

Guidelines for self record

6 tips for a successful video conference!

1. Best Camera

2. Sound Quality

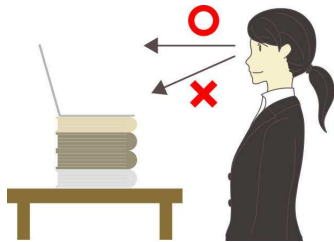


We strongly recommend that you use a quality webcam. Built-in camera do not typically deliver as good quality as separate webcams.



Please use a headset, earbuds, or external USB micro to detect unnecessary noises and sounds.

3. The Right Position



It is important to face the camera at eye level.
If you are using the camera on your laptop, you can stack a few books under your computer to bring the camera at eye level.

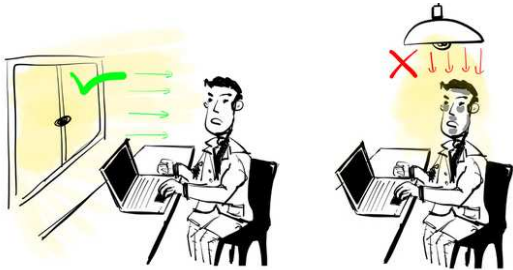


Always adjust the angle of the camera to place yourself both horizontally and vertically in the center.



An ideal view would be from about mid chest to just above your head.

4. The Perfect Lighting



The lighting should be facing you and not coming from behind, as back lighting will make you appear dark.

The easiest is to set up facing a window.

If you cannot face a window, or if the window must be behind you, consider getting a small LED light or lamp to place on your desk facing you.



5. The Ideal Room Background



Try to set up in a room that has the lowest chance of you being disturbed.

It is also great to have some personal items behind you, but make sure that it is not so much that it is distracting.

When possible, give yourself some space between you and the wall behind you.

6. A stable internet connection

A good internet connexion is key.

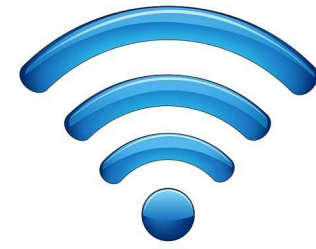
Whenever possible, use a wired connection instead of WIFI

For the time of the record, close all programs opened on your computer (browsers, softwares...) except the ones needed for the recording.

You can test your internet connexion on : <http://speed.googlefiber.net/>

- Clic on the « **play** » button
- Check the values for Download (minimum 1Mbps) and Upload (minimum 3Mbps)

If you don't reach the minimum values please contact our technical assistance



Record your presentation

Recording time (*max*)

12 minutes (regular)

25 minutes (invited)

3 minutes (poster)

Recommended
format 16:9

Recommended
type : mp4 | 720p

Please see different recording tools you can use

Google Meet

- Follow the [link](#) to see the instructions
- Direct [link](#) to the tutorial video (Youtube)



Recordings include the active speaker and anything that's presented. Recordings are saved to the organizer's Meet Recordings folder in My Drive. An email with the recording link is sent to the meeting organizer and the person who started the recording. The link is added to the Calendar event.

Zoom

- Follow the [link](#) to see the instructions
- Direct [link](#) to the tutorial video (Youtube)



Local recording is available to free and paid subscribers.

Local recording allows participants to record meeting video and audio locally to a computer.

Local recording is not supported on mobile device

GoToMeeting

- Follow the [link](#) to see the instructions
- GoToMeeting [website](#)



Teams

- Follow the [link](#) to see the instructions



Record any Teams meeting or call to capture audio, video, and screen sharing activity. The recording happens in the cloud, and is saved to [Microsoft Stream](#), so you can share it securely across your organization.

