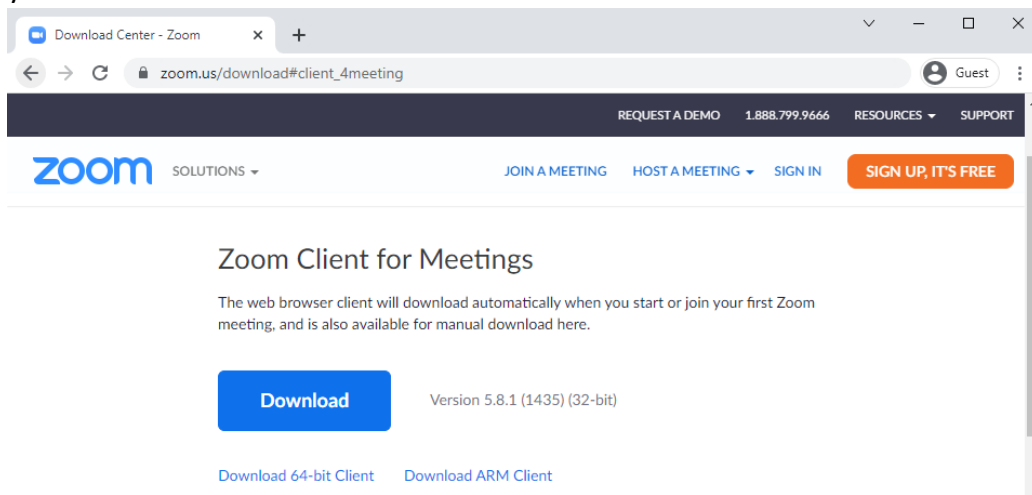


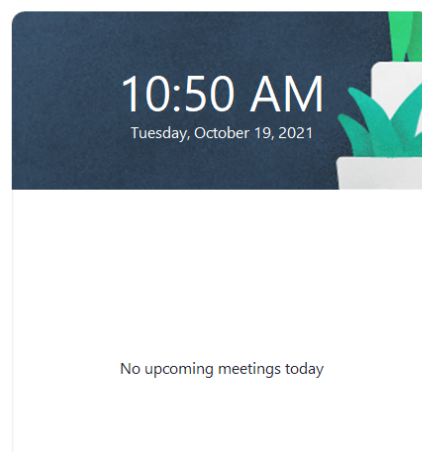
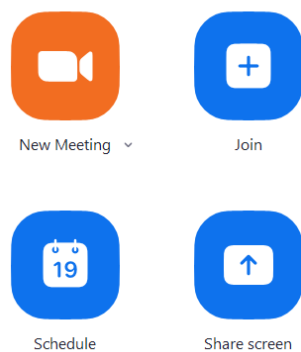
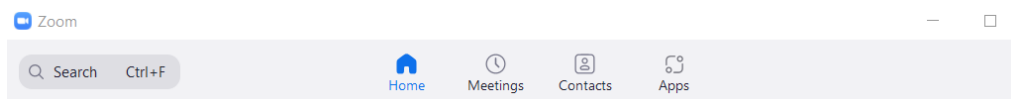
Video Preparation Guide Using Zoom's Built-in Record Function

Zoom application (which will also be used in the conference) provides an easy way of capturing a presentation in a video. Details of how to prepare a video recording of your presentation are described below:

