



Instructions for Recording Your Presentation with Slides on Zoom

Thank you for agreeing to present! Please follow the steps below to record your session with slides and video using Zoom.

Before You Record

1. Update Zoom

- Make sure you have the latest version of Zoom installed.
- Download/update here if needed: <https://zoom.us/download>

2. Equipment Checklist

- Stable internet connection
- Webcam (built-in or external)
- Microphone (headset preferred for best audio)
- Quiet room with good lighting (light facing you, not behind you)

3. Prepare Your Slides

- Have your PowerPoint, Keynote, or PDF slides ready and open. (You can use the template provided)
 - Close unnecessary programs and turn off notifications.
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How to Record Your Presentation

Step 1: Start a New Zoom Meeting

1. Open Zoom.
2. Click **New Meeting**.
3. Ensure your camera and microphone are on.

Step 2: Share Your Slides

1. Click the green **Share Screen** button.



2. Select your slide presentation window.
 3. Click **Share**.
 4. Start your slideshow in full-screen mode.
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Important: Show Your Video Next to Slides

To ensure we see both you and your slides:

- In the Zoom toolbar, click **More (three dots)**.
- Select **Record to This Computer**.
- When sharing, click **More** → **Layout** (if available) and choose a layout that shows both slides and speaker video.
- If using PowerPoint, you may also use Presenter View if preferred, but ensure the shared screen shows only the slides.

Tip: Position your webcam window where it won't cover important slide content.

Step 3: Record

1. Click **Record**.
2. Wait 3–5 seconds before beginning.
3. Deliver your presentation as you would live.
4. When finished, pause briefly, then click **Stop Recording**.
5. End the meeting.

Zoom will automatically convert your recording into an MP4 file.

After You Record

1. Locate your recording:
 - Zoom will open the folder automatically.
 - Default location is usually:



- Documents → Zoom (Windows)
- Movies → Zoom (Mac)

2. Watch the first minute to confirm:

- Slides are visible
- Audio is clear
- Your video appears properly

3. Rename the file:

LastName_FirstName_PresentationTitle.mp4

4. Upload the file to the shared folder or platform provided.

Recording Tips for Best Quality

- Speak clearly and at a steady pace.
- Keep your camera at eye level.
- Look at the camera occasionally (not just the slides).
- Avoid reading directly from the slides.
- Aim for the assigned time limit.
- Silence phones and disable notifications.

If You Need Help

If you encounter technical issues:

- Restart Zoom and try again.
- Check microphone settings in Zoom Audio Settings.
- Contact secretariat@esprm2026.com .