Loom

- Follow the [link](#) to see the instructions (Youtube)
- Loom [website](#)



PowerPoint

- Open your file and select « Diaporama »
- Click on « Record diaporama »


A drop-down menu appears to either record from:

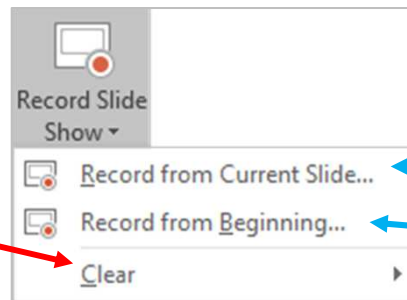
- the current slide (option 1) or
- from the beginning of the presentation (option 2).

Choose the option you prefer to start recording

This process is compatible with PowerPoint **version 2019**.
If you use an older version,
you can record but with your **voice only**



 The option « **Clear** » will be available once recording.
Be careful as if you click on it, it will delete all previous recordings!



Option 1

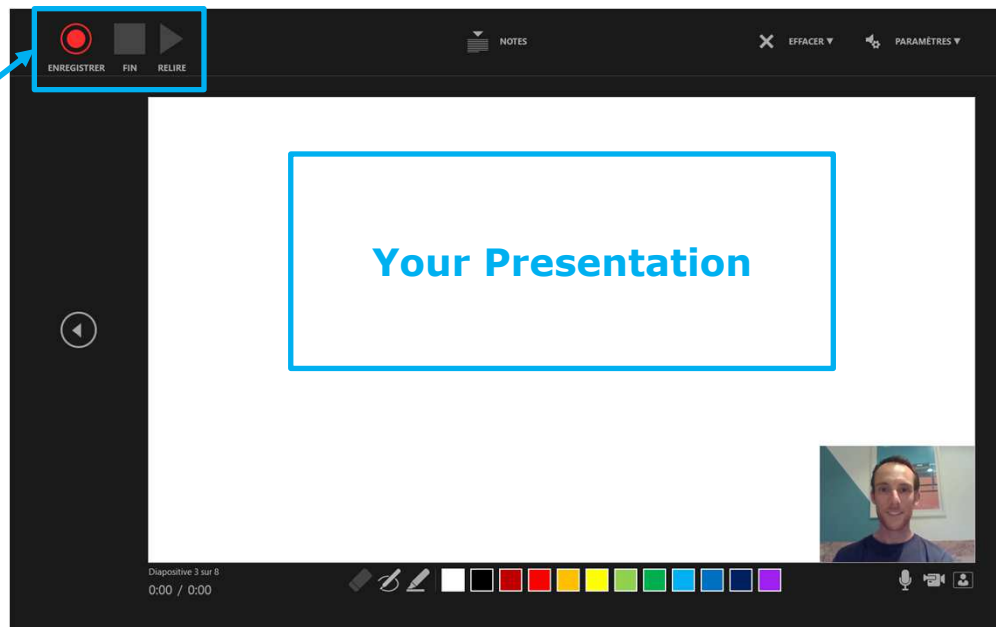
Option 2

PowerPoint - Record your presentation

When you click on « Record diaporama », your presentation will appear in a black window (similar to PPT Presenter mode).

You can find 3 buttons to **start**, **pause** and **stop** recording.

When you are ready, you can click on the red button to start recording. A countdown of 3 seconds will be launched once your recording starts.



This process is compatible with PowerPoint **version 2019**. If you use an older version, you can record but with your **voice only**.

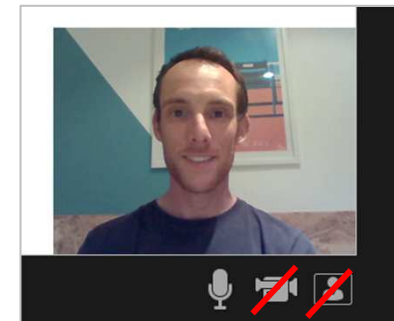
PowerPoint - Video Narration 1/2

- PowerPoint for Microsoft automatically records the time you spend on each slide.
- You can record audio or video narration as you run through your presentation.
- The buttons at the lower-right corner of the window allow you to turn on or off the microphone, camera, and camera preview.
- Mouse movements are not recorded.

If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also.



Be careful: if you re-record your presentation, previous versions will be deleted.



