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Presentation Tips and Tricks

Introduction:

- Please use Zoom or another video conferencing service you are comfortable with.

- This document covers tips and tricks to recording the best session for the upcoming 2021 SRCD Biennial Meeting scheduled for April 7 – 9, 2021.

- Please note that we will be using Zoom as an example for this instructional video but you may use whatever service you are most comfortable with.

  - **Please make sure that it has the capability to record meetings in HD, high definition – either 720P or 1080P video quality**.

- All video conferencing companies have a large catalog of help documents as well as customer support. Therefore, if you run into any issues it is quickest to speak with them to resolve the issue since they will know your unique situation best.

- Contact Support for the conferencing service if your final video file is coming out smaller than 720P video quality.

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Scheduling A Time To Record Your Session:

- The recording should be scheduled when all the participants in your session can meet at the same time to give their presentations.

- The entire session (symposium, conversation roundtable, flash talk session or workshop) should be recorded at one time. The resulting video will be sent to Merestone.

- A link will be emailed weekly, beginning February 8th, 2021, with instructions to upload the video before the March 1, 2021 Deadline.

- **If you are presenting a symposium that includes a discussant:**

  - We realize that these talks may not be ready far enough in advance of recording the session for discussants to have enough time to prepare their remarks. Therefore, the discussant may give their comments live after the talks have been played on the day of the scheduled presentation in April. After they have given their overview, the chair and discussant will then moderate the questions that have come in through the chat function and open the Q&A session with those and any additional questions that are asked.

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Video File Type We Need:

- We should receive a 720P or 1080P mp4 file of your complete session.

  PLEASE MAKE SURE THE VIDEO CONFERENCING SERVICE YOU ARE USING HAS THE CAPABILITY TO RECORD IN: High Definition (HD) 720P or 1080P.

- If you are not receiving a 720P or 1080P record of your meeting, please double check your settings and the limitations of your account and video conferencing company. Reach out to the support department of your service if you need help.

- If your file is smaller than 1920 x 1080, the image will need to be stretched. This can result in a pixelated video that may be hard to view and may make certain content impossible to read.

Example: 360P and 480P videos will have much lower in quality compared to 720P and 1080P videos. Low resolution content appears pixelated or blurry when it's viewed at full screen.

1080P
720P
480P
360P

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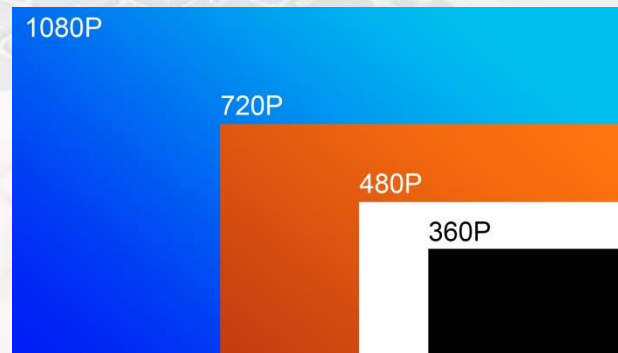
Downloading Zoom

1. If you are using Zoom go to Zoom.us/download.

2. Click on "Zoom client for meetings".

    ▪ Zoom will identify if you are using a Mac or Windows computer and download the install file for your computer.

