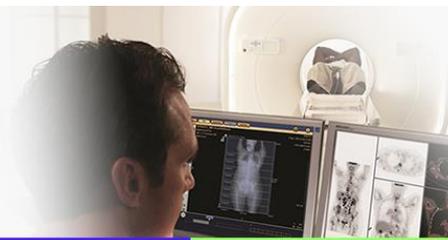




19TH BIENNIAL CONGRESS OF THE
SASNAM
2021
VIRTUAL



**SYNERGY OVER
SINGULARITY**

INSTRUCTIONS FOR RECORDED ORAL PRESENTERS

Thank you for contributing to the programme of the SASNM Virtual 2021 Congress taking place from 11 to 14 February 2021.

This communication details the expectations for your recorded oral presentation.

REQUIREMENTS FOR RECORDING PRESENTATIONS

Your 5minute recorded presentation must reach the Programme Manager, Sedicka Allies, by **1 February 2021**. Your recording should be in MP4 format. Please do not email your recording, rather share it via Google Drive, Dropbox, SharePoint etc or use a file sharing service like WeTransfer.

Please bear in mind that the Programme Committee will not be reviewing or editing the recordings. The recorded oral presentations will be available on the virtual platform starting one week before the Virtual Congress and remain there afterward. There is no Q&A, but attendees are encouraged to connect with the presenters to ask questions.

You are welcome to use any technique you would like, for example Zoom or PowerPoint or even ask someone to record you. We've included some helpful instructions for using Zoom to record your presentation, but you might choose PowerPoint if you prefer just audio over your slides.

ANY QUESTIONS?

If you have any questions regarding your recorded presentation, please feel free to contact the Programme Manager.

Sedicka Allies

SASNAM 2021 Virtual Congress Secretariat

E: sedicka@sasnmcongress.com

W: www.sasnmcongress.com

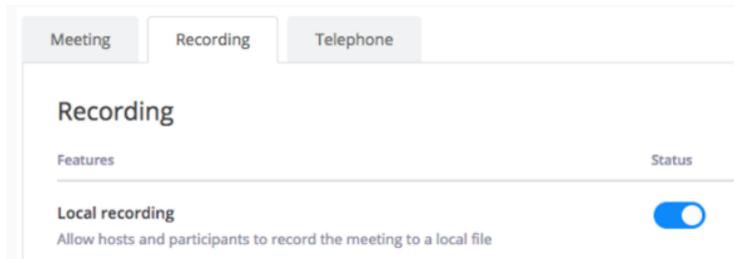
INSTRUCTIONS TO RECORD PRESENTATIONS USING ZOOM

Zoom has tools that make screen sharing and recording easy. This document outlines the basics of recording presentations using Zoom. Local recording is available to free and paid subscribers of Zoom and allows you to record a meeting video and audio locally to a computer.

Note: Local recording is not supported on iOS and Android.

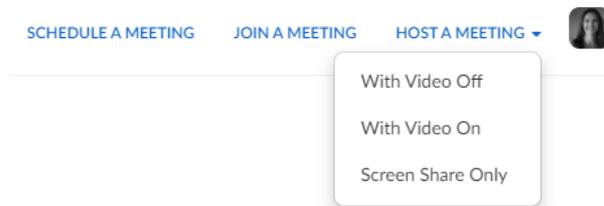
Enabling local recording

1. Sign into the Zoom web portal and click My Meeting Settings
2. Click **Account Settings**
3. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
 - o If the setting is disabled, click the toggle to enable it. If a verification dialogue displays, choose **Turn On** to verify the change.

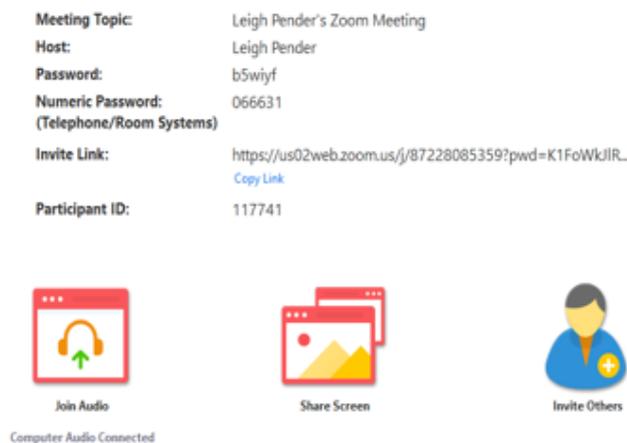


Start a meeting

1. Open the Zoom Client and Sign In
2. From the Home tab, click one of the options to start a meeting as the host.
 - Start without video (no webcam)
 - Start with video (includes webcam)



3. The meeting window will open
 - Review tools a, b, c, and d below



- a) **Audio/Video settings:** Mute/Unmute your mic and turn your webcam video on/off
 - **Click** Join with Computer Audio to activate your mic.

