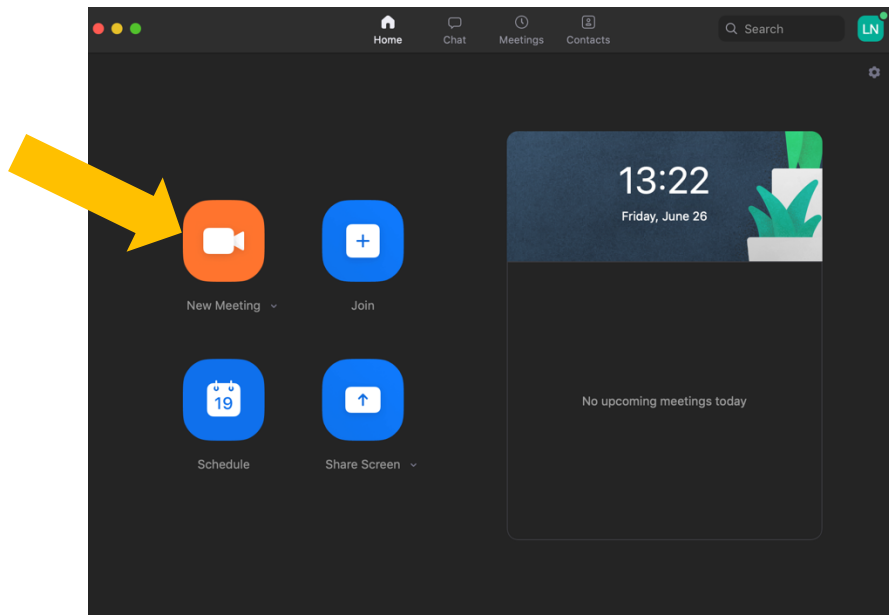# Recording your presentations with Zoom for the GEO BON Open Science Conference and All Hands meeting.

You will first need to install Zoom and create an account: https://zoom.us/
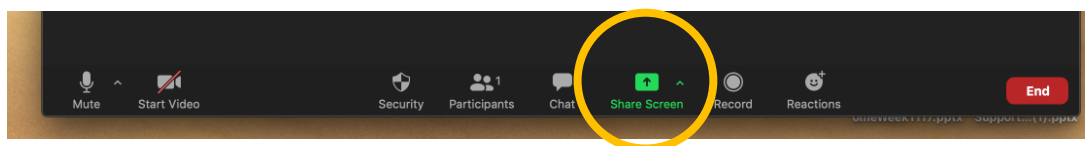
Step 1: Start a Zoom call. Alternatively you can start the call via Zoom on your web browser (click on "Host a meeting") and this should open the program.
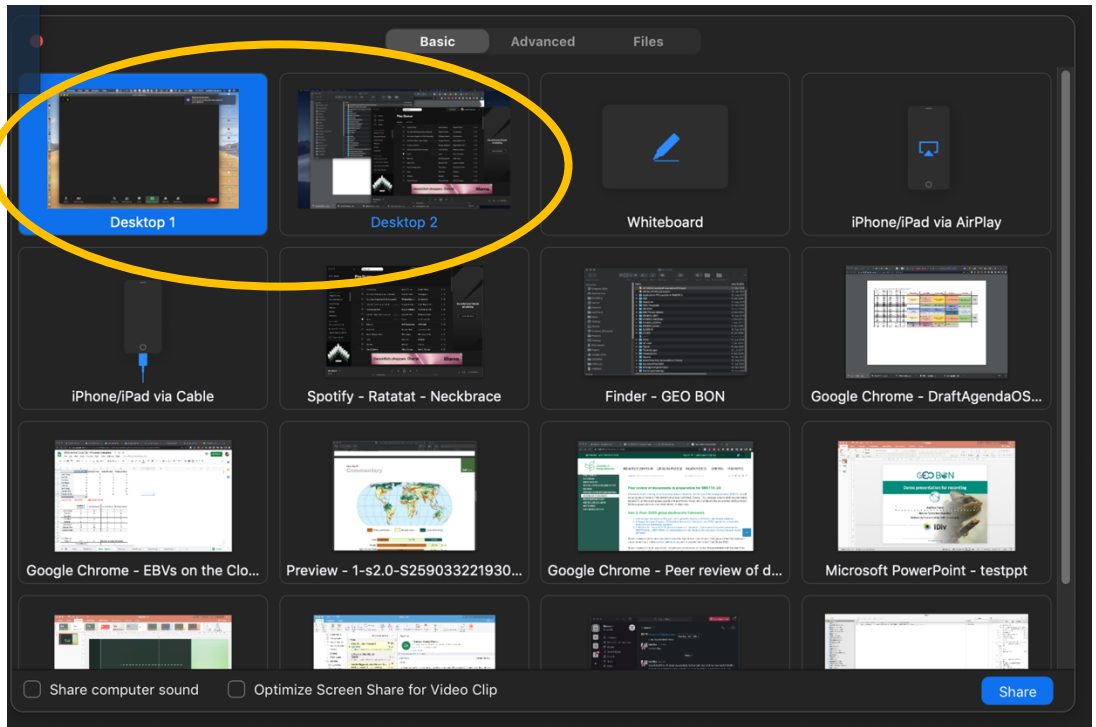