3. Once the file is downloaded, open the file and install the application onto your computer.

4. Once installation is complete, log in if you already have a Zoom account or create an account to access the meeting features.
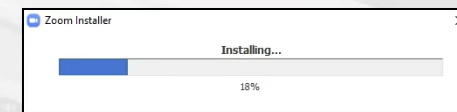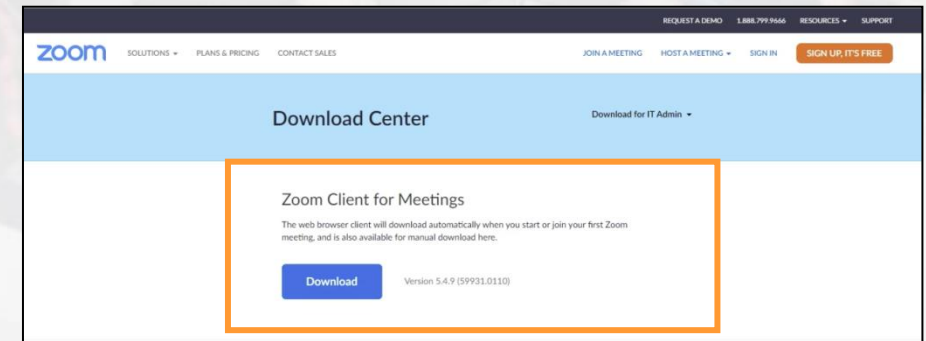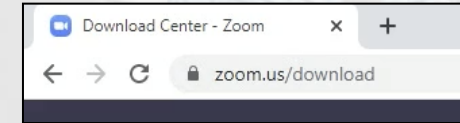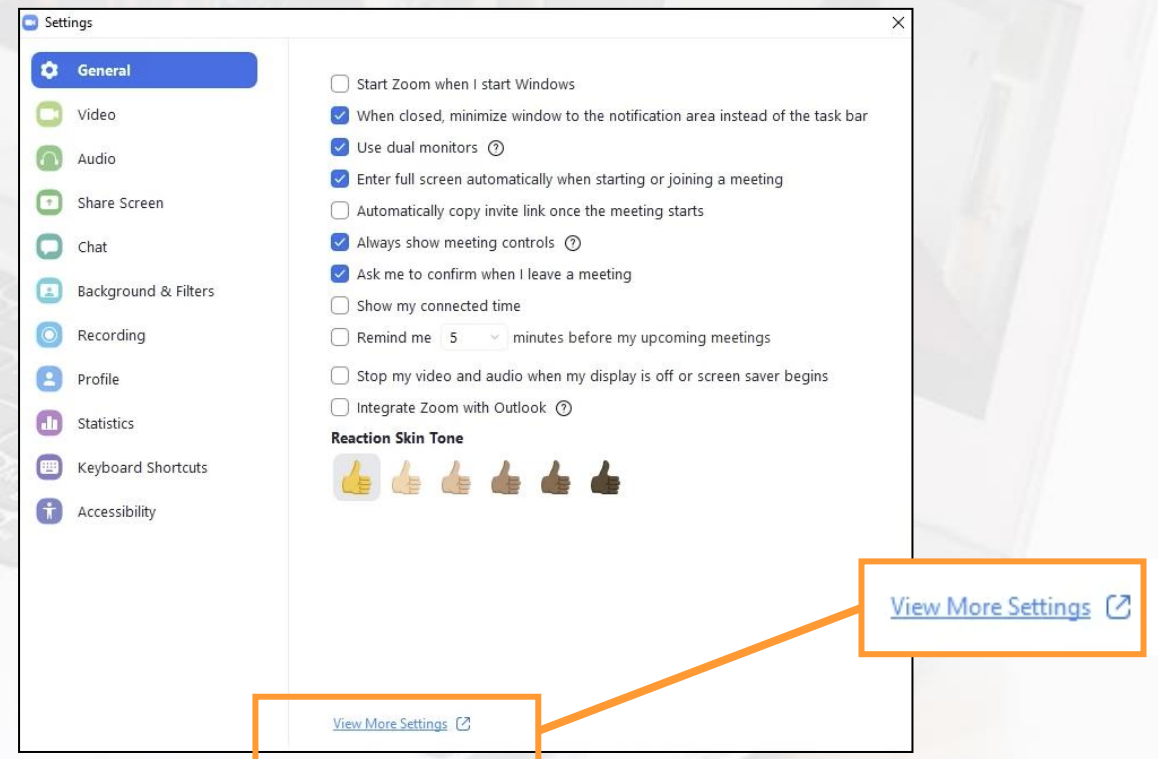
How To Select HD In Zoom (Part 1)

