

# THE VIRTUAL SHOW

Virtualizing the Events World

Instructions on how to record your  
presentation for the Virtual



# Technical papers for LABAT'2021 conference

- All speakers must prepare two video files of their oral technical presentations – a regular one not to exceed 20 min and a short one not more than 2 min in length.
- The regular version of the presentation will be available to all registered conference delegates through the on-demand section of the virtual conference platform.
- The short version should briefly state the purpose of the research, the main results and major conclusions and will be broadcasted prior to the question and answer sessions during the daily live event.

# General information

- Presentation slides should be with page set-up 16:9 aspect ratio and landscape orientation. Please use popular fonts. Text font, figures and tables should be large enough to be easily read from a distance.
- After you send us the recorded presentation our team will make sure to insert your file to the beautiful Pro designs which are approved by the organizer.
- We recommend to you to use Zoom platform to record video of yourself with the presentation.
- In the next slides we will provide you with the guidance in order for you to extract the best possible appearance and communicate your idea in the most effective way, there are several pieces of advice that you can follow.

# Flow Performance

- **Posture** - Stand still in front of the camera.
- **Positioning** - Position yourself against the light source in the room. (Windows should be in front of you, not behind you.) Stand upright and try to make eye contact with the camera. Position yourself 1m away from the end of your laptop (or keyboard).
- **Environment** - Make sure that the room (with enough life ) you're in is private and allows you to concentrate - no background noises, etc.

## Step 1

Create your own personal Zoom account by clicking on the link - <https://us02web.zoom.us/signup> and follow the provided instructions or if you are already Zoom user sign in to your account.

The screenshot shows the Zoom web interface. The top navigation bar includes 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The main header has the Zoom logo and navigation links: 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile icon is in the top right.

The left sidebar is divided into 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Meetings' is highlighted in blue. Under 'ADMIN', there are links for 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The URL at the bottom left is <https://zoom.us/s/4843273922>.

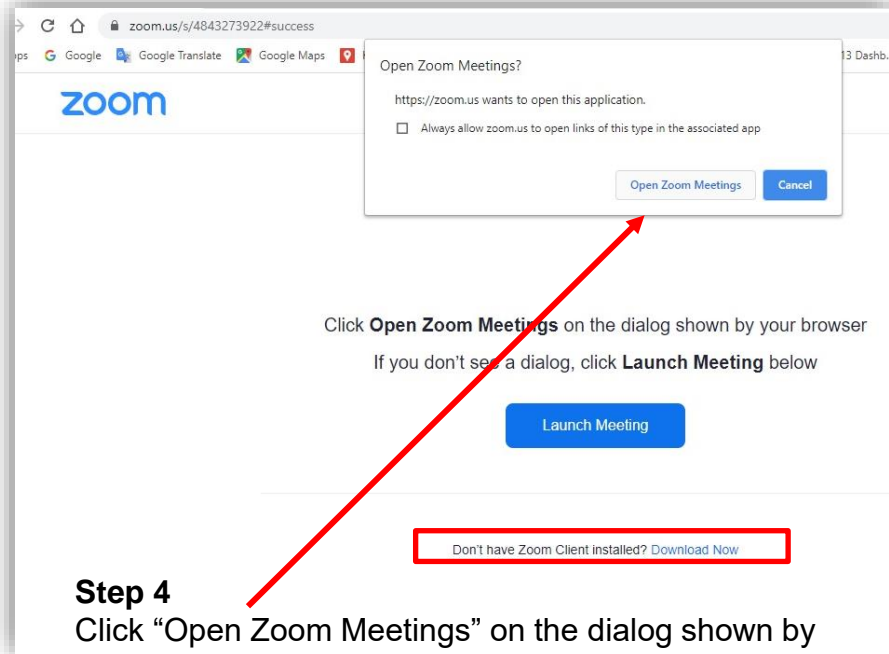
The main content area is titled 'Meetings' and has a 'Get Training' link. Below the title are tabs for 'Upcoming', 'Previous', 'Personal Room' (which is selected and underlined), and 'Meeting Templates'. A 'Details' button is visible below the tabs.

The 'Details' section includes fields for 'Topic', 'Meeting ID', 'Security', and 'Join URL:'. The 'Join URL' is <https://zoom.us/j/4843273922?pwd=MmZQQ0l0ei9pQ1oyckwzUUJycXhMZz09>. Below the URL are 'Add to' buttons for 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'. At the bottom of the details section are three buttons: 'Start', 'Copy the invitation', and 'Edit'. A chat icon is in the bottom right corner.

Red arrows point from the text instructions to the 'Meetings' button in the sidebar, the 'Personal Room' tab, and the 'Start' button.

## Step 2

1. Enter "My account".
2. On the left side panel click "Meetings" and then select "Personal Room".
3. Click "Start" button to directly begin meeting session.



