

WMIC Virtual 2020 Presentation Recording

Deadline to submit: September 25th

Zoom will allow you to host a meeting with screen share, audio, and video, to record your presentation for WMIC Virtual 2020.

Reminder - Please be cognizant of the time limits for each presentation. As this year's meeting will be recorded and live-streamed, it is important to stay within the time limits to keep the schedule on track.

Time limits:

If you have a spotlight session - 10 minutes

If you have a scientific session - 10 minutes

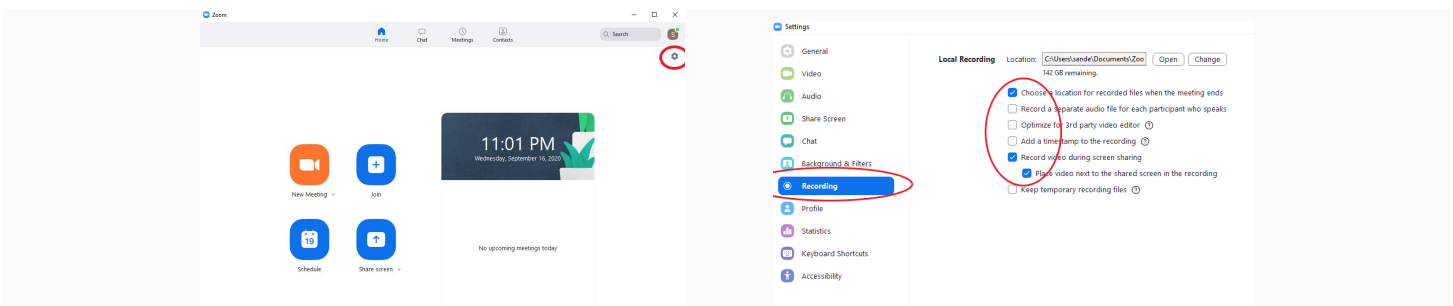
If you have an ePoster presentation - 3 minutes and 3 slide maximum slide deck

If you have any questions about your account, please contact us at speakerinfo@wmis.org

1. If you have never used Zoom, instructions on creating an account and basic features can be found [HERE](#). In order to record your presentation, you must first download and install the [Zoom client](#). Below you will find instructions to pre-record your presentation. Recordings should be uploaded by September 25th.

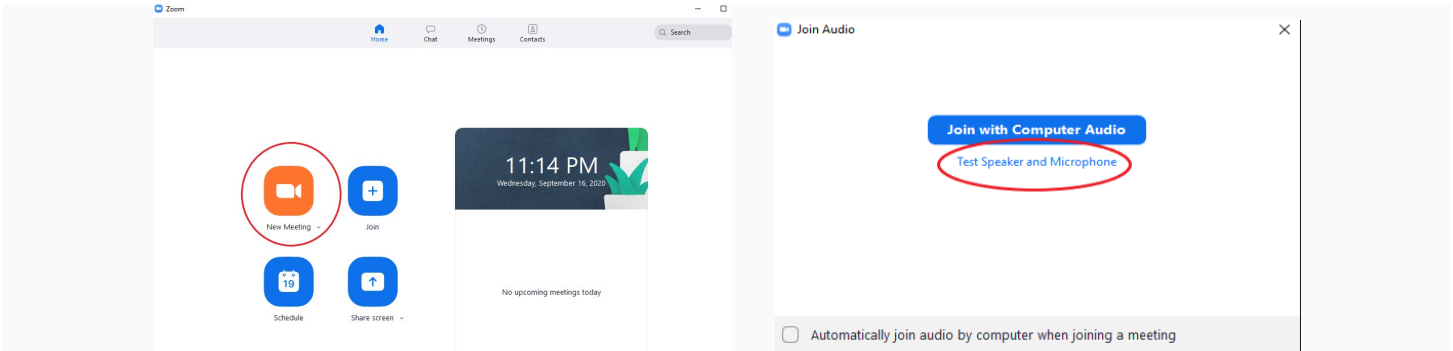
Recording Instructions

1. Open Zoom. In your profile, click **Settings**, then **Recording**. Be sure that Local Recordings is on. Choose a location for the recorded file for after the meeting ends.
2. Please note the size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your webcam video will move to the upper right-hand corner. If you want your webcam video inside your shared screen (upper right corner of your slide presentation where it may potentially cover text or images on your slide), make sure "Place video next to the shared screen in the recording" is **not** checked. If you prefer your video is outside of the shared screen (where it will not cover the upper right part of your slides), select "Place video next to the shared screen in the recording"
3. Close the Settings window

