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Recording Your Presentation using ZOOM – Tips

It is highly recommended that you plan to conduct a quick 1 to 2-minute TEST recording prior to attempting a recording of your official presentation.

I. Prepare to Record

Computer:

- Use **computer**, not mobile phone.
- Use **power** cord, not battery power
- Use **wired** connection rather than WIFI if possible
- Avoid streaming other platforms during recording, to ensure highest bandwidth

Microphone:

- Ensure **microphone**/headset is close. A Lavalier mic is recommended for best results.

Camera (webcam):

- **Test** Camera before recording (by using Zoom).
- Have camera at eye-level, with you centered in frame

Background and Lighting:

- **Background:** use a clean Background of solid color: mid-gray is best because it is very neutral. You can download slides and background in the [promotional toolkit](#)
- Use **proper lighting** in the room, with no bright lights or windows behind you.
- If needed, place additional lamp to light your face better.

Environment:

- Select a **quiet** space.
- Avoid background noise and any interruptions.
- If you need to stop in the middle of recording, you will need to start a new recording from the beginning.
- Have a **clock** or timer near you. You will need to time your presentation.

Remember before you start presenting:

The software will record everything on the screen, including your **cursor**.

When you are speaking, **look directly** into your computer's camera.

This is just like presenting live. Small mistakes are fine.

If you make a major error or are interrupted by background noises, etc., **stop** the slideshow and stop the recording. Get settled and **start a new recording** back at the beginning of your slideshow.

II. Recording your Presentation

Record with Zoom to your Computer for later Upload to Online:

- Have latest version of **Zoom** installed on your computer.
- Close email, mute cell phone, and any other items that may sound alerts during recording.
- Time your presentation with clock or timer near you.

Zoom Settings:

- Open **Zoom**
- Go to **Settings** (small Gear icon in upper right corner of Zoom window)
- Video Tab Select desired webcam
 - **"Touch up my appearance"**, but no more than halfway on the slider
- Audio Tab o Select desired microphone
 - Test the microphone
 - Select **"Automatically adjust microphone volume"**
 - Set Suppress background noise to **"Low"**
- Background & Filters Tab o Virtual Background: Please select **"None"**
- Recording Tab o Note where your recordings will be saved. Change this to **Desktop**, so it is easy for you to find the file after the recording.
 - Select **"Optimize for 3rd party video editor"**
 - Select **"Record video during screen sharing"**
 - Select **"Place video next to the shared screen in the recording"**
- Close the **Settings** window.

Start a New Meeting in Zoom (orange videocam icon):

- You will be the only attendee.
- If prompted, select **"Join with Computer Audio"**

Prepare PowerPoint (not using Presenter Mode) and test your slideshow:

- Open your **Powerpoint** presentation and start your slideshow.
- Make sure your presentation fills the screen and that you are **not** in **Presenter Mode**
- **Exit** your slideshow but keep **PowerPoint** application open.

Start Recording:

- In the **Zoom** window, click **"Share Screen"**
- Select the **PowerPoint** window
- Click **"Share"**

Start your PowerPoint Slideshow:

- Make sure your slide fills the entire monitor.
- Your webcam view will appear as a small window in the upper right. It may appear to cover part of your PowerPoint slide, but it will **not** be on top of your slide in the recorded file as long as you followed the **Zoom Settings** guidelines in this document.
- Move your cursor to the top edge of the screen above “**You are screen sharing**” o **Zoom toolbar** will appear
 - Click the “**...More**” button
 - Select “**Record**”
 - If prompted, select “**Record on this computer**”
 - **Before you start your presentation recording, conduct a quick 1 to 2-minute test recording to ensure that everything is working.**
 - Begin your presentation.

When You are Done:

- Move your cursor to the top edge of the screen above “You are screen sharing”
- Click the “**...More**” button
- Select “**Stop Recording**”
- At the top of your monitor, click “**Stop Share**”
- **Exit** the **PowerPoint** slideshow
- **End** the **Zoom** meeting.
 - When you end the Zoom meeting, a window will appear showing the progress of converting your recording. **THIS WILL TAKE SOME TIME**, up to half an hour depending on the length of your presentation. When complete, a window may open showing you the saved Zoom video with a name like “**zoom_.mp4**”.
- If a window does not automatically open, navigate to the folder location you set in the **Zoom Settings Recording Tab** (should be the **Desktop**) and find the “**zoom_#.mp4**” file manually.

Check Your File:

- Play your file on your computer and make sure it looks and sounds good.
- The **PowerPoint** slide should fill most of the video except for a black bar at the right. A small window of your webcam view will be set in the space to the right of the **PowerPoint** slide.