Self Recording Guidelines
Timings

- We would request you to kindly manage your presentation within allotted time slot so we can run the program as per schedule.

- In order to manage time we can also arrange one practice session before the event for your, if required or same can be done at your end also.
Attire

We would request you to kindly be in the same attire during the conference as you wore during the recording.

Preferably,

| White Shirt & Red Tie for Male (with blazer) | Subtle Colour, Semi Formal / Formal attire for Female |

The same attire can be replicated on the day of their lecture, so as to make it look as a live presentation.
General Recommendations

- Set up should be done on a desk
- Ensure that you are placed in well lit area whilst recording
- Please ensure your audio is loud & clear, and you are speaking at normal pace
- Kindly ensure good internet connectivity, share devices on same Wi-Fi to be turned off during the recording
- Please make sure that there is not disturbance or movements in background whilst recording
- Personal mobile phones should be kept on silent or away to avoid any disturbance amidst the recording
Open Zoom
& Sign in
Click on Start New Meeting
Please select Microphone & Speaker according to the Equipment you are using.
Recording Settings

You can choose where you want to save your recording.
Prep Your Slide

Now we are about to start

• Step 1: Open your slide from Power Point

• Step 2: Go back to Zoom and Click Share
Share Your Slide

Choose PowerPoint

Click Share
Adjustment

Slide here Bigger
Click other area of the image and you can move it to the location required.

Slide here Smaller
Click on the right under corner you can adjust the size of your image.
Please avoid overlap
Please avoid overlap

No Overlap
Good
Start Recording

Start Recording when all set

Press Record and you can start the presentation recording.
End Recording

Press Stop Recording to finish the recording

End Recording when all Done
Turn off Zoom

Step 1: Click Stop Share

Step 2: Click to End meeting
Find your video & send it.

Your video will be saved on the location you preferred to save it.

Please upload it on WeTransfer, Smash, or Google Drive and send it to the organizing committee.
Thank You