

HOW TO BOOK A TIME SLOT TO RECORD YOUR PRESENTATION

1. Click on the link you received via email
2. Select **your time zone** and click **continue**
3. Choose the preferred **date and time slot** for your presentation recording and click **continue**
Please book in advance as there are limited time slots available!

April 2020							Available starting times for Sun, Apr 19, 2020	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	AM	PM
			1	2	3	4	9:00 AM	12:00 PM
5	6	7	8	9	10	11	10:00 AM	1:00 PM
12	13	14	15	16	17	18	11:00 AM	2:00 PM
19	20	21	22	23	24	25		3:00 PM
26	27	28	29	30				4:00 PM
								5:00 PM

4. Fill in your details

In the email you received, '**Your lecture**' displays your Presentation ID# and Presentation Name, which you will need when completing the form.

You will need to schedule a recording slot for each presentation that you give

Your Name*	_____	
Your Email*	_____	Booking notifications will be sent to this email
Presentation Name*	_____	
Presentation ID*	_____	
Presentation Name 2	_____	
Presentation ID 2	_____	

Please note, if you have multiple talks to record and the **total duration of your talks are under 20 minutes** (for example short chairperson introductions), then you may book one time slot and record the additional talk by entering the details of the second recording in Presentation Name 2 and Presentation ID 2.

After completing the above steps, you will see a confirmation page and receive a copy of the confirmation to the email address you indicated in the form. This will include the zoom link for your presentation recording session (if you do not receive the email, please check your spam folder).

Very important! If you need to change or cancel your booking, you can do so via the link in the confirmation email by clicking **Cancel**. Then, book a new available slot via the booking link in the original instructions email.

How would you like to update this booking?

Reschedule this booking

 **Reschedule policy**
Rescheduling is not permitted.

HOW TO RECORD YOUR PRESENTATION

Please follow the below steps in order to record your presentation.

Once you enter the virtual recording room, a technician will be available to guide and assist you.

1. Please make sure to have:

- a. **A headset/earphones** with microphone connected to your computer, is highly recommended for the best quality recording. You may use wireless earbuds if the sound test is successful. If necessary, you may use the internal microphone of your laptop.
- b. **A stable internet connection**, we recommend using wired internet if possible. 4G should not be used.
- c. **A quiet environment** to avoid any interruptions while giving your presentation (eg. pets, phone, doorbell, etc.)
- d. **A neutral background**, white, uniformly colored wall, or similar. Avoid bright backlight by making sure that the main source of light (such as a window) is in front of you. Please do not use artificial background features.
- e. **Your PowerPoint presentation** ready and open on your screen.
- f. Zoom software installed on your computer in advance. (To download the zoom software, [click here](#))

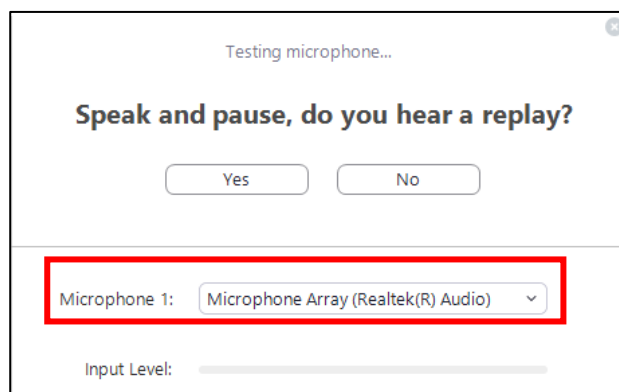
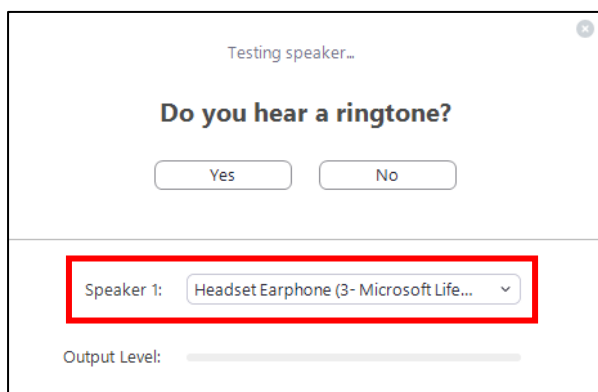
2. Join the recording session

Reminder: the zoom link to join the virtual recording room can be found in the booking confirmation email.

- a. Click the zoom link and enter your **Full name**, then click **Join Meeting**.
- b. Click **Test Speaker and Microphone**



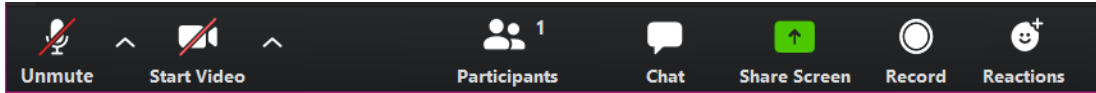
If you do not hear any sound, check that the correct speakers and microphone have been selected.



- c. When tests completed, please click **Join with Computer Audio**.

3. During the recording session

In the zoom window, at the bottom of the screen you will see the following icon menu:



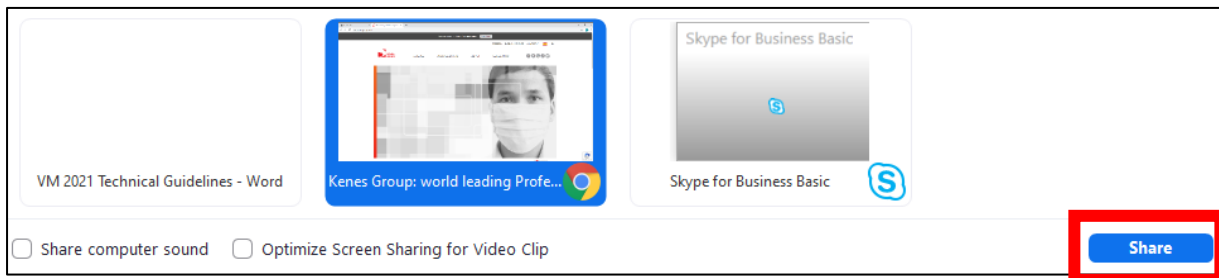
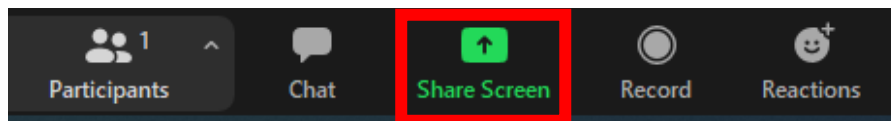
- **Audio:** When you speak, please make sure that your microphone is **not muted**



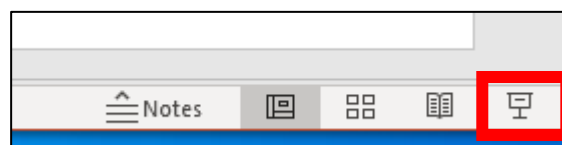
- **Video:** Enable your video camera so you will appear on screen during your presentation



- **Share Screen:** Click the 'Share Screen' icon, select the screen with your presentation and then click the blue 'Share' button.



Be sure to use slideshow mode for your presentation.



If you have any questions, please contact our support at: espnic@kenes.com