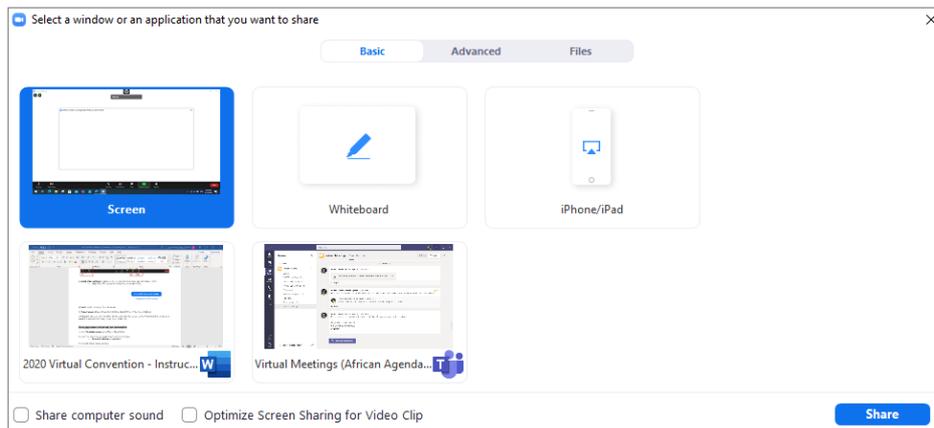


- b) **Share Screen:** Show a PowerPoint or other presentation in the Zoom meeting.

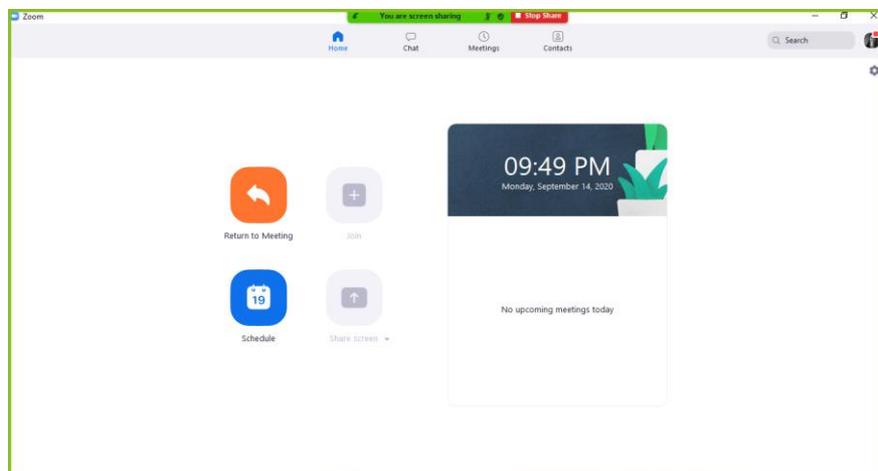
c) **Record:** Create an MP4 file that can be uploaded to a server such as OneDrive or YouTube and shared; or record to the cloud and share a video link.

Share your screen and record your presentation

1. Click the **Screen Share** (b) button in the toolbar.
2. Select a window or an application you want to share.
 - o **Example: Screen** is selected.

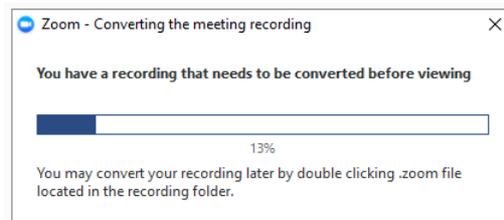


3. Click **Share Screen** button.
4. You will see a green border around the screen or application that is being shared.
 - o Take note if using a computer with two monitors.

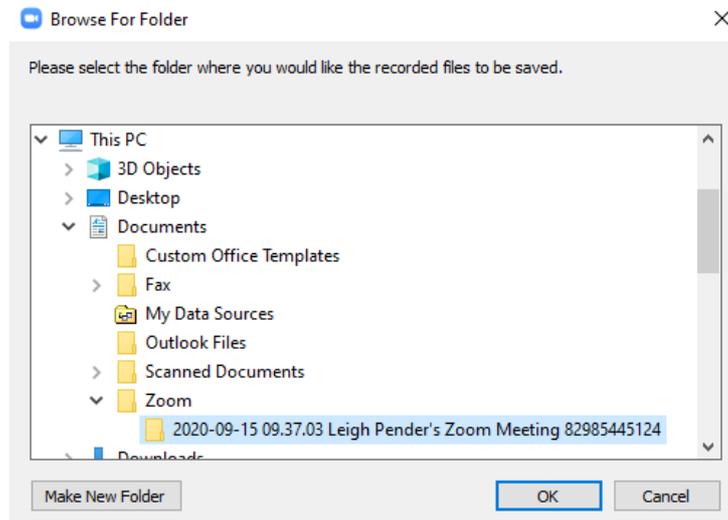


5. Your webcam video will remain in the foreground.
 - o Move/resize as needed.
 - o The webcam video will appear in the final recording.
6. Click **Record** (d) button and choose either **Record on this computer** or **Record to Cloud**.
 - o Once screen sharing starts, you will find Record options in the More... menu of the top toolbar.
 - o You will only be able to Record to Cloud if you are a licensed zoom user.
7. When your presentation is finished, click **Stop Recording** in the **More...** menu.
8. Click **End Meeting** when finished.

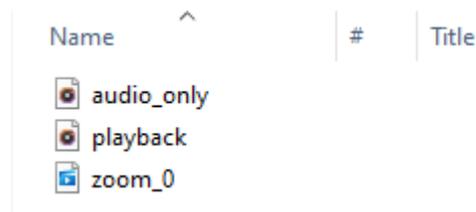
- The recorded meeting will be converted to MP4 once the meeting has been ended.



9. Locate your recording under Documents in the Zoom folder.



Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**. Please save the file with your name and surname.



10. If you have issues locating the recording, navigate to your Zoom login, access the Meetings tab, and select **Recorded**. Scroll to find the meeting and click **Open**.

Here is a useful video to help you navigate recording on Zoom:

<https://youtu.be/IZHSAMd89JE>