1. To get HD quality records from Zoom, log in to Zoom. Click on the settings gear icon in the upper right of the window
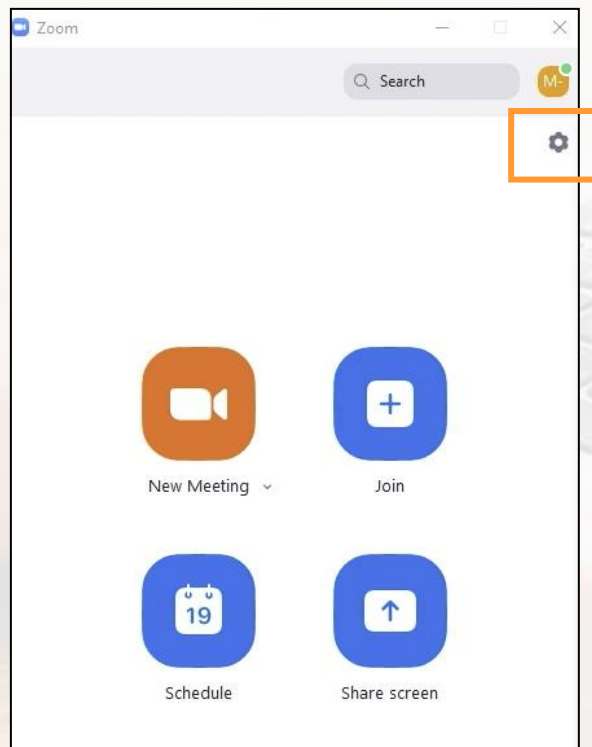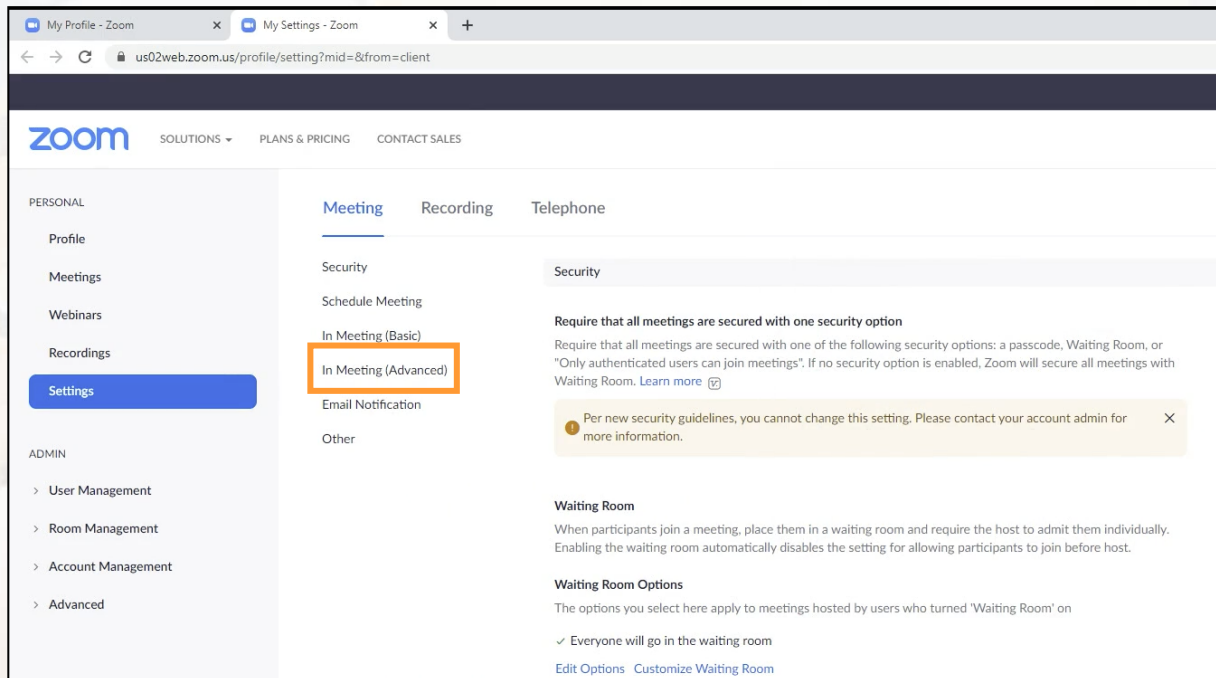
2. Click "View More Settings" at the bottom.
   - You may need to log in to your account again on the web browser that pops up.

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How To Select HD In Zoom (Part 2)

3. Click on "In Meeting (Advanced)" on the left of your screen. This feature will be under "Settings" on the webpage.


4. Scroll down until you see "Group HD Video"

- Your account will determine the options available. Select HD if you have that option.