Make sure that your audio (microphone) is on. You can chose to have the video on or not.
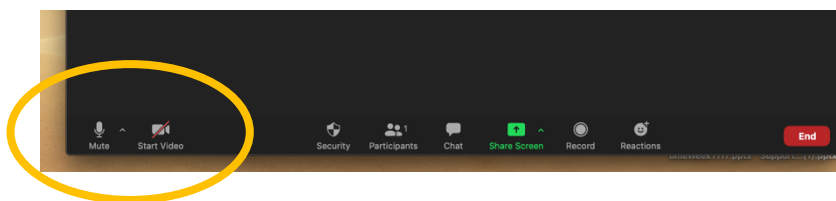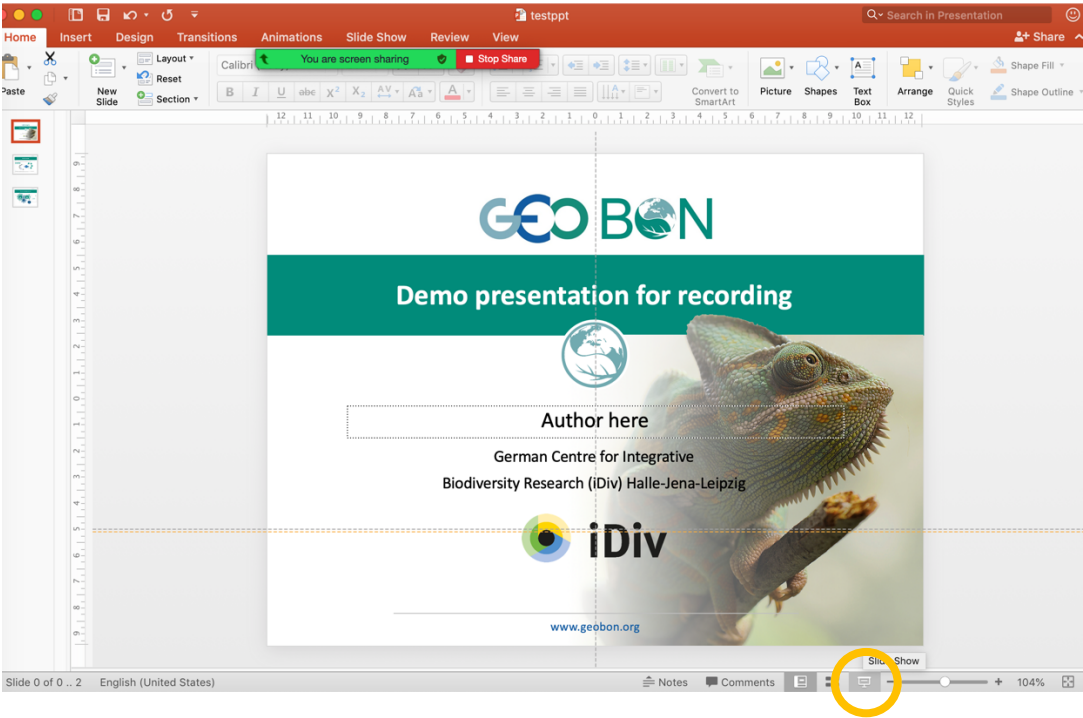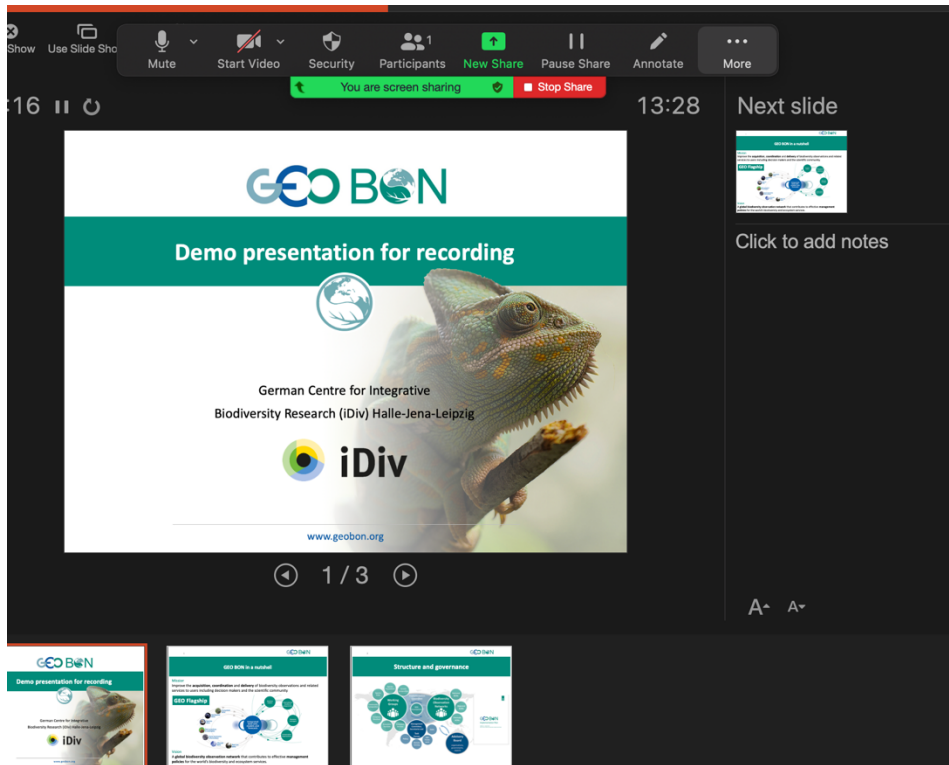