Without camera

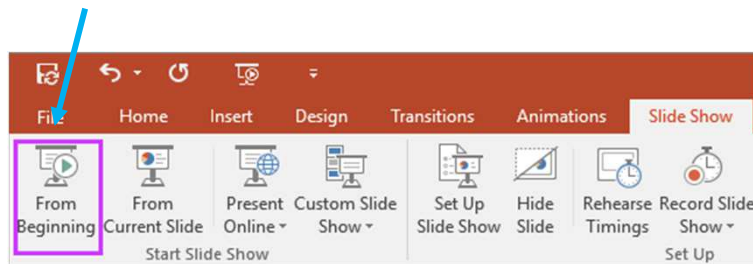
Without preview



You can move the location of the video in your slide

PowerPoint - Video Narration 1/2

- To end your recording, select the square **Stop** button (or press S on your keyboard)
- When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam. This means the recording has been done.
- To check your recording, you can launch your presentation in Diaporama mode. It will be displayed automatically with associated audio and video.



17

PowerPoint - Export your file

To export your video from PowerPoint to standard video format (.mp4):
click on « File » on top left and follow the [5 steps](#) below

Maximum size : **1Go**

The screenshot shows the PowerPoint 'Export' menu with the following steps highlighted:

- 1.** Click on 'Export' in the left-hand navigation pane.
- 2.** Click on 'Create a Video' in the 'Export' list.
- 3.** Select 'Full HD' under the 'Presentation Quality' dropdown menu.
- 4.** Select 'Use Recorded Timings and Narrations' under the 'Use Recorded Timings and Narrations' dropdown menu.
- 5.** Click on the 'Create Video' button at the bottom of the 'Create a Video' settings panel.

Upload your presentation



Upload - How to process? 1/2

Please log-in to your personal space (link sent by email)

Session	Intervention	Date	Files
> Topic , Session title (Room)	Your presentation title <i>Jane SMITH</i> Abstract	presentation date	 No file uploaded



Autologous Chondrocyte Implantation for the Treatment of Focal Articular Cartilage Defects of the Humeral Head

Autologous Chondrocyte

Please choose the files to upload

Select files... *Drop files here to upload*

Files already on server

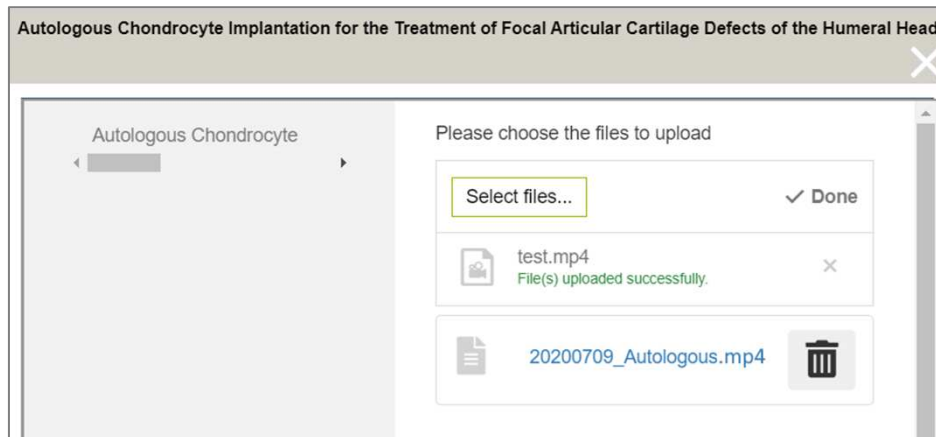
 20200709_Autologous.mp4 

20

1. Click here

2. Select your video file

Upload - How to process? 2/2



3. When your video is uploaded, click here to close the window

4. Your file is uploaded

Session	Intervention	Date	Abstract	Files
Topic , Session title (Room)	Your presentation title <i>Jane SMITH</i> Abstract	presentation date		1 file uploaded (150 MB)

Thank you for your collaboration!

For any technical question, please contact: emrs2021@key4events.com

