

▶ Instructions for Pre-Recorded Presentations

1

▶ 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/congressrentalrs/recording-presentation-for-emop2021?month=2021-08>

The screenshot shows a web browser window with the URL <https://calendly.com/congressrentalrs/recording-presentation-for-emop2021?month=2021-08>. The page features the EMOP2021 logo (October 12-16, Belgrade) and the text "changing climate changing parasites". The main content area is titled "EMOP2021 Pre-Recording lecture for EMOP2021" and indicates a duration of 40 minutes. It states that web conferencing details will be provided upon confirmation. A welcome message asks the user to choose their appointment. On the right, a "Select a Date & Time" calendar for August 2021 is displayed, with dates 25, 26, 27, 30, and 31 highlighted. The time zone is set to Central European Time (05:33). A "Troubleshoot" button is located at the bottom right of the calendar area.


emop 20^{XIII}
October 12 - 16
Belgrade
changing climate
changing parasites

EMOP2021
Pre-Recording lecture for EMOP2021
40 min
Web conferencing details provided upon confirmation.
Welcome to scheduling page for pre-recording lecture for EMOP2021. Please chose your appointment.

Select a Date & Time
August 2021
MON TUE WED THU FRI SAT SUN
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31
Central European Time (05:33) ▼
Troubleshoot

2. When you view the page, first check that the time zone is correct.

https://calendly.com/congressrentals/recording-presentation-for-emop2021?month=2021-08



changing climate
changing parasites

EMOP2021

Pre-Recording lecture for EMOP2021

🕒 40 min

📺 Web conferencing details provided upon confirmation.

Welcome to scheduling page for pre-recording lecture for EMOP2021. Please chose your appointment.

Select a Date & Time


August 2021

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

🕒 Central European Time (05:33) ▼


🔧 Troubleshoot


3. Choose your preferred date and time for recording your presentation, then **Confirm**



EMOP2021

Pre-Recording lecture for EMOP2021

 40 min


 Web conferencing details provided upon confirmation.

Welcome to scheduling page for pre-recording lecture for EMOP2021. Please chose your appointment.

Select a Date & Time

August 2021 < > Friday, August 27

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 Central European Time (05:34) ▼

13:00

Confirm

09:00

09:40

10:20


11:00

11:40

12:20


13:40


14:20

 Troubleshoot

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.








EMOP2021

Pre-Recording lecture for EMOP2021

 40 min

 Web conferencing details provided upon confirmation.