- If HD 720P and Full HD 1080P options are not there, contact Zoom to unlock that feature for your account.
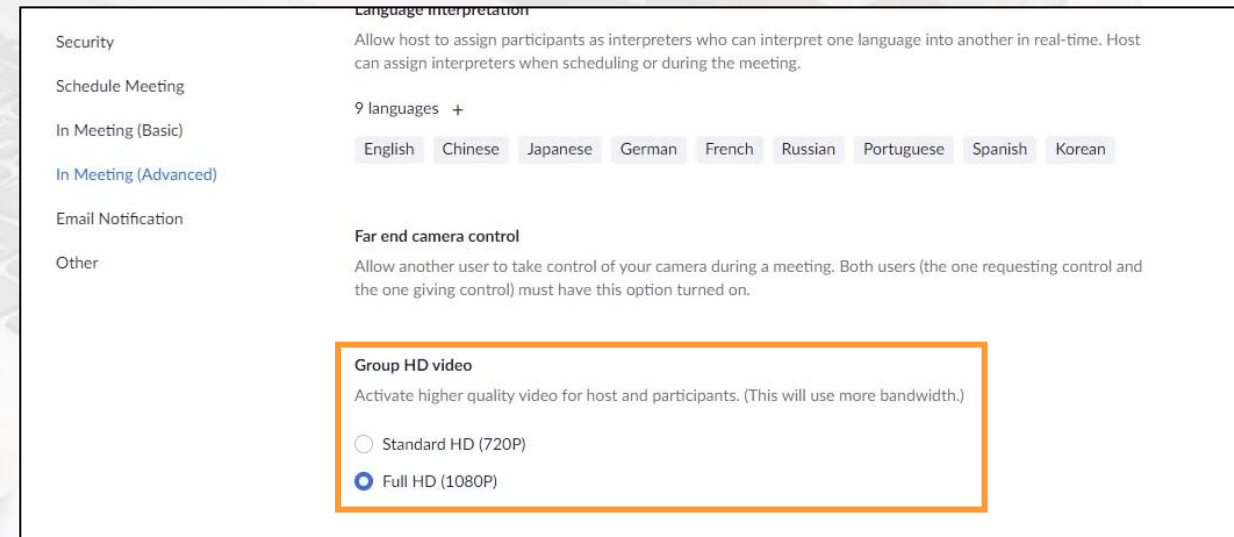
Video, Lighting, and Audio Tips

- It is important that you and everyone else in your meeting is clearly visible on camera. The picture on the right with the green checkmark is a good example.

- Please make sure that you do not have:

    1. Dark shadows on your face.
    2. Bright lights or windows in the background.
    3. Distractions in the camera view.

- Check that all audio sounds clear and you are not getting any background noises, as this can cause people to be distracted when watching your session.

- Make sure everyone knows to speak clearly and loud enough to be heard. Anyone not speaking should mute their microphone.

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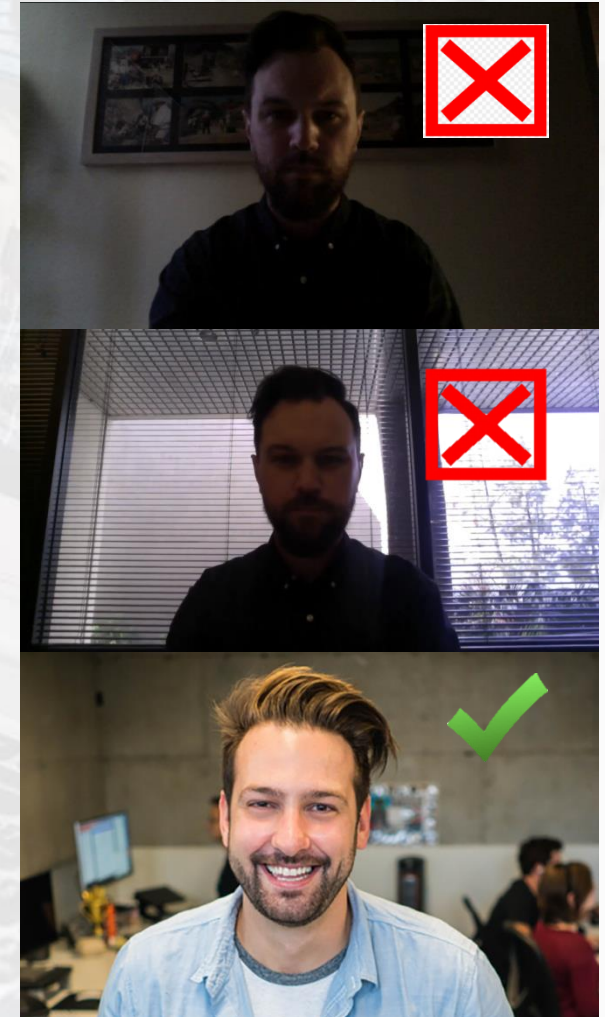
How To Screen Share:

- To screen share your content during your presentation, click the **GREEN** Share Screen button in the bottom toolbar of Zoom. See Figure #1.

