



Virtual Presenters

Pre-recording Your Presentation

Preparing for your presentation

Before you start recording your presentation, here are some tips to help you prepare:

1. Check your camera set up
 - a. Ensure natural daylight is in front of you - sit in front of a window if you can. Don't have the camera pointed towards a window otherwise you will be in silhouette.
 - b. If possible, try to have a blank wall/background behind you. If this isn't possible, ensure your background will not be distracting to viewers.
 - c. Raise your camera/laptop so the camera is at the same eye level as you (prop it up with books if you need to).
2. Check your microphone is working.
3. Turn off other applications and notifications and mute your phone prior to starting the recording.
4. Have a few test runs with Zoom:
 - a. Check your Internet connection
 - b. Check out how you appear on camera
 - c. Check the appearance and quality of your slides in the recording
 - d. Ensure your sound is clear
 - e. Ensure your recording isn't cut off at the start or the end
5. Prepare for your presentation (but don't over prepare)
 - a. Present as if you are presenting to a live audience. We know this is difficult and not the same thing as standing in front of a room full of people, but try not to be too scripted.
 - b. Ensure you are looking into the camera while presenting, it's ok to glance down at your slides but try not to read them.
 - c. If you need to refer to notes, if possible, have these on a screen (or a wall) behind your camera, so it still looks as though you are looking into the camera.
 - d. Don't forget to smile 😊

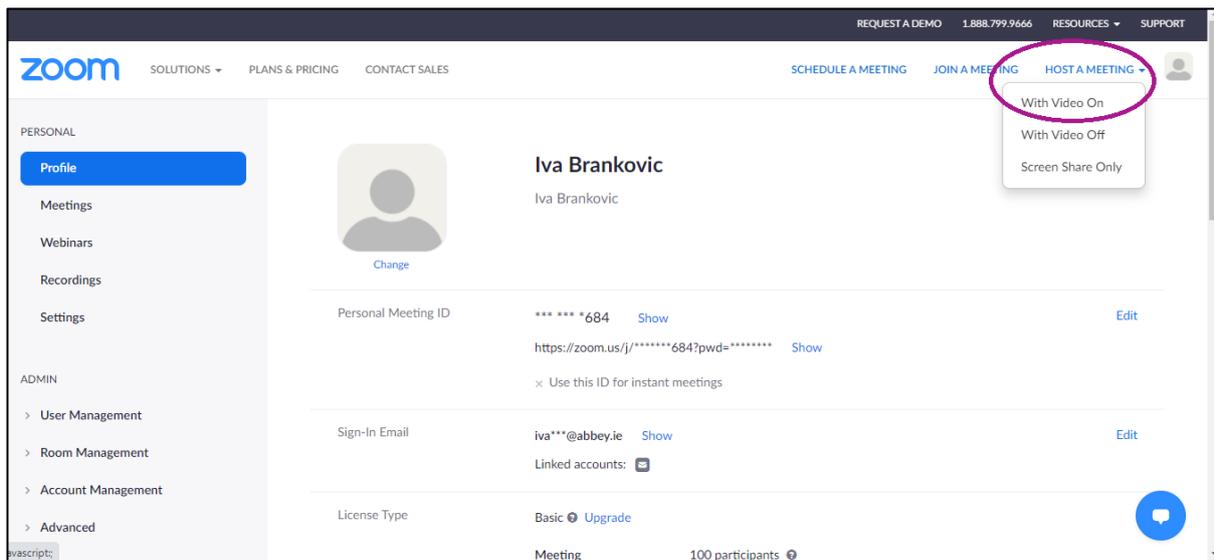
Pre-recording your presentation via Zoom

Go to the Zoom sign in page <https://zoom.us/signin> to get into your account or, if you don't already have one, to the Zoom signup page to create a free Zoom account

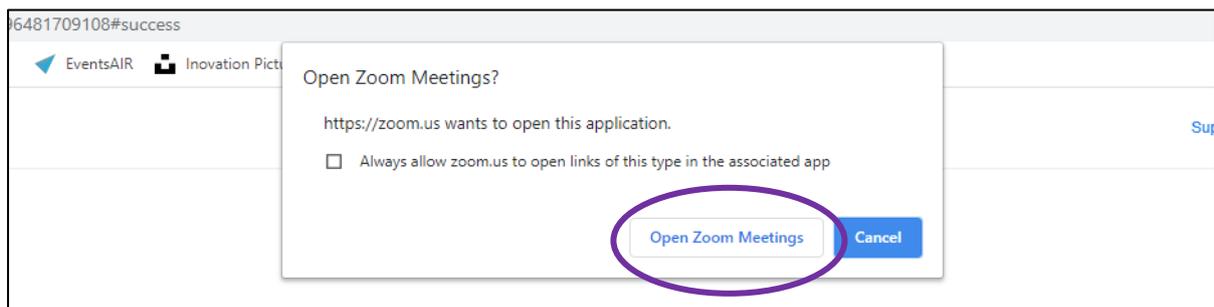
<https://zoom.us/signup>

Finish the sign in/sign up process; If you had to create a free Zoom account you will need to activate your account first via the email sent to you right after signing up to Zoom.