 13:00 - 13:40, Friday, August 27, 2021

 Central European Time


Enter Details

Name *

Email *

Presentation title *

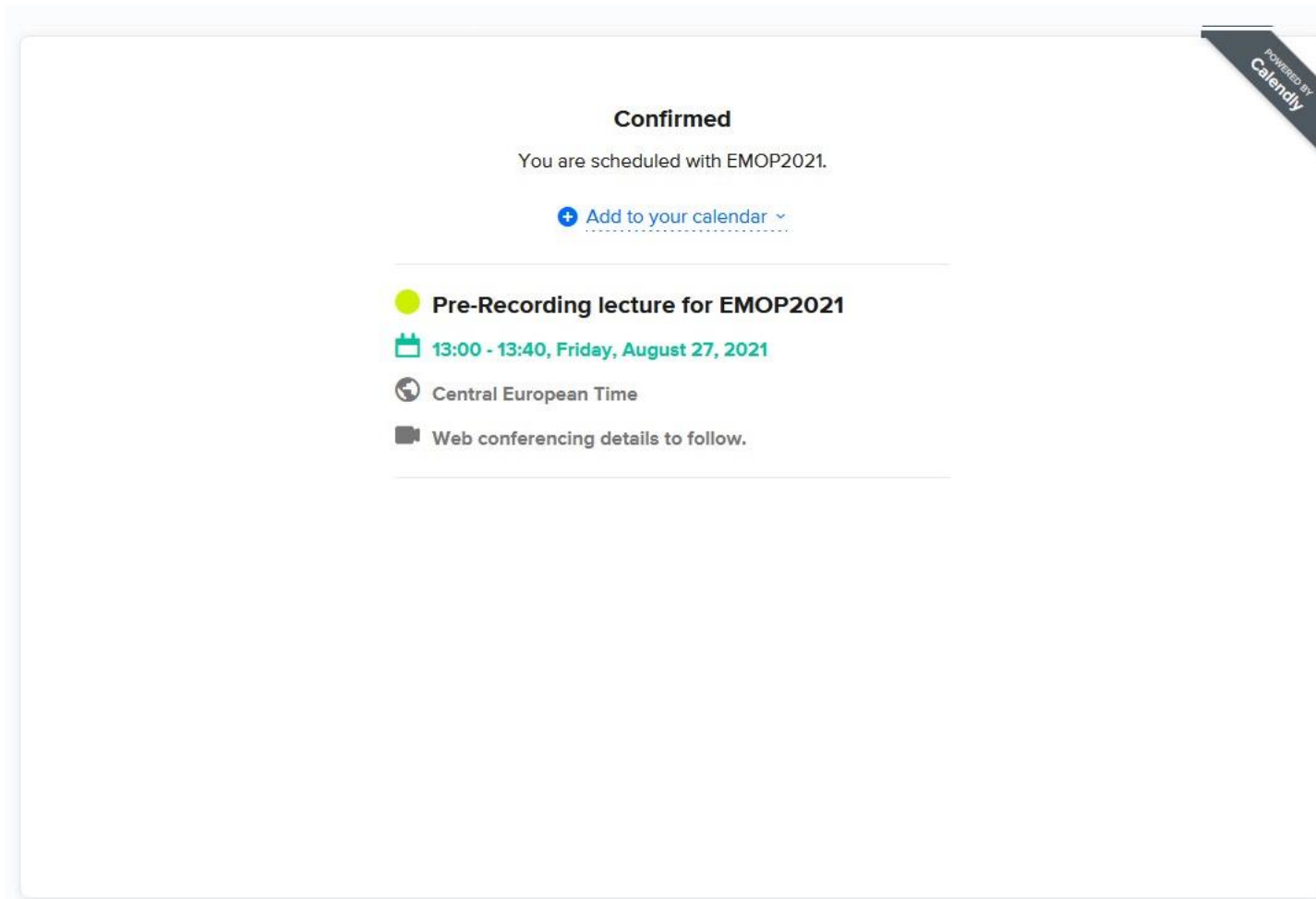
Mobile phone *



Schedule Event

POWERED BY
Calendly

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*).

Confirmed: Pre-Recording lecture for EMOP2021 with EMOP2021 on Friday, August 27, 2021 ▷ Inbox x

 **EMOP2021 (via Calendly)** <notifications@calendly.com>
to me ▾

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.

You can join this meeting from your computer, tablet, or smartphone.

<https://us06web.zoom.us/j/81965818946>

You can also dial in using your phone.

US: +1 312 626 6799, +1 646 558 8656, +1 301 715 8592, +1 346 248 7799, +1 720 707 2699, +1 253 215 8782

Meeting ID: 819-658-18946

Find your local number: <https://us06web.zoom.us/j/81965818946>

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

Add to Google Calendar

Add to iCal/Outlook



changing climate
changing parasites

7. **VERY IMPORTANT!** If you need to **Reschedule** or **Cancel** your booking, please use the link in the e-mail confirmation to do so.

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<https://us06web.zoom.us/j/81965818946>

You can also dial in using your phone.

US: +1 312 626 6799, +1 646 558 8656, +1 301 715 8592, +1 346 248

7799, +1 720 707 2699, +1 253 215 8782

Meeting ID: 819-658-18946

Find your local number: <https://us06web.zoom.us/j/kdnHy0k8X5>

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

Add to Google Calendar

Add to iCal/Outlook

Make changes to this event:

Reschedule

Cancel



changing climate
changing parasites

2

▶ 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/>. 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/> 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.

3

▶ 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 

 **EMOP2021 (via Calendly)** <notifications@calendly.com>
to me ▾

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US: +1 312 626 6799, +1 646 558 8656, +1 301 715 8592, +1 346 248 7799, +1 720 707 2699, +1 253 215 8782

Meeting ID: 819-658-18946

Find your local number: <https://us06web.zoom.us/j/kdnHy0k8X5>

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

Add to Google Calendar

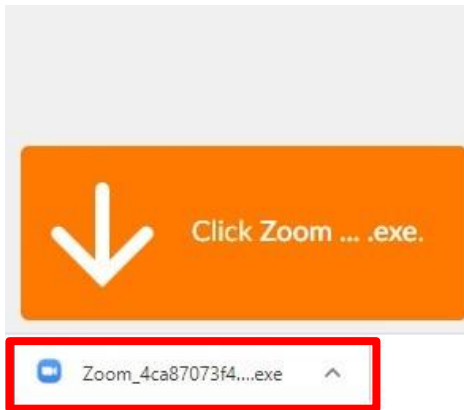
Add to iCal/Outlook



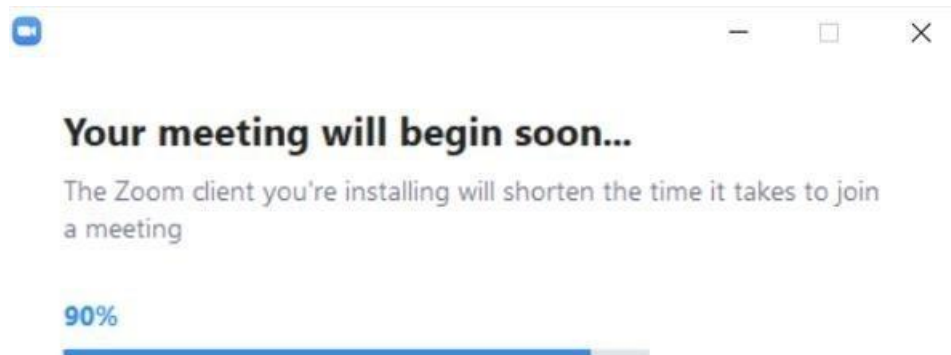
changing climate
changing parasites

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**”:

