

Virtual Event Guidelines

How to pre-record your presentation

Firstly you'll need something to record your video. We recommend using the webcam on your laptop, however if you don't have a built-in webcam, a smartphone, tablet or digital camera will suffice.

Set up your camera – ensure the camera is stable, and that you are not sat too close to the camera, and that you're in focus (if using a smartphone, or digital camera).

Check your audio – If you have a separate microphone or a headset, we recommend using this as it will improve the audio quality. Make sure to place the microphone away from your face, and not too closely to clothing to avoid background noises. We recommend testing your audio before recording, to check that the quality is okay, and the volume is audible.

Now you have your camera and audio set-up you are ready to record!

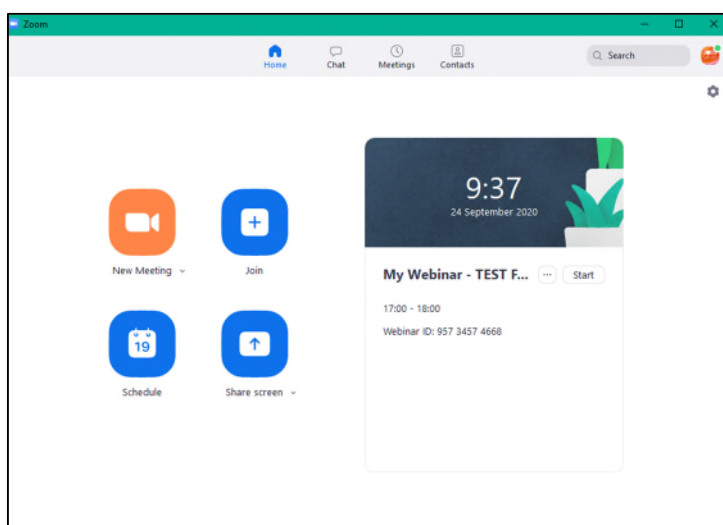
The easiest way to pre-record your session is via Zoom.

Create your account here: <https://zoom.us/>

All you will need is a basic Zoom Account, and you will need to install Zoom Desktop App (this is also free)

How to record your presentation in Zoom

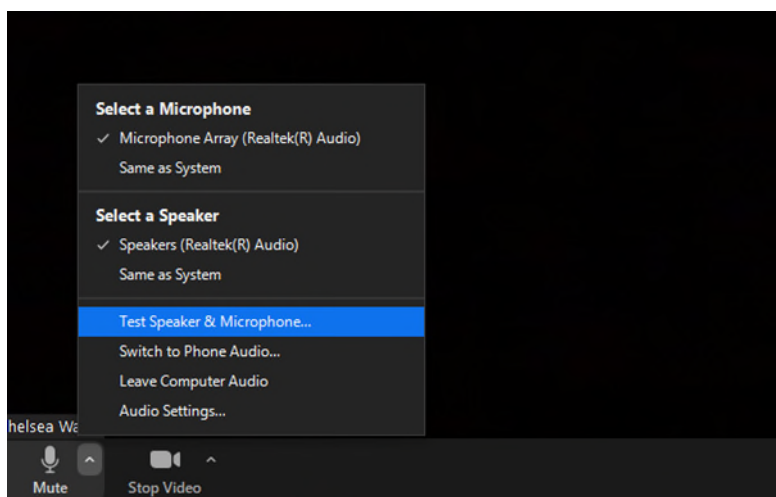
Once in the desktop app, select New Meeting (the orange icon):



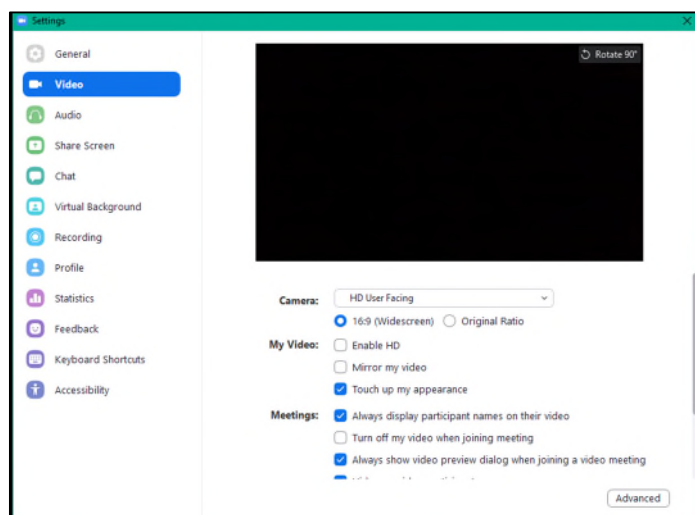
This will then open the Zoom interface, navigate to Microphone settings (bottom left corner) and test your **Microphone and Sound** settings – ensuring that your sound is crisp and clear with no background audio.

For the best audio quality, we recommend:

- Recording in a quiet place, with windows closed and fans etc. turned off
- Using a headset



Now that your audio is ready to go, test your video by navigating to the Video icon, and select 'Video Settings'.

