Instructions for Pre-Recorded Presentations
THE VERY FIRST STEP IS TO SET A RECORDING SLOT

You need to book an appointment with our IT technicians.
1. For booking your appointment, please click on the link:

https://calendly.com/congressrentals/recording-presentation-for-emop2021?month=2021-08
2. When you view the page, first check that the time zone is correct.
3. Choose your preferred date and time for recording your presentation, then **Confirm**
4. Please fill in your details, then press Schedule Event.

Please make sure to write your e-mail correctly; the confirmation of your appointment will be sent to this e-mail address.
5. After completing the registration, you will see a confirmation page.
6. You will get a confirmation e-mail to the e-mail address that you indicated while filling in your details *(if you cannot find it in your inbox, please also make sure to check your spam folder).*
7. **VERY IMPORTANT!** If you need to **Reschedule** or **Cancel** your booking, please use the link in the e-mail confirmation to do so.

Location:

This is a Zoom web conference.

You can join this meeting from your computer, tablet, or smartphone.
https://us06web.zoom.us/j/6196581946

You can also dial in using your phone:
US: +1 312 556 6799, +1 466 676 052, +1 301 714 8672, +1 346 248 7799, +1 720 707 2690, +1 253 215 9702
Meeting ID: 819 678 058 1946

Find your local number: https://us06web.zoom.us/u/kzsi7y0k6x5

Your Answers:

Presentation title: Budget presentation

Mobile phone: +1 425-655-2121

The event should populate automatically on your calendar. If it doesn’t, you can add it with the buttons below.

[Add to Google Calendar] [Add to iCal/Outlook]

Make changes to this event:

[Reschedule] [Cancel]
MAKE SURE TO BE PREPARED BEFORE YOU ENTER THE VIRTUAL RECORDING ROOM BY THE TIME OF YOUR BOOKED APPOINTMENT
Please make sure that you have:

a. Your **headset/headphone with microphone** connected to your computer is highly recommended to get the best quality.

b. A **functional webcam** to capture your view at the corner of your presentation. The internal webcams of computers are fine to use. If you wish not to have your visual to appear during your presentation, it is ok not to use the webcam.

c. A **stable internet connection with high upload speed**. We recommend using wired internet if possible. 4G should not be used. You may check your internet speed by performing an Internet speed test online: [https://www.speedtest.net/](https://www.speedtest.net/). Your upload speed should ideally be above **10 Mbps** in order to avoid slow-speed issues.
d. **Position your laptop/webcam** to meet eye level with the camera and sit facing away from it with enough distance to capture your shoulders and your entire face with some room to spare.

e. The **light is arranged**. We recommend to get the light across your face in order to avoid to be left in darkness during your presentation.

f. **Your background is tidy and nice.** It is NOT recommended to use artificial backgrounds as they fade / move with your movements or even with slight air flow.

g. **Close unnecessary apps and turn off notifications** such as email or instant messaging.

h. Prepared power point presentation in **4:3 format send to the next mail: vmatovic@congressrental.eu minimum one hour before recording** (just in case as a backup option).
i. If your presentation contains videos, please make sure to embed them. Web links to external websites in your presentation are not possible.

j. At the following link [https://emop2020.org/programme/](https://emop2020.org/programme/) please check detailed programme and duration time of your lecture.

k. It is recommended that you practiced the presentation few times before recording.

l. Keep your phone in silent mode.

m. Please note that you are required to schedule a SEPARATE recording slot for EACH presentation that you will need to pre-record.
JOINING THE RECORDING SESSION
1. Please click on the link to join the session which has been sent you via e-mail after you booked your appointment for recording your presentation.

[Confirmed: Pre-Recording lecture for EMOP2021 with EMOP2021 on Friday, August 27, 2021]

Hi John Smith,

Your Pre-Recording lecture for EMOP2021 in duration of 40 minutes starting at 13:00 (Central European Time) on Friday, August 27, 2021 is scheduled.

Location:
This is a Zoom web conference.

https://us09web.zoom.us/j/81985818946

You can also dial in using your phone:
US: +1 312 626 6799, +1 444 558 8556, +1 301 715 8592, +1 346 248 7799, +1 778 207 2699, +1 253 215 8782
Meeting ID: 819-696-18946

Find your local number: https://us09web.zoom.us/u/kdhnyebk0h35

Your Answers:
Presentation title
Budget presentation
Mobile phone
+1 425-555-2121

The event should populate automatically on your calendar. If it doesn’t, you can add it with the buttons below.
2. You will be prompted to download the zoom client, please install zoom on your computer.

*If you have installed zoom on your PC just skip to step 4.*

3. The zoom client will start immediately after the installation.
4. Please enter your name and last name and click on “Join Meeting”:

5. Check your computer audio settings. Please click on “Test Speaker and Microphone”:
6. Test your Speaker. Make sure that you hear the sound. If you do, please click on “Yes”. If you do not hear the sound, please check that the correct speakers are chosen:

Do you hear a ringtone?

Yes  No

Speaker 1: (Realtek(R) Audio)

Output Level:
7. Test your microphone. Please speak to your microphone and make sure you hear yourself properly. If you do not hear anything, please check that you have chosen the correct microphone:
8. If you completed the test correctly, please click on “Join with Computer Audio”:

Speaker and microphone looks good

Speaker: Speakers (Realtek(R) Audio)
Microphone: Microphone Array (Realtek(R) Audio)

When you start talking, please make sure that your microphone is not muted (when you speak you will see a green indicator on the microphone icon in zoom):
9. Enable your video camera:

10. Share your screen by clicking on “Share Screen”:

*Please make sure to have your presentation opened.*
11. After clicking “Share Screen”, you will see the list of open documents at your computer. Find your power point presentation within them, click on it. And then click “Share”: 
• You are ready to start the recording of your presentation.

• After you finish the recording, your recording will be saved directly on our system by our IT technicians.
THANK YOU FOR YOUR CONTRIBUTION