Zoom >

Enter your name

Your Name

☒ Remember my name for future meetings

Join Meeting Cancel

5. Check your computer audio settings. Please click on “**Test Speaker and Microphone**”:

Join Audio ✕

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

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:

×

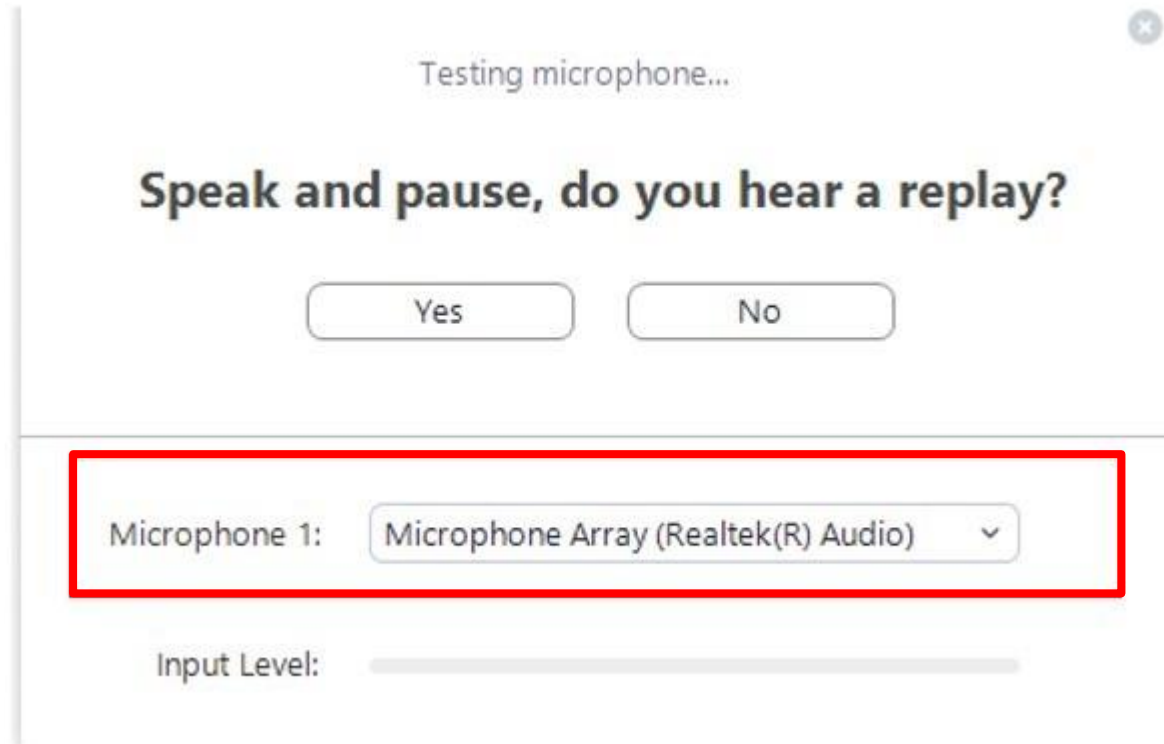
Testing speaker...

Do you hear a ringtone?

Speaker 1:

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:



Testing microphone...

Speak and pause, do you hear a replay?

Yes No

Microphone 1: Microphone Array (Realtek(R) Audio) ▼

Input Level:

8. If you completed the test correctly, please click on “Join with Computer Audio”:

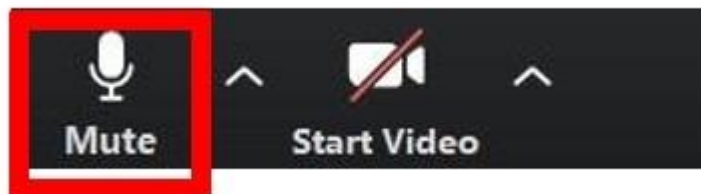
Speaker and microphone looks good

Speaker: Speakers (Realtek(R) Audio)

