

# Presenter Guide

## Recording your presentation using Zoom

*Thank you for joining NTS2021 as a speaker!*

Please pre-record your presentation using Zoom before uploading your **recorded presentation** and your **PPT presentation in widescreen (16:9)** to this [Dropbox link](#) by **Monday 1 November 2021**. This gives us time to review the recording to ensure it works correctly.

### Instructions for Recording

**Camera position** – your camera should be at eye level. You want a straight-on face shot (not looking up your nose). Remember to remain central to the camera shot and look at the camera when talking to the audience.



**Lighting** – your webcam will need good lighting to make your best. *Avoid bright light behind you, including windows.* If you have a portable lamp, we suggest placing it behind your camera, and where it best lights your face evenly. It might not be directed at you but reflected off a wall in front of you for example.

**Familiarise yourself with Zoom** – we suggest you do this as far in advance as you can so you understand the controls and when you are recording your presentation for real, you can focus on your presentation, not worry about the technology.

## Instructions to Install Zoom and Start a Test Meeting

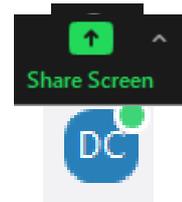
1. Go to [www.zoom.us](http://www.zoom.us)
2. Sign up to Zoom
3. Complete your details (skip invite your colleagues)
4. Start a test meeting
5. Join with *Computer Audio* and test your *Audio and Video* settings
6. To show your PPT, select the *Share Screen* at the bottom of the screen
7. There is a button at the bottom of the screen that lets you record
8. There is an icon on the top left of your screen which has your initials.  
Click this to update your profile, add a headshot, etc.

SIGN UP, IT'S FREE

Start Meeting Now

Join with Computer Audio

Test Speaker and Microphone



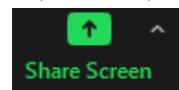
## Instructions if you already have a Zoom Account

1. Go to [www.zoom.us](http://www.zoom.us)
2. Sign in to Zoom, enter your email address and password
3. Choose *Host a Meeting* (top right corner)
4. Join with *Computer Audio* and test your *Audio and Video* settings
5. To show your PPT presentation, select *Share Screen* at the bottom of the screen
6. There is a button at the bottom of the screen that lets you record
7. There is an icon on the top left of your screen which has your initials.  
Click this to update your profile, add a headshot, etc.

SIGN IN  
HOST A MEETING ▾

Join with Computer Audio

Test Speaker and Microphone



## Tips and Helpful Articles

- If you have a headset, use this for better sound quality. Use headphones/earbuds if you do not have a headset.
- If you are sharing a presentation that contains sound *Share Computer* sounds from *More....*
- **Please mute/disable all other system sounds** so email notifications etc do not interrupt, and likewise, close other unnecessary programs while you are recording.
- To click through the slides in a PowerPoint you it needs to be the focused screen, if you click something in Zoom, PowerPoint will not advance again until you click on it with the mouse.
- [Getting Started on Windows and Mac](#)
- [Testing Computer Audio](#)
- [Customizing Your Profile](#)