

PhD Open Days



Seminars, alumni sessions, pitches, and more.


26th to 28th of October 2020 [Virtual Mode]

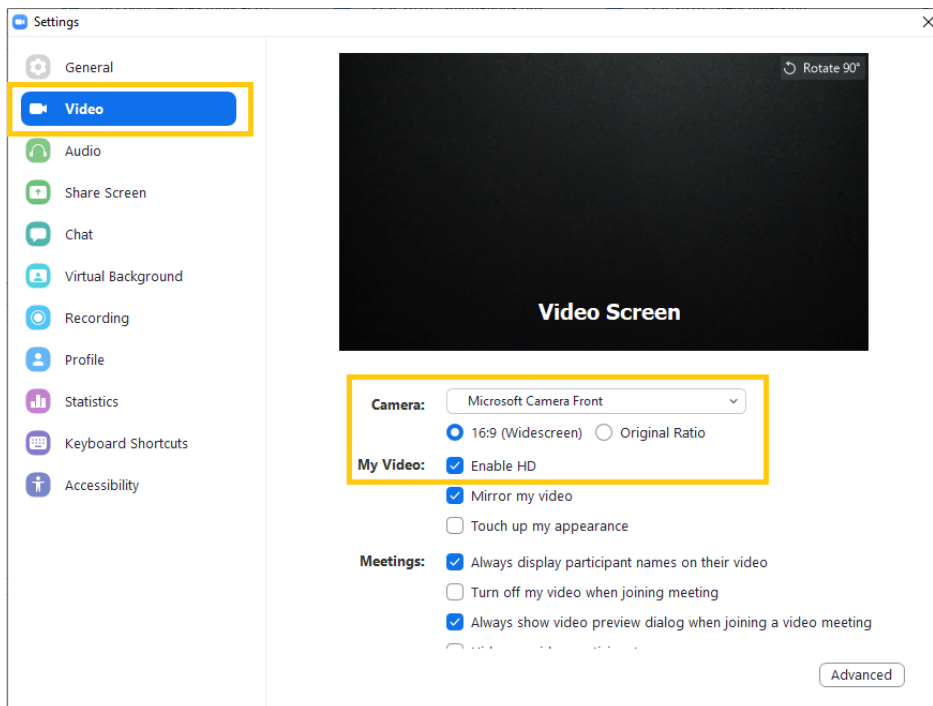
Instructions for recording your video-poster presentation with Zoom (Duration: ~5 minutes ; Size: < 100 Mb)

1. Technical requirements:

- a. Do **not** use any passwords or encryption for your files.
- b. Flash-animations and macros are **not supported**.
- c. Please use the **format 16:9** for your presentation.
- d. Please use a **headset** to record your lecture. This will improve the audio quality tremendously.
- e. Use of an **external microphone** instead of the PC mic can also improve a lot the audio quality.
- f. Feel free to **use the webcam** to record yourself as well.
- g. We recommend to either use Power Point or Zoom to record your lecture.

2. Zoom platform download and settings:

- a. Download and install the "Zoom Client for Meetings" Software from <https://zoom.us/support/download> if you haven't already.
- b. Double click on "Start Zoom" to launch the application.
- c. Sign In. If you don't have an account, click "Sign Up Free".
- d. After signing in, you will see the Hometab.
- e. Click on the gear icon  in the top-right corner to open the settings.
- f. Adjust the settings to match those shown below.
- g. Camera: Select the camera you want Zoom to use "16:9 (Widescreen)".
- h. My Video: Select "EnableHD".

