POSTER PRESENTER
VIDEO INSTRUCTIONS

We are asking all poster presenters to pre-record a video of their presentation; *this is not a requirement but is highly recommended*. This video will be linked to your poster in the poster hall on the virtual platform where meeting registrants will visit. Live poster presenting will occur in SpatialChat during your scheduled time.

There are many options available online for video recording, we have included instructions on how to use Zoom below, however you are not required to use Zoom to create your video. Please pre-record your presentation with your slides in .MP4 video format no larger than 100 MB and upload your video into your Speaker portal in the Promotional Video section under "Edit Design", **no later than November 29, 2021**.

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Poster Video Upload Deadline

Please pre-record your presentation with your slides and upload **no later than November 29, 2021**.

Video File Length, Type & Size Requirement

Recorded Videos need to be saved in .MP4 video file format and cannot be more that 100 MB in size **(duration of video depends on resolution, usually 5 - 10 minutes of HD quality)**. *Do not go over the time limit or you will need to re-record.

How to Record your Video in Zoom

Overview

Local recording is available to free and paid subscribers. Local recording allows participants to record meeting video and audio locally to their computer.

Prerequisites

- Basic (Free) account or above
- Zoom desktop client for Windows, macOS, or Linux, version 2.0 or higher

Log into Zoom

Visit: https://www.zoom.com

Enabling local recording

User

1. Sign into the Zoom web portal.
2. Click **Settings**.
3. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
   Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Account

1. Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
5. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Group

1. Sign into the Zoom web portal as an administrator with the privilege to edit user groups.
2. In the navigation menu, click **User Management** then **Group Management**.

3. Click the name of the group, then click the **Settings** tab.
4. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
   Note: If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.
6. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

Recording & Saving your Video

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to **Record**.

3. If there is a menu, select **Record on this Computer**.
   Hosts will see the following recording indicator in the top-left corner while recording is active.
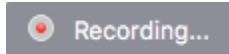
4. After the meeting has ended, Zoom will convert the recording so you can access the files.
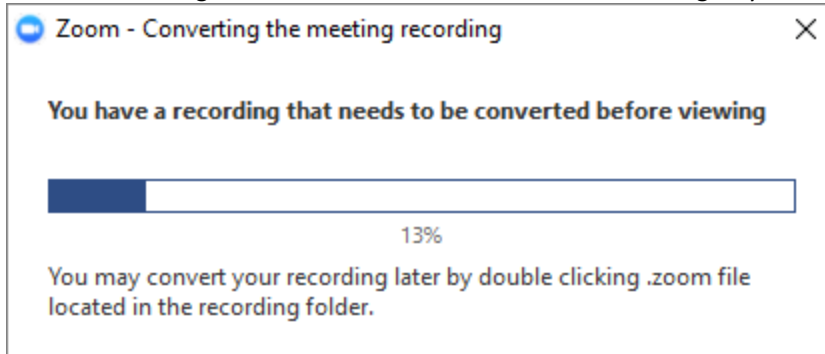
5. Once the conversion process is complete, the folder containing the recording files will open.
   Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**.

   a) After the video is saved to your computer, play it to verify the quality of the video and audio.
   b) Check the final time of your video. If it is beyond the maximum time allowed, you must re-record. **Video File Length, Type & Size Requirement**.
   c) Check the final video file size is no more than 100MB in size, if it is beyond the maximum file size allowed, you must re-record.

Notes

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.
- You can record the meeting in different layouts including Active Speaker, Gallery View, and shared screen.

Stopping or pausing a recording

During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.
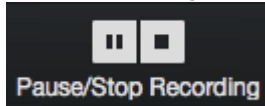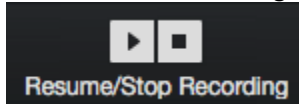

    The recording can also be stopped or paused by clicking the indicator in the top left corner.
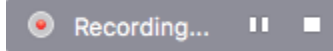
2. When a recording is paused, the following indicator will be displayed in the meeting.

3. To resume the recording, click **Resume Recording** at the bottom

    The recording can also be resumed by clicking the indicator in the top left corner.

4. After you stop the recording, you can access the local recording files on your computer.

For more tips and tricks visit: https://support.zoom.us/hc/en-us/articles/201362473-Local-recording

Uploading Your Video

Video presentations must be uploaded into your Speaker Portal

1. Login to your speaker portal with the login credentials emailed to you already.
2. Click 'Edit Design' in the menu to the left of your portal
3. Scroll down to Promotional Video and click browse
4. Find the video file you just saved from Zoom onto your computer and click on it.
5. Click *open* and it will automatically upload.
6. **IMPORTANT:** Click SAVE DESIGN at the bottom to save your video.

Video presentations must be uploaded to your speaker portal no later than November 29, 2021.