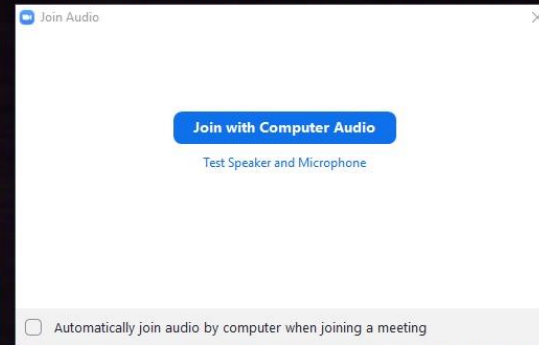
#### Step 4

Click “Open Zoom Meetings” on the dialog shown by your browser. In order to be able to use all functionalities of the platform make sure you have installed Zoom Client.

If you are not Zoom Client, in the same page click on the link Download Now and follow the instructions.

#### Step 5

To start the meeting session click on “Join with Computer Audio”. Before joining the meeting, please make sure that your microphone and camera are properly working. Please take into account that for some type of Zoom accounts the duration of one meeting session may be limited to 30 min.



## Step 6

Once you enter Zoom Meeting session observe the below main menu.

The screenshot displays the Zoom Meeting interface with the Settings menu open. The 'Recording' option is highlighted in the left sidebar. In the 'Local Recording' section, the option 'Place video next to the shared screen in the recording' is checked and highlighted with a red box. Three callout boxes provide instructions: 1. 'Make sure that your microphone is unmuted and your camera is switched on' (pointing to the Mute and Stop Video buttons), 2. 'Open the Video Settings menu.' (pointing to the Video Settings option in the camera dropdown), and 3. 'In the window "Settings" select the button "Recording", then find and tick "Place video next to the shared screen in the recording."' (pointing to the Recording option in the Settings sidebar and the checked option in the Local Recording section).

1. Make sure that your microphone is unmuted and your camera is switched on

2. Open the Video Settings menu.

3. In the window "Settings" select the button "Recording", then find and tick "Place video next to the shared screen in the recording."

## Step 6

Once you enter Zoom Meeting session observe the below main menu.

In order to be able to find and select your presentation in the window the file must be already opened in the background.

4. To view you conference presentation click "Share Screen".

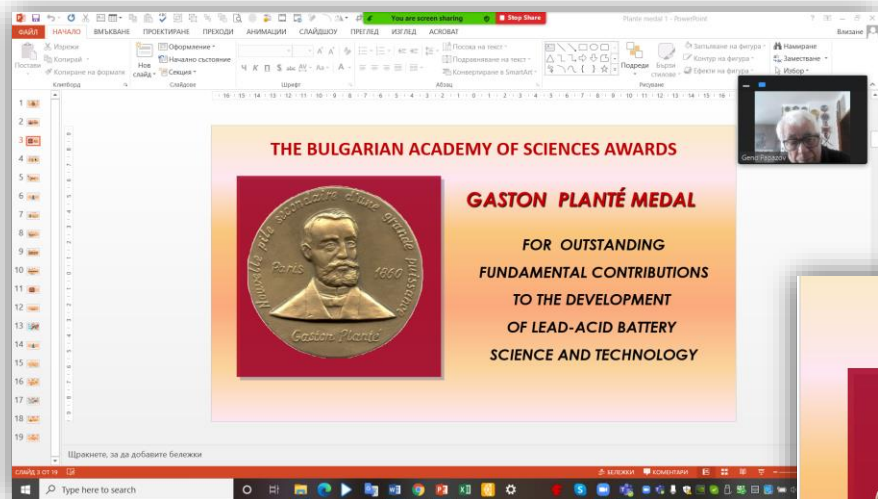
5. Select the presentation file and click "Share".

Mute Stop Video Security Participants 1 Chat Share Screen Record Reactions End



## Step 7

Once you share and observe your presentation you **MUST SWITCH ON TO FULLSCREEN SLIDE SHOW MODE.**





## Step 8

In order to START video recording of your conference presentation place the mouse cursor in the top end of the screen to invoke the main controls panel. Then click “More” and then in the drop box menu select “Record”. Alternatively use the keyboard combination by pressing Alt+R. After this moment onward video recording proceeds.

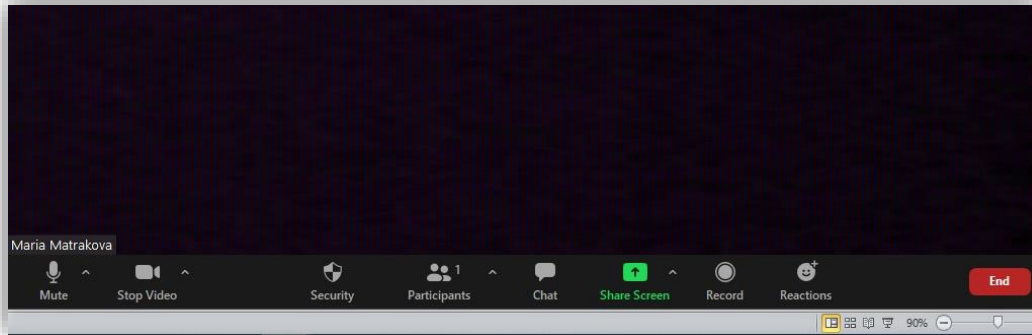
## Step 9

In order to STOP video recording of your conference presentation place the mouse cursor in the top end of the screen to invoke the main controls panel. Then click “More” and then in the drop box menu select “Stop Recording”. Alternatively use the keyboard combination by pressing Alt+R. After that click “Stop Share”.



