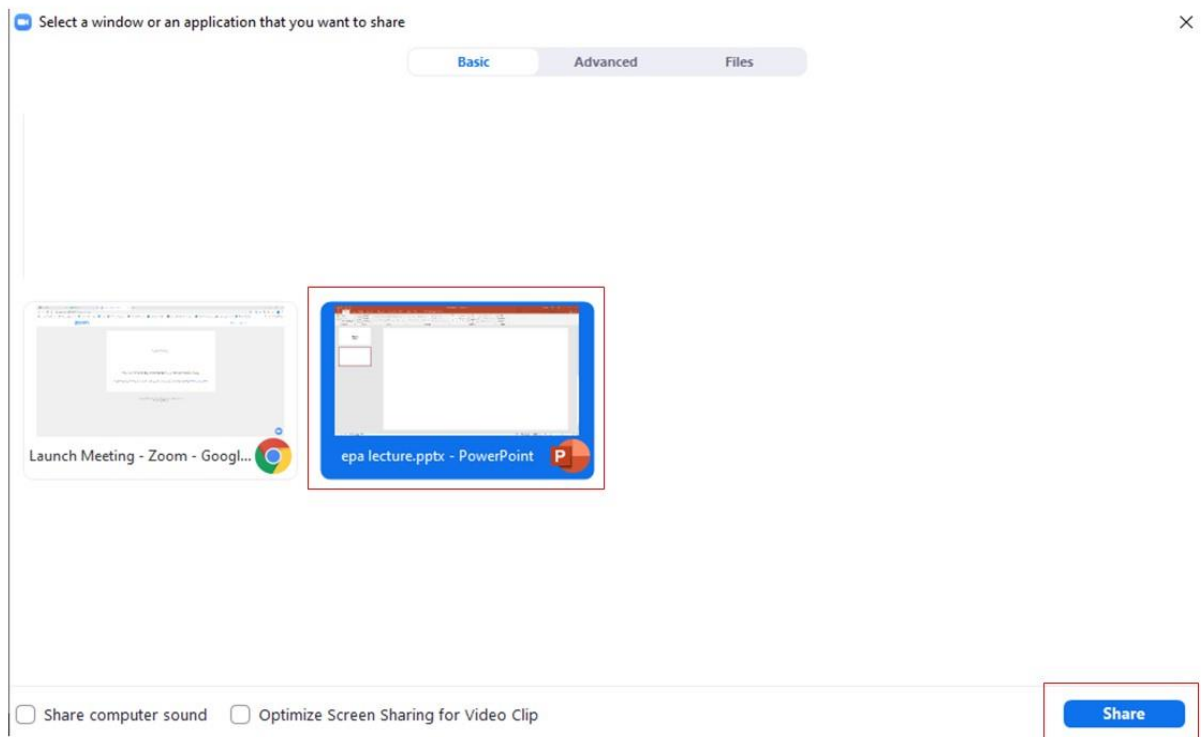
4. Share your screen

Please make sure that your presentation is open.
In the zoom App you can click on the “share screen” button



You will then be able to find in the list your PowerPoint presentation and click on it, and click the share button.

Find in the list your PowerPoint presentation, click on it and click the [Share](#) button.



Once all these steps are done, you can start your recording.