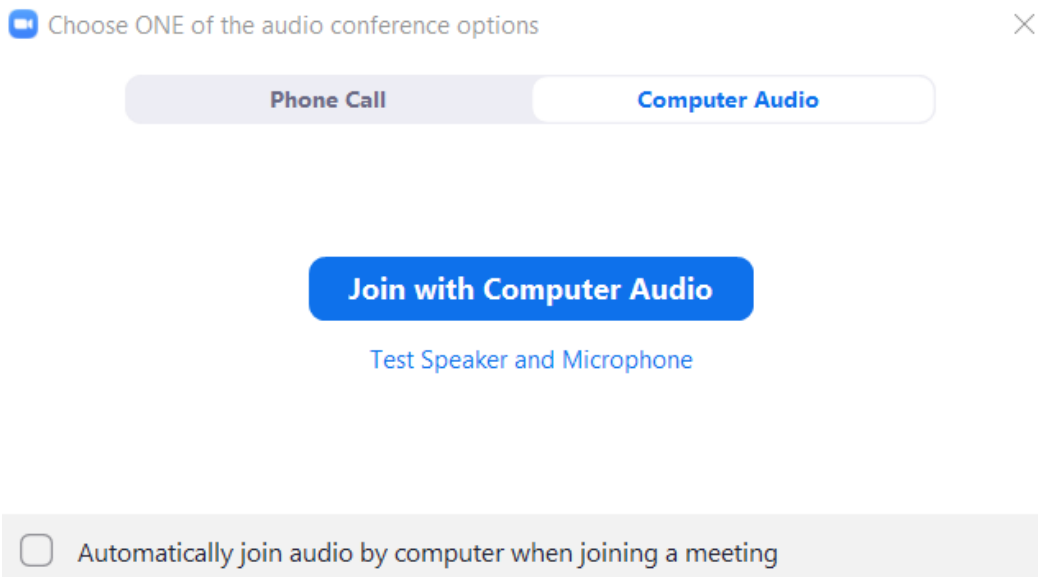
1. If you do not have an account, first sign up to Zoom by following the instruction on the page using the link <https://zoom.us/signup>.
2. Go to https://zoom.us/download#client_4meeting and download the Zoom Client to your PC.



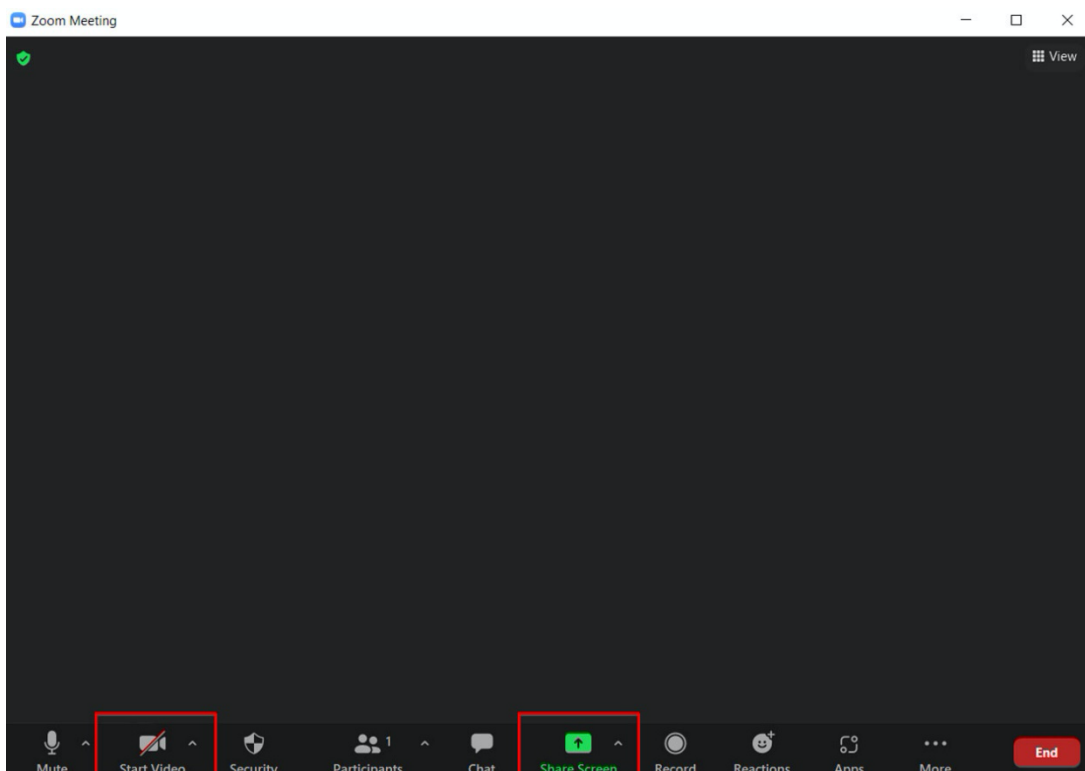
3. Start the Zoom application you have downloaded and sign in.
4. Click on **“Home”** button located at the top row of the window and then click on **“New Meeting”** icon.