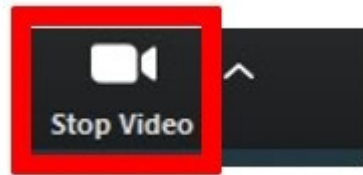
Microphone: Microphone Array (Realtek(R) Audio)

Join with Computer Audio

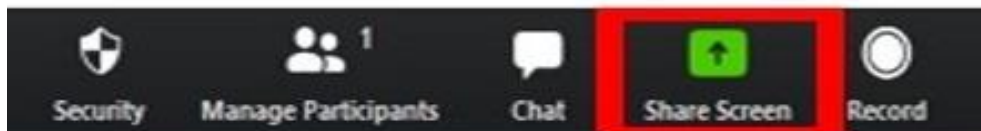
When you start talking, please make sure that your microphone is not muted (when you speak you will see a green indicator on the microphone icon in zoom):



9. Enable your video camera:

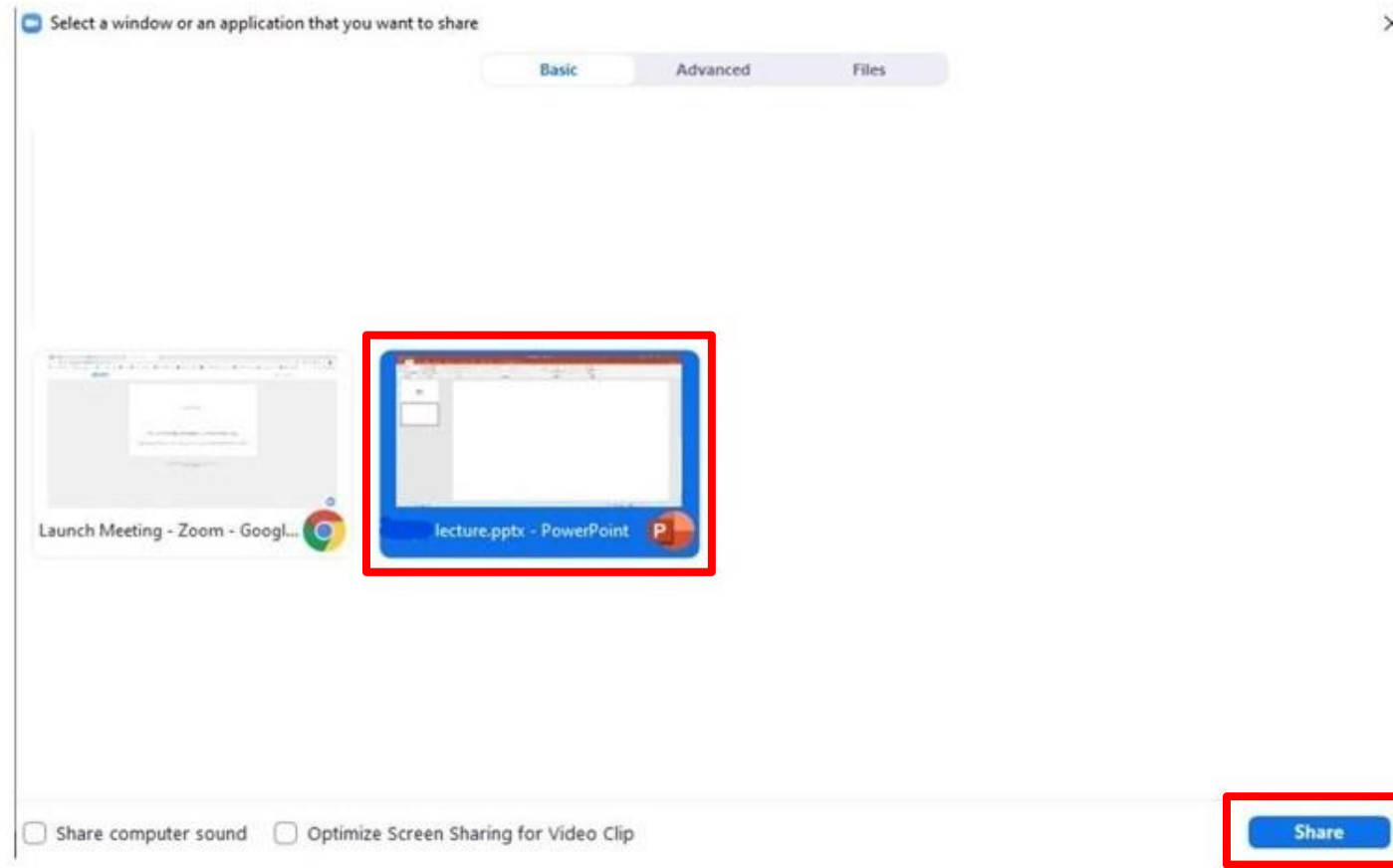


10. Share your screen by clicking on “Share Screen”:



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**