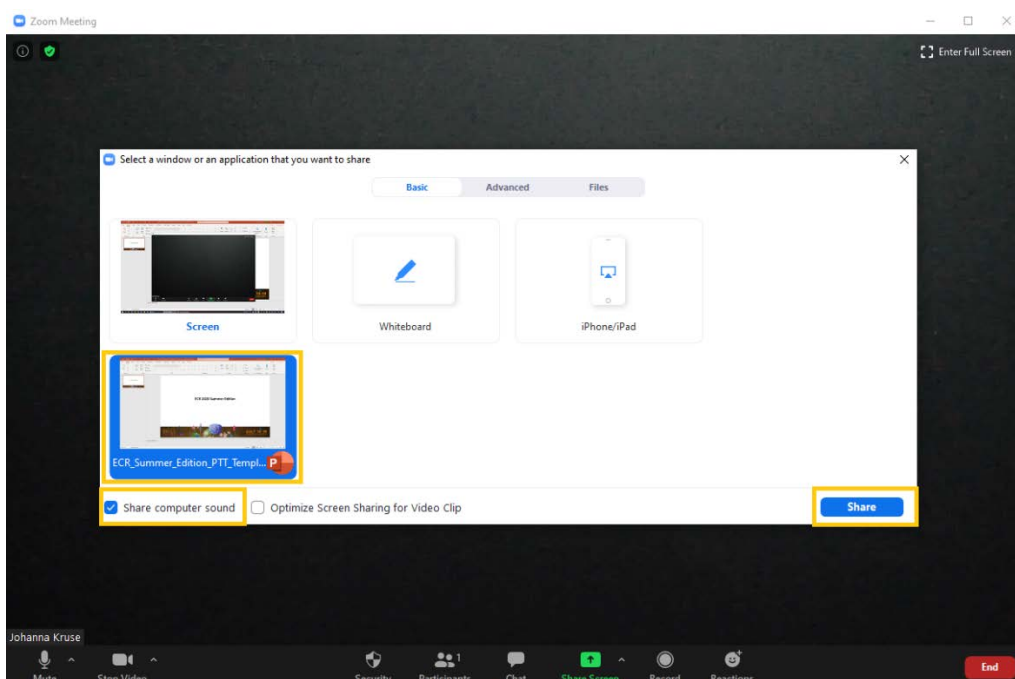


3. How to record your presentation:

- a. Close all applications except Zoom and your presentation.
- b. In the Zoom Client, start a new meeting from the "Home Tab".
- c. Click "Share Screen" in the meeting controls.



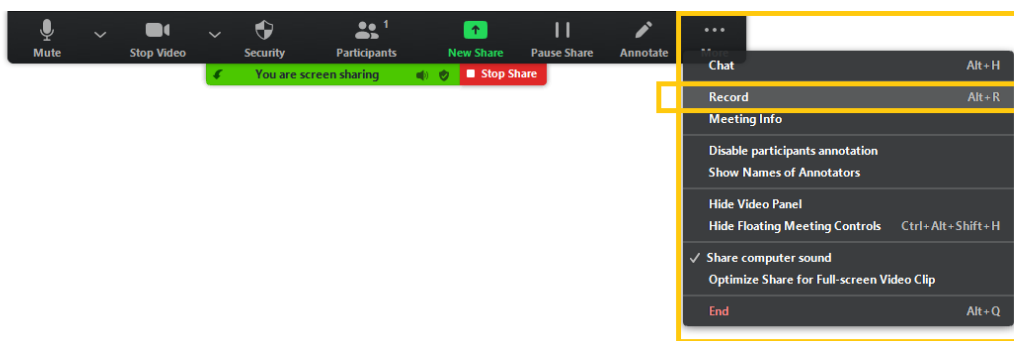
- d. Select your presentation window, select the "Share Computer Sound" checkbox and click the "Share" button on the right. A green border indicates which window you are currently sharing.



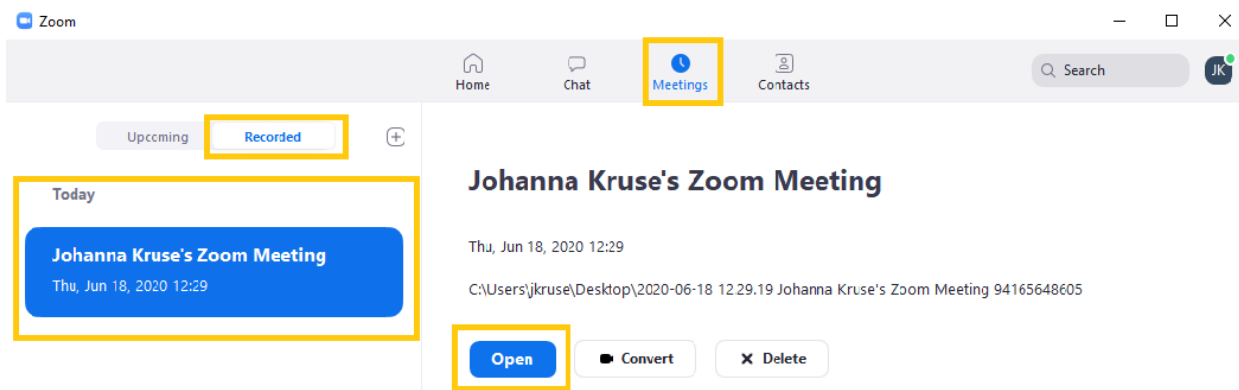
IMPORTANT: Please maximize the small floating window showing the webcam video by dragging the bottom-left corner of the window as wide as possible.

NOTE: This setting has a direct impact on the recorded video layout and will have a negative impact on the recording if not set properly.

- e. While sharing, switch the presentation software into slide show/presentation mode.
 - f. In order to ensure that the webcam video does not overlap with your view of the slides, click in the center of the black bar at the top of the video screen and drag it to the bottom-right corner of your screen. Do not simply minimise this screen as this will affect the recording of you in the final video.
 - g. Having the webcam video partially off screen will not impact on the recording of you in the final video. The final video will display your slides to one side of the screen and the recording of your webcam to the other.
- h. Start the recording in the Meeting Control -> More -> Record.



- i. Give your lecture and **make sure you do not go over your allotted time.**
- j. Once you finish your lecture, end the meeting by clicking on the right-bottom corner red button "END"> "End Meeting for all". The recording will stop automatically.
- k. After the meeting has ended, Zoom will convert the recording so you can access the files. If you have trouble finding your recorded video file, return to the Zoom Home tab, select "Meetings" and your recorded files on the left.



- l. Locate the .mp4 file of the recording and open it.
- m. Review your presentation.
- n. Is the audio clear?
- o. Are you happy with the overall result?
- p. If you are happy with your video, please be sure to name it with the following information: **PhD Program – Name of Presenter**