

Recording your presentation via Zoom

Please note that this guide is based on settings that are included in the FREE user Zoom account. The free version of Zoom includes 40 consecutive minutes of recording.

Getting started

Planning your presentation

Connect with your association to confirm the allotted time available for your presentation and consider all elements of your presentation, including slides or other content, your location, and if you're incorporating any interactive elements into your presentation, etc.

Preparing your recording space

- Ensure the lighting in the room is bright, complementary, and does not cast shadows by trying out different lighting combinations.
- Carefully choose a quiet and bright location for your presentation that is neutral and clutter-free, to minimize distractions. Virtual backgrounds can create bandwidth issues or be distracting.
- Your rehearsal should take place at the same time of day that you would record your presentation.

Preparing your technical equipment

- Where possible, consider a dual screen set-up. This will allow you to share your screen, and see your speaking notes and the audience simultaneously. Ensure that your notes are on the same screen as your camera so you are always facing your camera and the audience.
- When you are preparing to share your screen, ensure you share the document itself and not the screen. Other notifications or pop-ups are distracting for attendees!
- If you are sharing space or internet bandwidth with other people, ask them not to use the internet (or microwaves!) while you are recording, as they can interrupt and slow your connection.

Setting up Zoom

How to start a meeting/recording:

1. In the white, top right navigation bar select "Host a meeting".
2. A dropdown menu will appear. Select "With video on".
3. A meeting will start. If you have not downloaded the Zoom app, it will automatically download now and appear in your download bar along the bottom of your browser.
 - a. Install Zoom and launch your meeting.
 - b. Your video will start automatically.
4. Click "Join with Computer Audio".
5. You are now in Zoom and able to record!

Having audio/video troubles?

For audio:

1. In the bottom left corner, identified with a microphone icon, click the up arrow "^^" next to the microphone and ensure that the correct microphone and speakers are selected.
2. If that does not fix the problem, you can select "Audio settings" for more advanced options.

For video:

1. In the bottom left corner, identified with a camcorder icon, click the up arrow “^” next to the camera and ensure the correct camera is selected.
2. If that does not fix the problem, you can select “Video settings” for more advanced options.

We recommend that you share your screen prior to recording.

Important notes

To minimize file corruption and size, **leave your video unedited post-recording**. If you do edit your video post-recording, ensure it meets all these specifications or it will not be accepted:

- Format: MP4
- File size: less than 1.5GB per hour of recording
- Codec: H.264
- Network Optimization: enabled
- Frame rate: less than or equal to 30 frames per second
- Resolution: less than or equal to 1920 x 1080
- Video data rate: less than or equal to 3600kbps
- Audio data rate: less than or equal to 192kbps

The deadline to submit your video is **Friday, April 22, 2022**. If submitted after the deadline, we cannot guarantee that your video will be uploaded to the virtual event platform in time for your session. Please specifically name your video to support us in the upload process to the virtual event platform.

Naming your on-demand or pre-recorded video

Use this format: Association Acronym-Session title-MMDD

Example: CSA-HowToMowTheGrass-0514

Important: Do not use spaces or special characters in your video names

Congress staff will update your pre-record video name with your session ID and the presentation order.

Upload your video

Your video must be an .mp4 file or it will not be accepted. Upload your .mp4 recording to the following link by **Friday, April 22, 2022**: the link is now available and can be provided by your association’s organizer.

1. Follow the link.
2. Click “+” next to “Add your files” to select your video (**.mp4 format with the proper naming format!**) and click “OK”.
3. Enter you email and title of video (**with proper naming format!**).
4. Click “Transfer”. WeTransfer will ask you to verify your email address with a code sent to your email. Check your junk/spam folders if you don’t receive it.
5. Your video will upload and show the status. This could take anywhere from five to 15 minutes.

Your association will contact you if there are any issues with your video.