Under "My Account" click on Host a Meeting > With Video On:



The following pop-up will appear – click on "Open Zoom Meetings":

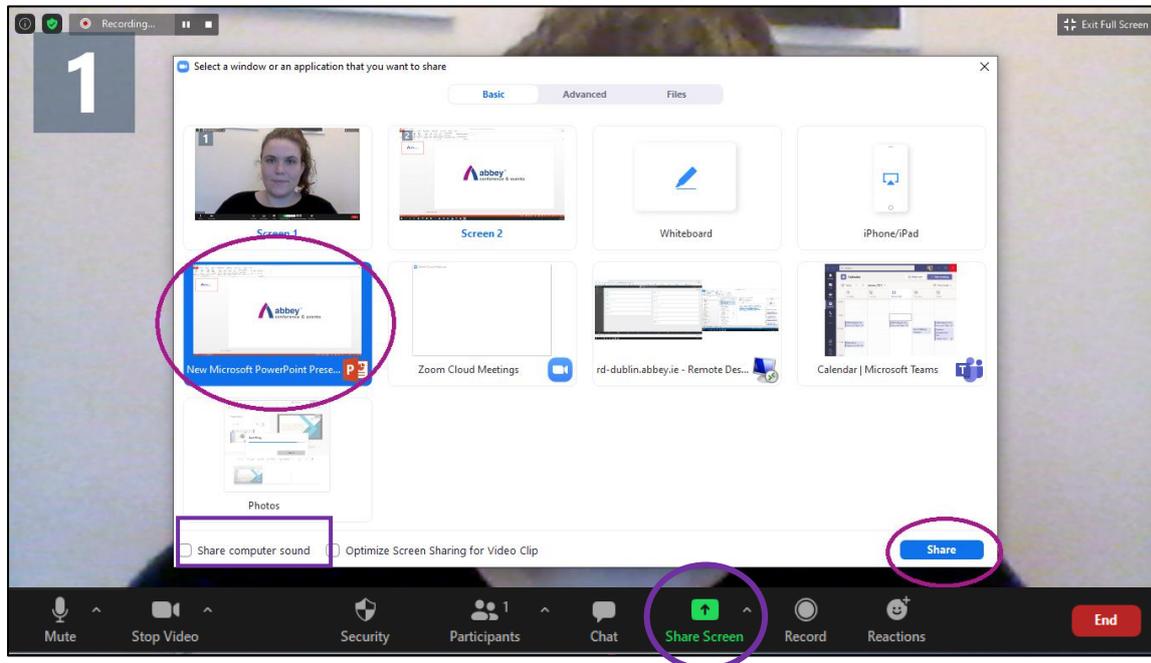


The Zoom window will open and you should see yourself on camera. When using this app for the first time, you will need to allow access to your camera and microphone. Please allow access to both so you can start recording your video.

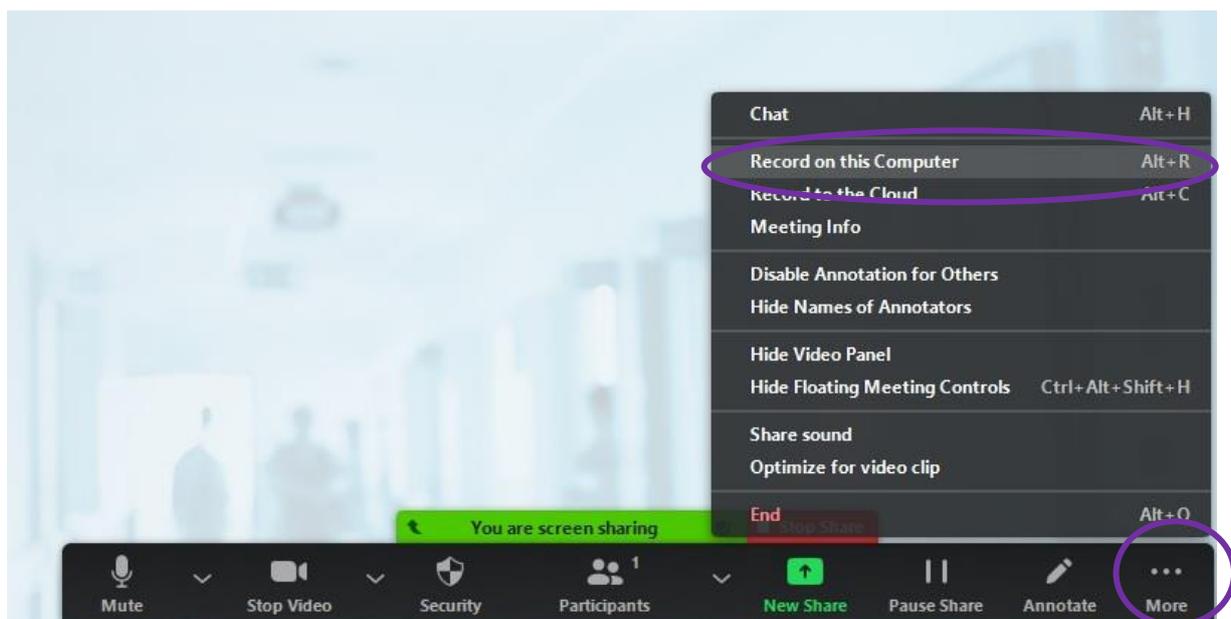
At the bottom you will see below 'Meeting Controls' ribbon. Make sure that you are unmuted and that your video is on.