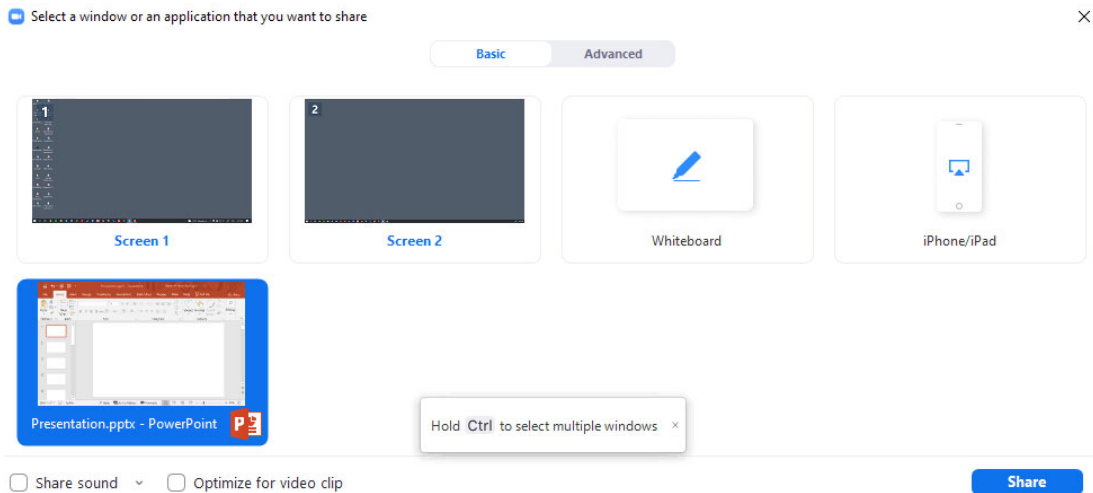
5. Click on **“Join with computer audio”**.



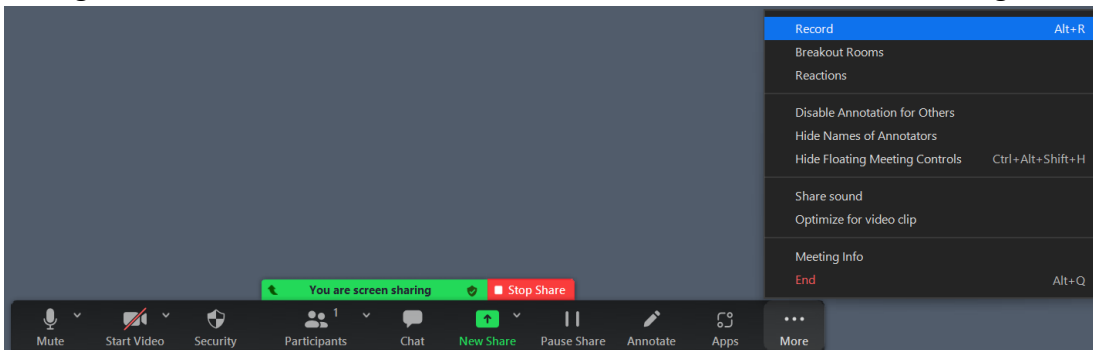
6. If you would like your video to be displayed in your recording, make sure that the **“Start Video”** option is on (By default, meetings start with the web camera on if you have a camera connected to your PC). While it is on, you should be able to see your live web camera footage in the application. If you would like to turn it off, click **“Stop Video”** button located at the bottom left.



7. Open your PowerPoint presentation. Click on the green **“Share Screen”** icon. A new window will open. There, choose the PowerPoint presentation screen to be shared.



8. Locate the menu bar (could be at the bottom or top of the screen). Click on **“More”** at the right side of the menu bar then choose **“Record”**. This will start recording.



9. When your presentation is done click **“More”** again and then **“Stop Recording”**. Go to menu bar and click on **“Stop Share”** to stop screen sharing. Finally, click on **“End > End Meeting for All”** button located at the right side of the menu bar to close the meeting.
10. **“Convert Meeting Recording”** window will appear. After conversion, the folder of the recording will automatically open. The file with the extension **“.MP4”** is the final video file.
11. Open and test the file. Make sure both audio and video play as expected. Please do not forget to rename the final file accordingly before sending.