Step 2: Share screen.

If you use two desktops as in the example below and presenter view in PowerPoint, make sure that you share the right screen (i.e. with the full screen slide).
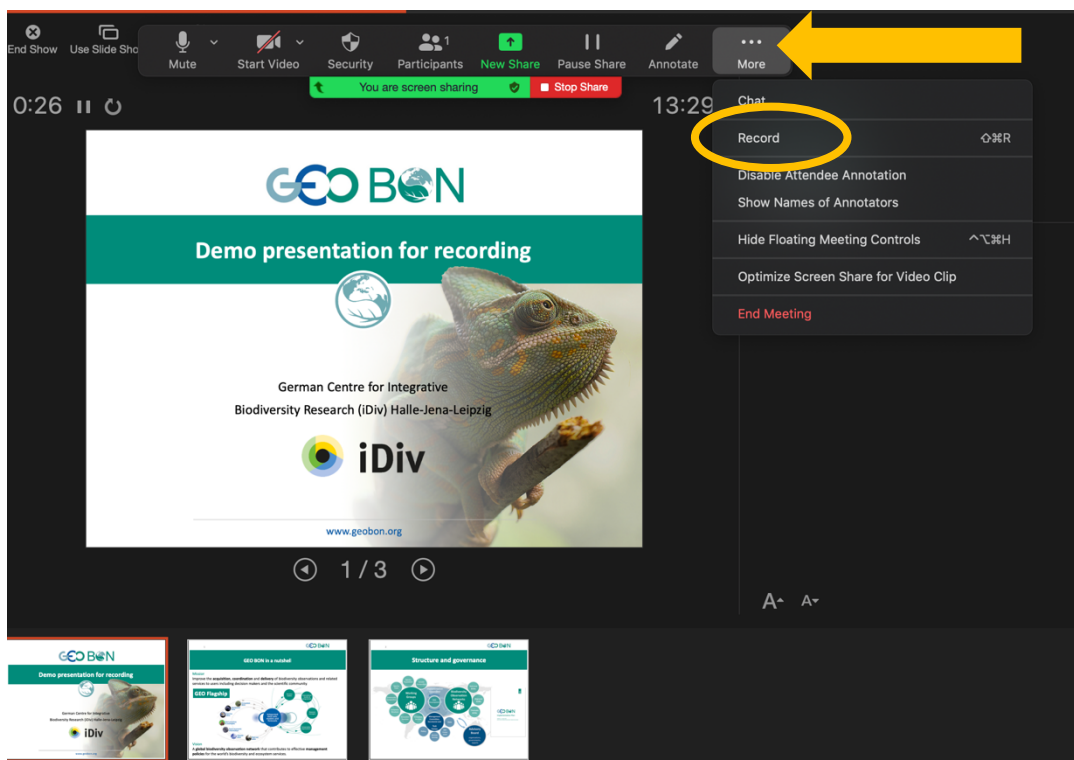
Step 3: Start the PowerPoint presentation