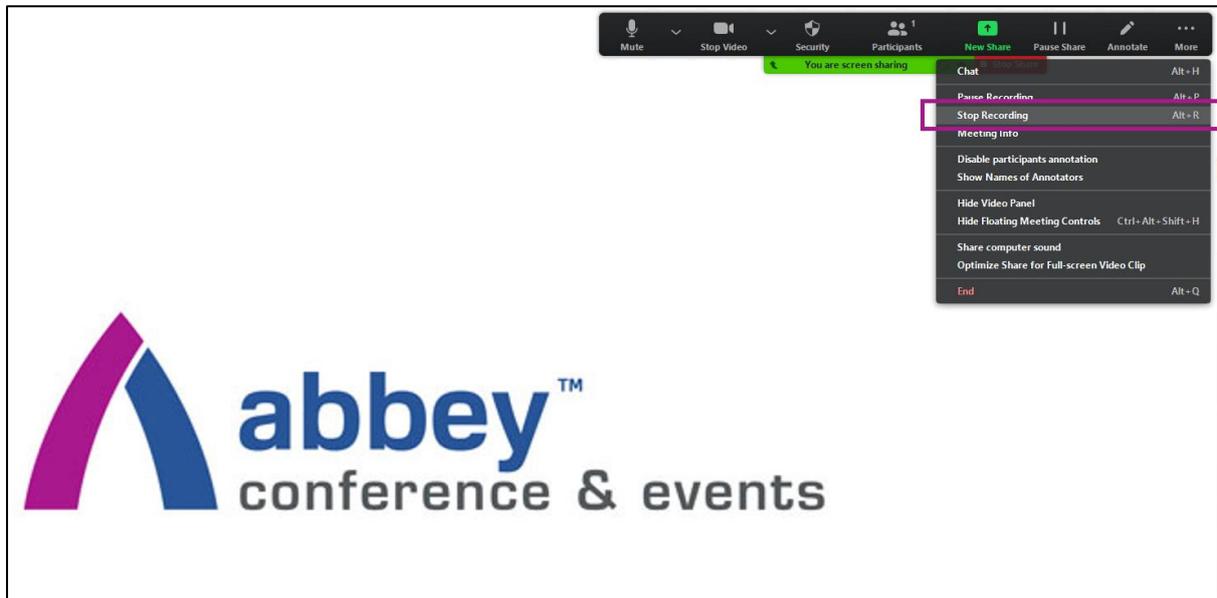
Next, please share your screen by clicking on the green icon “Share Screen” on the control tab at the bottom. Choose the file you want to share (.ppt) and click on the blue “Share” button on the right. Please note, if you have video files with sound in your presentation file, please tick the ‘share computer sound’ box as well.



Please tick the slide show mode button of your presentation file before starting to record your presentation. When you are ready, click on three dots “More” and select “Record on this Computer” or “Start Recording” to start recording your presentation.

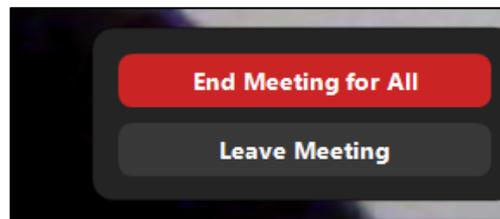


When you are finished recording your presentation, click on three dots and select “Stop Recording”.

