This document provides step by step instructions on how to:

1) **Book a meeting to record your presentation**
2) **Record your presentation (via Zoom)**

Please take the time to read the information below to ensure proper video and audio quality.
If you have any questions or issues, please contact our support: virtualmeeting_espid20@kenes.com.

**How to book a meeting to record your presentation**
*Please make sure to book a recording slot for each presentation that you give*

1. Click on the booking link you received via e-mail.

2. Confirm your time zone:

   ![Your time zone](image)

   All times will be displayed according to your time zone:

   - Switzerland
   - Zurich, Bern, Geneva (GMT+2:00) [DST]

3. Choose your date and time and click **Continue** to confirm your selection.
4. Please fill in your details:
   Insert the **Presentation ID** and **Presentation name** from the email that was sent to you.
   Please make sure to use your correct email, a confirmation email will be sent to this mailbox.

   **Your name***
   
   **Your email***
   
   **Presentation Name***
   
   **PRESENTATION Id***

5. After completing the form, you will see a confirmation page with your zoom link, this is the link for the virtual recording room.
6. You will also get a confirmation email to the email address that you indicated when you filled the form (if you do not see it, please check your spam folder).

**Very important!** If you need to change or cancel your booking, please use the link that was included in the confirmation email to do so.
Booking details

Subject
Record Your Lecture

Booking page
zoom20

Time
Sun, Apr 19, 2020, 01:00 PM - 02:00 PM
(GMT+3:00) [DST]

Conferencing Information
When it’s time, join the meeting from PC, Mac, Linux, iOS or Android:
https://zoom.us/j/96327378431

Access Information:
Where: Zoom
Meeting ID: 96327378431
How to record your presentation

Please follow these steps in order to record your presentation.

THE FIRST STEP IS TO BOOK A TIME SLOT FOR THE RECORDING AND UNDERSTAND THAT YOU NEED MORE THAN ONE SLOT IF YOU HAVE MORE THAN ONE PRESENTATION

Please note that you will need to schedule a recording slot for each presentation that you give.

Once you enter the virtual recording room, a recording technician will be available for you during the recording in order to assist with any questions or issues that you may have for the recording session.

Please follow these steps to record your session:

1. Be ready and set-up for the session
2. Join the recording session
3. Check your computer audio
4. Share your screen

1. Please make sure that you have:

   a. A headset/headphone with microphone connected to your computer is highly recommended to get the best quality:

   ![Headset](image)

   Alternatively, you can use the internal Microphone of your laptop

   b. Stable internet connection, we recommend using wired internet if possible. 4G should not be used.

   c. A quiet environment surrounding you during the recording to avoid any sound interferes during the presentation (e.g. dog barking, phone ringing, etc).

   d. A neutral background to sit in front of (white, uniformly colored wall, or similar) Please do not use artificial background features.

   e. Your PowerPoint presentation ready and open on your screen.
2. **Joining the recording session**

After you have booked your recording slot you will receive an email with a link to join the session, please click on the link a few minutes before the scheduled time, and you will be prompted to download the “Zoom client”, please install Zoom on your computer (if you have used “Zoom” on your computer in the past, the meeting will open automatically).

The zoom client will start:

![Zoom client start](image)

Please enter your **Full Actual name** and click on “**Join meeting**”:

![Join meeting](image)
3. Check your computer audio

Please click on Test “Speaker and Microphone”

Please test your Speaker

Make sure that you hear sound. If you do, please click on “Yes”. If you do not hear sound, please check that the correct speakers are chosen.
Please Test your microphone

Please speak to your microphone and make sure you hear yourself properly. If you do not hear anything, please check that you have chosen the correct microphone.

If you completed the test correctly, please click on “Join with Computer Audio”.

Please enable your video camera.

When you start talking, please make sure that your microphone is not muted (when you speak you will see a green indicator on the microphone icon in zoom).
4. **Share your screen**

Please make sure that your presentation is open. In the Zoom application you can click on the “share screen” button.

Find in the list your PowerPoint presentation, click on it and click the **Share** button.

Once all these steps are done, you can start your recording.

If you have any questions or issues, please contact our support at: [virtualmeeting_espid20@kenes.com](mailto:virtualmeeting_espid20@kenes.com).