- The host should allow everyone to share their screen so each presenter with content can do so when it is their time.

  1. The host can do this by clicking the up arrow next to "Share Screen" and selecting "Advanced Sharing Options."
  2. On the Advanced Sharing Options window, the host must select "All Participants" in the "Who can share" option. See Figure #2.

- We recommend you do not screen share videos if you have a poor-quality internet connection. The video may stutter and the audio may not line up with the images.

- To avoid these issues, please plan on sharing **slides only**.

- Please make sure only one speaker screen share at a time and you end your share before someone else shares their screen. This will give you the best quality recording.
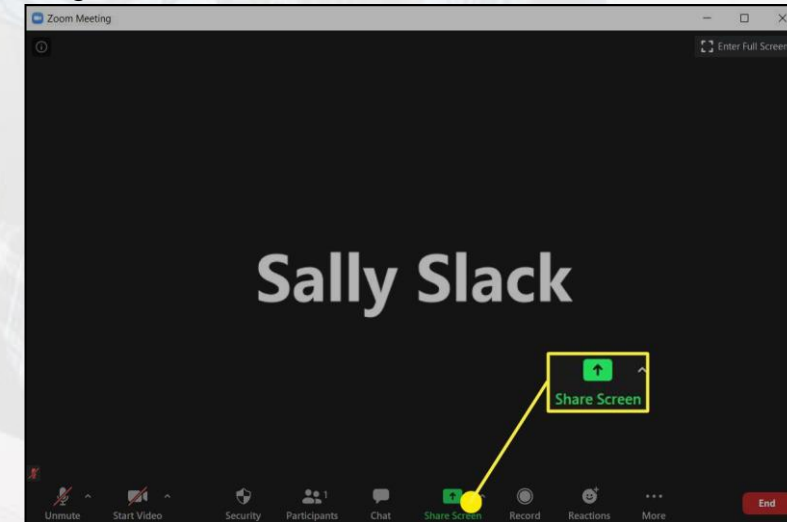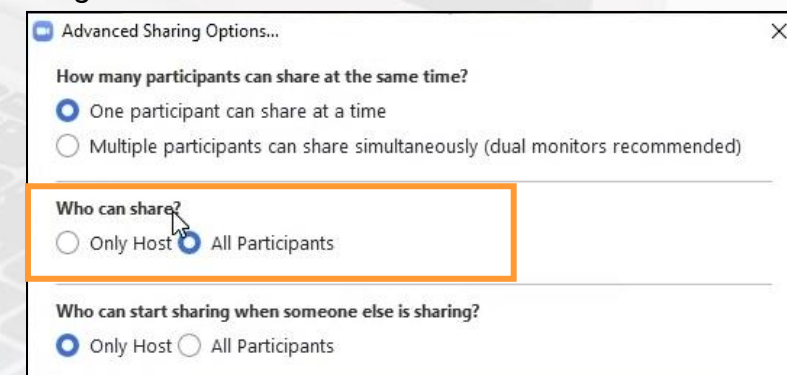
Figure #1

Figure #2

Gallery View VS Speaker View:

Gallery View

Speaker View

- Each participant has the option to choose their local view. This does not affect your recording.

- You can choose between **Gallery View** (showing all active cameras in the meeting) or **Speaker View** (just the active speaker). This option is located in the top right of your meeting window.

- When all parties in the Zoom meeting are speaking you will need to select **Gallery View**.

- If each of you are presenting individually it is best to be in **Speaker View.**

Please mute yourself if you are not presenting. This will make sure you do not pop up as an active speaker during someone else's presentation. Unmute yourself when it is your turn to present.

Recording In Zoom:

- Enter a meeting. You will see a "Record" button at the bottom of the tool bar.

- Only the meeting host can record the meeting.

- Before you start recording, make sure everyone in the meeting is ready.

  - Once the recording starts you will not be able to cut or edit the video without using editing software outside of Zoom.

  - Because of this, try and get the best video in one take.

- Once you're ready to start, click the "Record" button and select "Record to this computer."