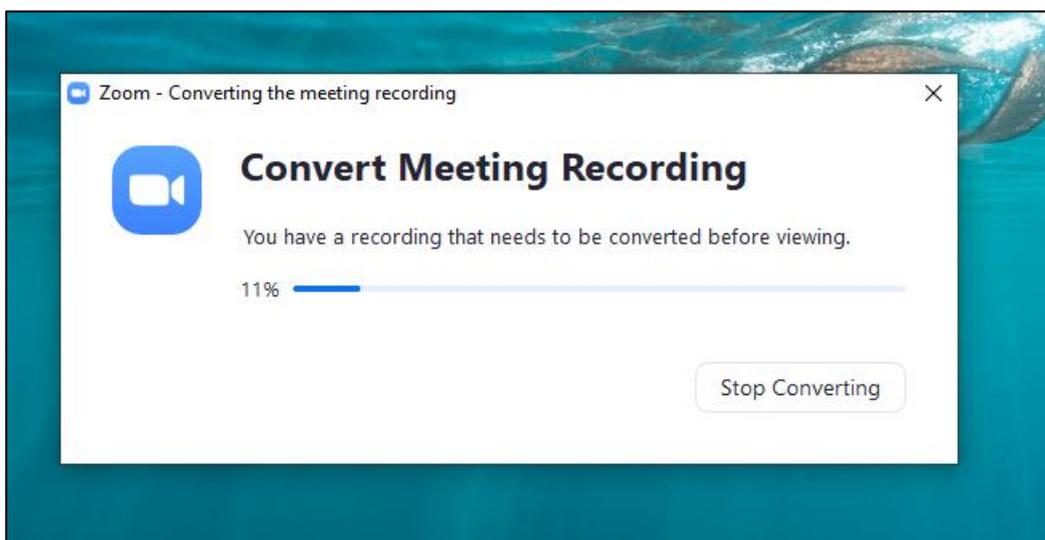


You can stop sharing your screen as well now.

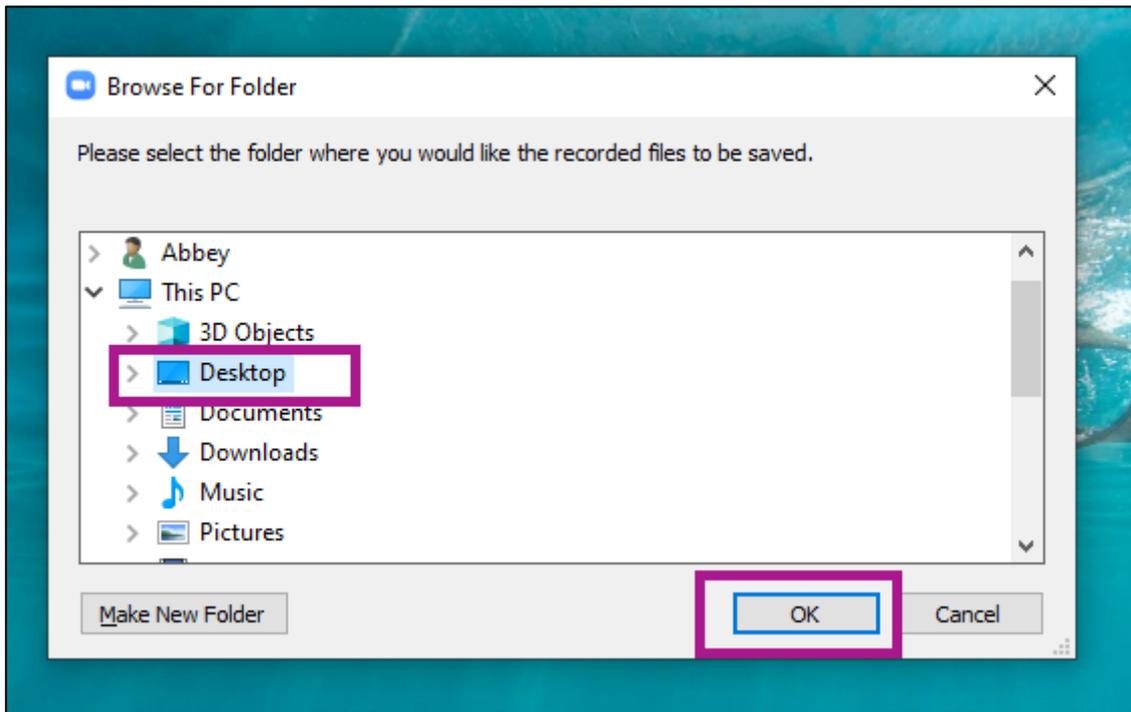
You still need to end the meeting so click on red “End” button in the bottom right hand side and choose “End Meeting for all”



This will automatically start the converting process. Let the system convert your recording.



Once converted please choose where you want your recording saved and click on OK.



Send us your MP4 file via WeTransfer (<https://wetransfer.com/>) to metsoc2022@abbeyuk.com

We kindly ask you to **name your video file with your name.**