Step 4: Start Recording (if asked, select "save record on local machine"). First click on "More" and then "Record". If you don't see the options on the top of the screen as shown below, try hovering your mouse over it and it should appear.

Step 5: You can now do you presentation. If you skip a beat and want to re-do a slide, you will need to restart the whole process from Step 1 as we will not be post-editing the recordings for the conference.

Remember the instructions for the length of your presentation! If the recording is too long, it might be rejected.
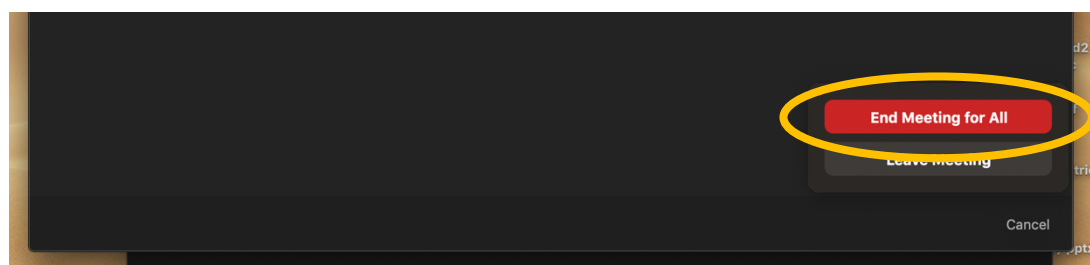
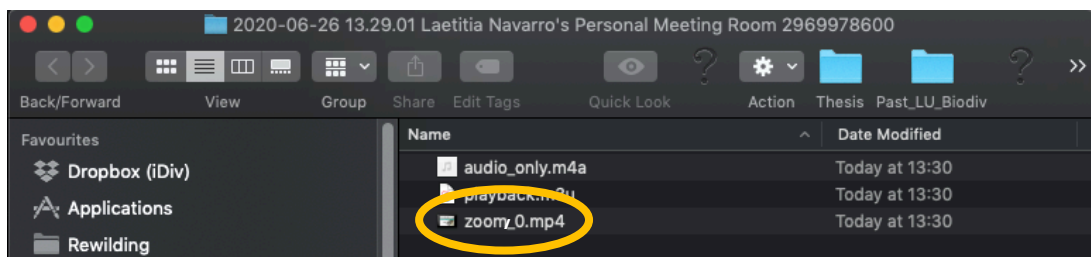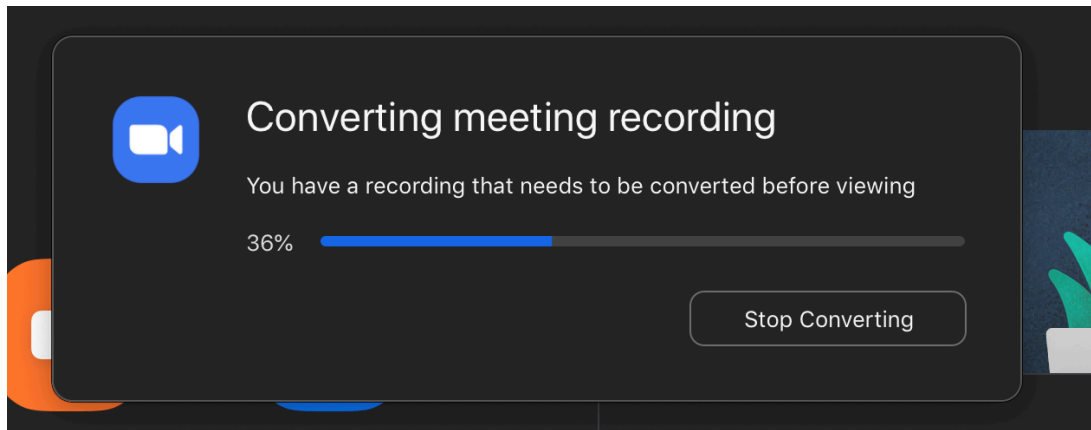**Step 6**: When you finish your presentation, stop Recording
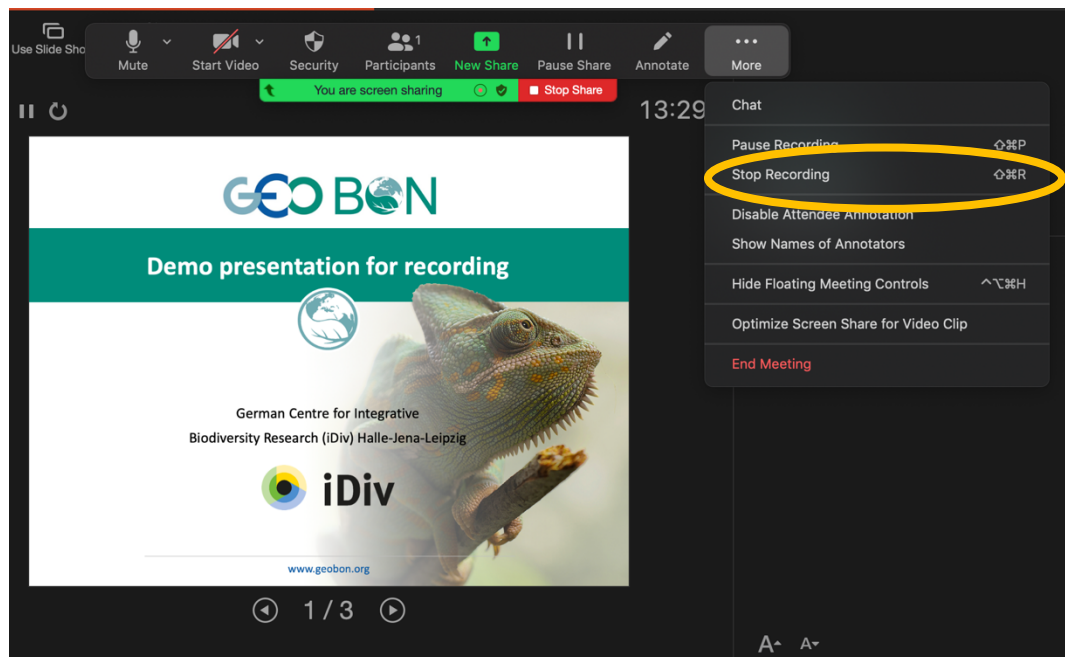
Step 7: you can now stop the screen sharing and close you presentation
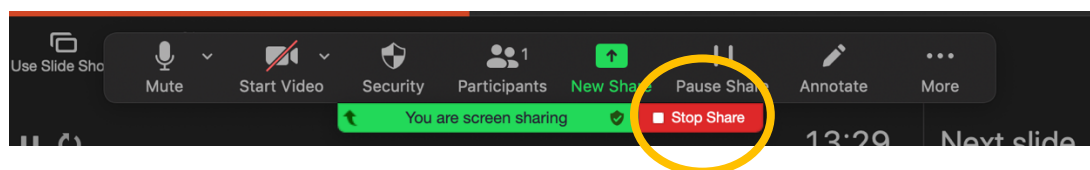
Step 8: End the Zoom meeting (select "end the meeting for all").

A window will now open and inform you that the recording is being converted. Once it is done, you will see three new files (audio only, playback and an mp4 file).

Step 9: Rename and upload the mp4 file:

<u>For oral and flash presentations</u>: Files must be named following this nomenclature "Name_format_Title". Format refers to oral or flash presentations. For the all hands meetings presentations, use the nomenclature "AH_Name_MeetingTitle" (AH stands for All Hands). You can drop the recordings at your earliest convenience and no later than July 2nd folloing this link:
https://portal.idiv.de/nextcloud/index.php/s/WnFSXeYpdjPf45r

<u>For posters</u>: Files must be named following this nomenclature "Name_POSTER_Title". You can drop the recordings at your earliest convenience and no later than July 2nd folloing this link:
https://portal.idiv.de/nextcloud/index.php/s/ncAMgGZR6os9iBT

If you have any technical difficulties or questions, you can contact us at conf2020@geobon.org