## Step 10

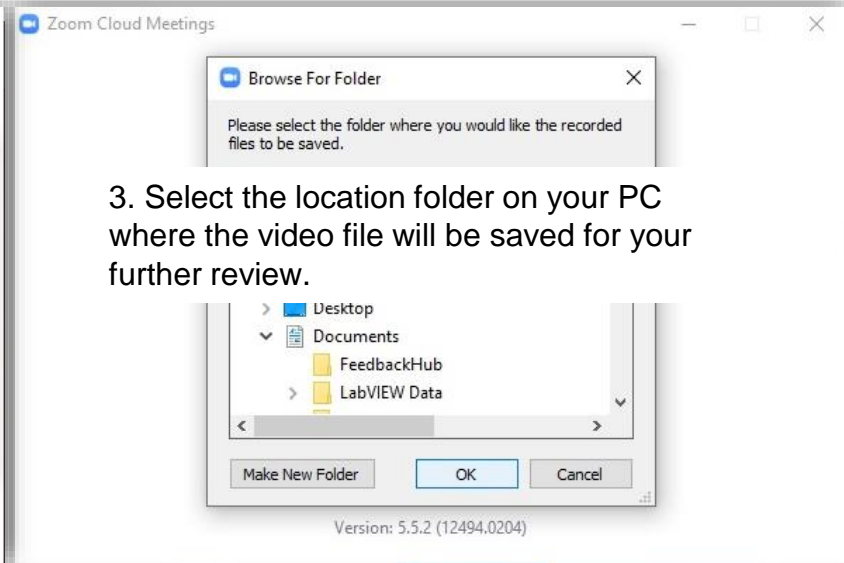
To save the final video file on your computer follow the steps below



1. Click “End” button and leave the meeting.



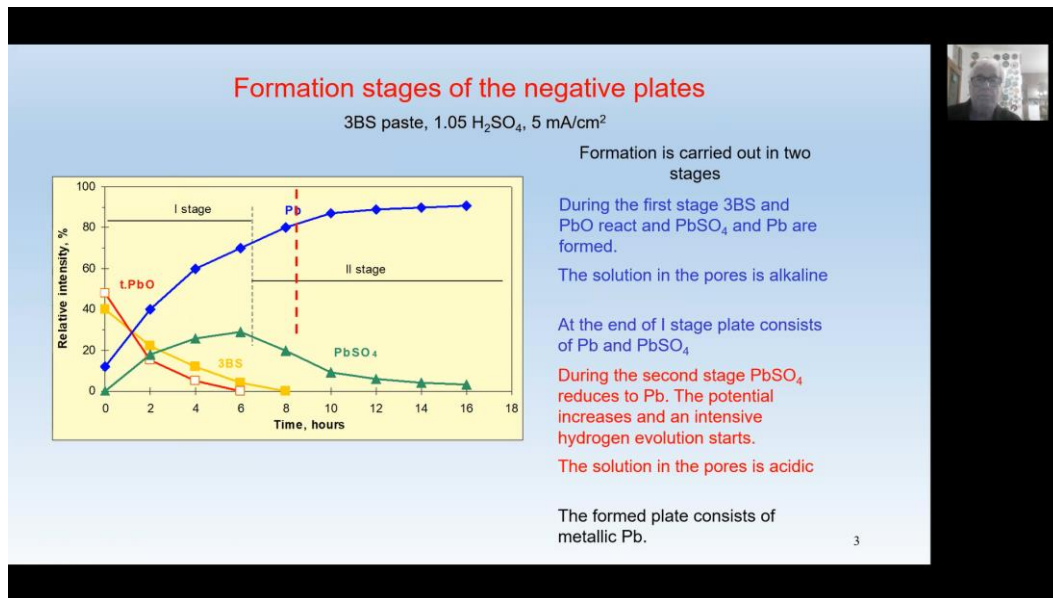
2. Wait Zoom to convert the video file. Time for the execution depends on file size.



3. Select the location folder on your PC where the video file will be saved for your further review.

## Step 11

The final version of the recorded video of your presentation will be similar the screenshot image below. Please carefully review you video file to make sure that you communicate your idea in the most effective way and according your expectations.



## Step 12

Sending the video files to LABAT'2021 secretariat

Send the video files of both presentation (the regular one and short version) to Geno Papazov, papazov@labatscience.com using [www.wetransfer.com](http://www.wetransfer.com) or [www.myairbridge.com](http://www.myairbridge.com)

# **THEVIRTUAL.SHOW**

**Virtualizing the Events World**

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