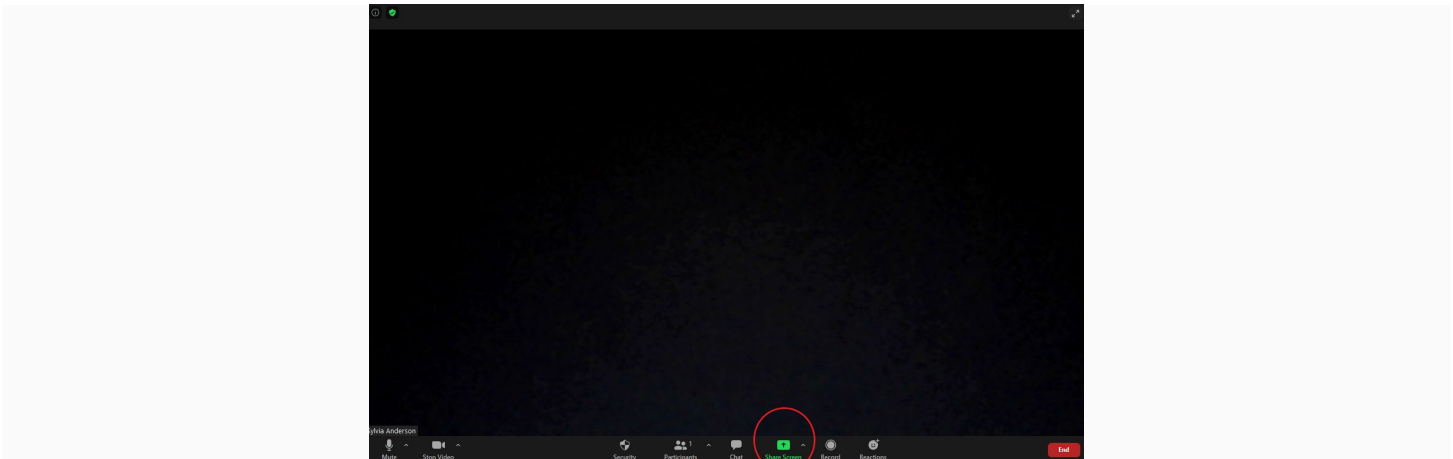


4. Select **New Meeting** icon (video window will open)

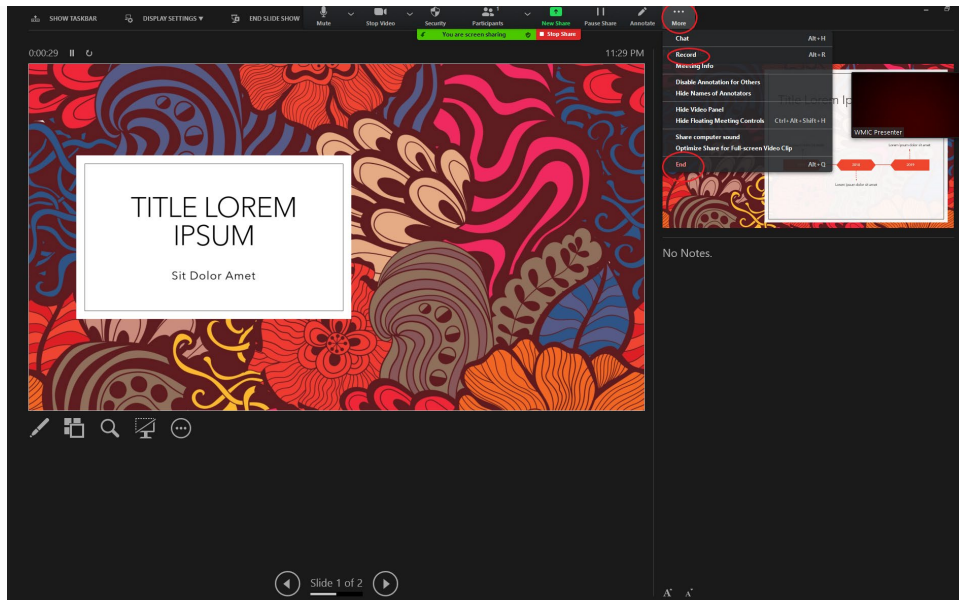
5. Be sure to test your speaker and microphone. The video is required in order to ensure a high-quality experience for the audience.
6. Select **Join with Computer Audio**



7. Make sure your slide presentation is ready
8. Select **Share Screen** (green icon at bottom). Several screen options will appear for you to choose from.



9. Your slides should be in full screen or slide show mode
10. Hover your cursor at the top of your screen to reveal the Zoom menu
11. Select **More**, then **Record**. Smile!
12. As a reminder, your presentation should not exceed your allotted time limit. If your presentation exceeds the time limit, you will be notified to submit a new presentation.
13. When finished, select **More** from the top menu, then **End** to stop the meeting – which will stop the recording.



14. Your video will convert to 3 files (.m4a, .m3u and .mp4) and save to your local system

Helpful Zoom Links and Tutorials

The following links and documents may be useful as you prepare for your virtual presentation

[Creating a Zoom Account](#)

[Screen Sharing](#)

[Recording](#)

[Audio/Video Testing](#)

[Screen Sharing a PowerPoint Presentation](#)

Uploading Your Presentation to the Presentation Module

Follow the instructions below to upload your presentation.

If you have not registered for WMIC Virtual 2020, you must register before uploading your presentation. [Register Here](#)

If you've already registered, login to the WMIC Virtual Platform [Here](#).

1. Go to "My Sessions" in the left-hand menu
2. Edit your session listed
3. Select "Upload Video" and select your Zoom Recording.

*Please note, if you are an ePoster Presenter, you can use the WMIC Virtual Platform to record your 3-minute presentation if you are **not including** slides in your presentation. The platform will access your camera and microphone to record your presentation. As an ePoster Presenter, you also have the ability to upload your poster.