- The recording can be paused in between speakers to allow time for preparing the next talk. Remember to press "Resume" to start again.

- Once you're finished you'll click the stop recording button and it will automatically be saved.
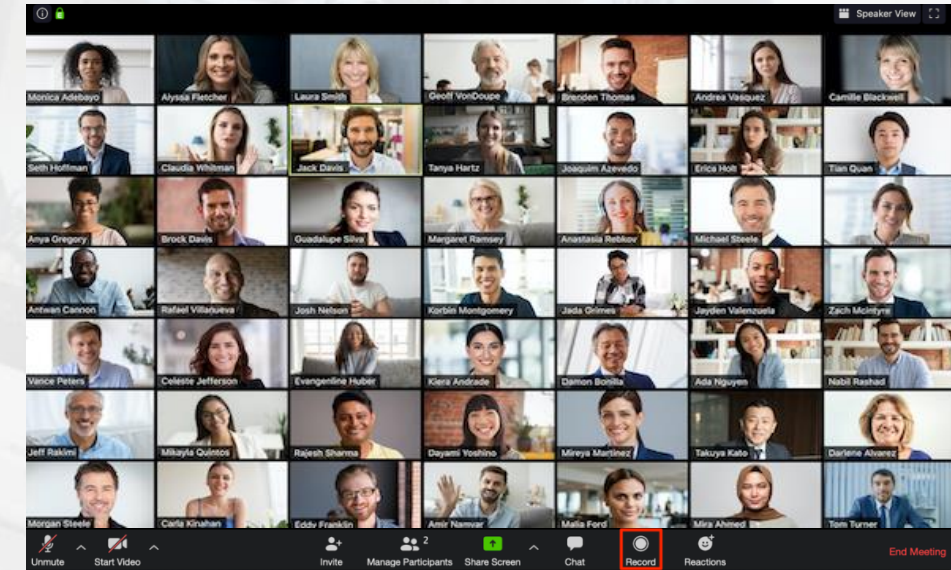
**PAUSE RECORDING**   **STOP RECORDING**
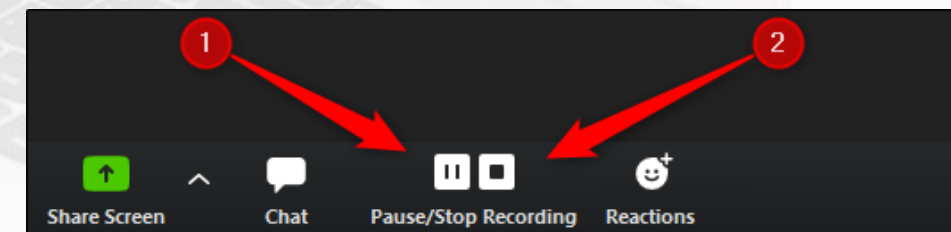
Naming Your File & How to Submit:

- Before submitting your video please rename it as follows:

  EventNumber_Speaker Name_Session Title_Version Number

- Merestone will be emailing a link to a cloud storage website in order for you to upload your finished recording.

- Please keep an eye out for that email in your inbox.

- Merestone will then review the video and reach out if we notice any major issues.

- PLEASE MAKE SURE TO WATCH YOUR VIDEO MULTIPLE TIMES BEFORE SUBMITTING TO ENSURE IT IS WHAT YOU WANT.
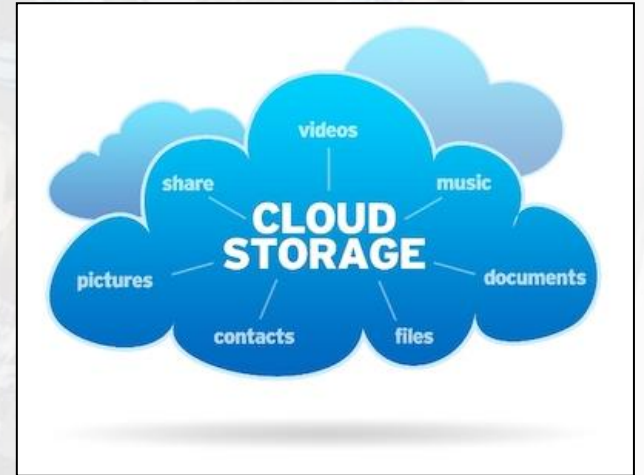
Recordings are due March 1, 2021.

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Thank you and have a great meeting!