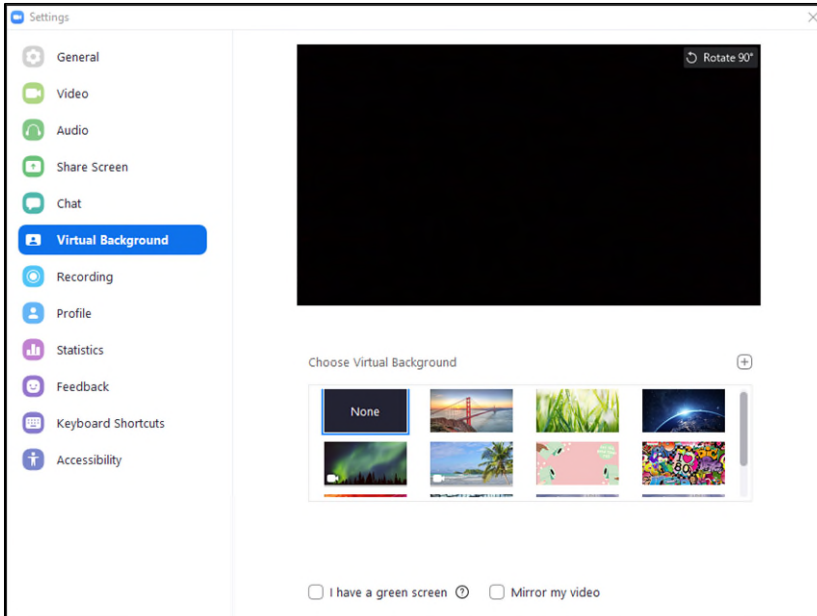


This will bring up a pop-up screen when you can select your chosen video output, and add a virtual background.

How to add a virtual background

Open **Video Settings** and select **Virtual Background** from the menu on the left-hand side.

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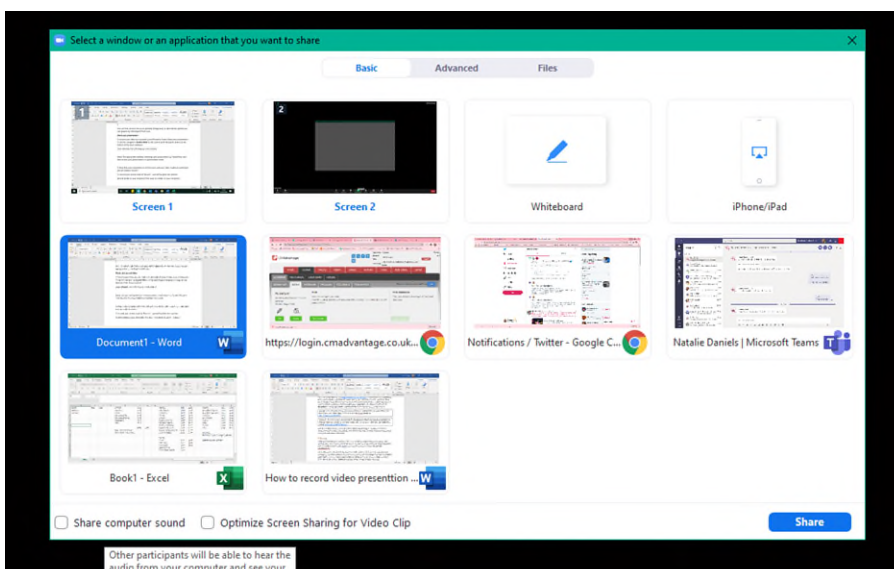


You can then choose from a pre-uploaded background, or alternatively upload your own graphic by selecting the PLUS icon.

Share your presentation

To ensure your slides are recorded, you will need to Screen Share your presentation. To do this, navigate to **Screen Share** on the control panel (the green button at the bottom of the Zoom window)

Once selected, this will bring up a new window



Select the appropriate window containing your presentation e.g. PowerPoint, and then ensure your presentation is in presentation mode.

If you are playing any video during your presentation, please select 'Share Computer Sound'

You are now ready to record

Now that your presentation is in full screen, and your video / audio are optimised, you are ready to record!

To record your session head to 'Record' – you will be given two options:

- Record locally on your computer (This saves to a folder on your computer)
- Record to the cloud (this will record the session online, directly to your Zoom account)

This is a personal choice, and you will be able to download your presentation if you opt to save to the cloud.

Once you have selected and picked your destination folder – the recording will begin.

When you have finished your presentation, click stop recording and the file will save to your desktop folder.

This [article](#) also outlines how to record your presentation on Zoom.

Editing your video file

After your recording has saved, we recommend viewing to check you are happy with the quality.

If necessary, please use editing software to trim the beginning / end of your file so that it begins directly with your welcome message.

Most computers now have built in video editing software e.g. Windows Video Editor

Alternatively, you can also trim your video on Zoom – see this [article](#) that explains how to.

Recording tips

- Open your session as you would if presenting live, with a Welcome and introduction about yourself
- If not using a virtual background, think about your background and your 'stage' – ensure it is clear of any personal or private materials that you don't wish to be captured.
- Dress to impress – avoid wearing stripes as these can be appear distorted on camera.