AACN
2023

Instructions for Recording a Video Presentation Using Zoom
March 5, 2023

The AACN Conference (2023) will be held in-person and virtually. This document provides instructions for recording your presentation in Zoom. To simplify and standardize recording procedures, we have assigned each presentation a unique Zoom login username and password. Please do <u>not</u> use your personal or employer-provided Zoom account to record your presentation, as account/recording settings vary widely between different license types. Please <u>only</u> use the AACN provided account to record your presentation.

<u>Download Zoom to your PC/Mac (if already downloaded, please <mark>check for updates</mark> before beginning)</u>
- Open your Internet browser to https://zoom.us/download#client_4meeting.
- Select Download for Zoom Client for Meetings and follow the on-screen instructions.

<u>Login to Zoom</u>
- Open your Internet browser to https://zoom.us/ (Zoom recommends the Chrome browser for maximum functionality, but Firefox, Safari, Opera, or Edge also work).
- Select Sign In and enter the username and password you received in your email. Contact robdavis@cerebralconsulting.net immediately if you need this information to be resent.

<u>General Tips for Preparing Your Recorded Presentation</u>
- If possible, use a wired Internet connection to maximize the speed and strength of your connection. If are using Wi-Fi, try to position your workstation as close to the wireless access point as possible.
- Close any unnecessary browser windows and applications before you start recording. This will maximize your bandwidth and simplify screen-sharing. Ideally, you will only have your Zoom application and any windows/applications needed for your presentation (e.g., PowerPoint slides). You will not want to be distracted by email or text notifications during your presentation.
- Open any windows/applications you need for your presentation and familiarize yourself with the buttons you will need to use (e.g., in PowerPoint: Play From Start or Play From Current Slide).
- For presentations with multiple speakers (e.g., panel discussion), please ensure all speakers have tested their microphones and webcams prior to recording your presentation. <mark>We recommend that each speaker practice individually and that all participants practice at least once in a group format.</mark>
- Also, for presentations with multiple speakers, ensure that everyone in your group has the link to join your pre-recording session.

- <mark>Please silence all notifications</mark> on your computer and any nearby devices. For example, you do not want text alert chimes or new email alerts popping up on your screen or making noise during your presentation. Mac users may click on System Preferences -> Notifications -> Turn on Do Not Disturb. Windows users may click on System -> Notifications & Actions -> Get notifications from apps and other senders (switch this off).
- The following are recommended for all presentation slides:
  - Use a dark background with large, readable light-colored font (28-point or larger).
  - Avoid excess wording on slides; bullet points are better than complete sentences. Graphs, tables, and images are preferred since you will be speaking about the content, so there is no need to have detailed text notes on your slides. Try to avoid "reading your slides."
  - Note that your webcam image and that of your co-presenters will be occupying the upper right-hand corner of the screen when you are presenting slides. Please do not put any material in that portion of your slides, or it will likely be obscured during your presentation.
  - Try to look at your webcam when speaking so that you appear to be talking to the audience. If you will be reading from notes, try to position them close to your webcam so that you do not appear to be looking astray. Try to avoid using printed notes since these tend to cause noise artifact when recording (e.g., shuffling of papers).
  - Try to minimize background noise and any interruptions since these may interfere with your recording.
  - Please avoid using any copyrighted material in your presentation without obtaining permission in advance.
  - Try to avoid overreliance on slides. During a typical in-person conference presentation, slides may remain on the screen indefinitely while the speaker presents material (whether related directly to the slides or not). Unfortunately, during a virtual presentation, the slides consume most of the screen space. Consider adding several points in your presentation when you are <u>not</u> showing slides and are simply talking to the audience or exchanging views with your co-presenters without slides. Feedback from prior conferences clearly shows that viewers prefer to see more of the presenter(s) when feasible. Mix it up!
  - For multiple speaker presentations, you will want to work on your timing and choreography (meaning transitions and identification of who will speak at a given time). Anyone who is part of a presentation but not actively speaking should mute him/herself. Otherwise, by default, when that person makes any noise (e.g., throat clearing), the presentation will shift to that person.
  - Multiple speaker presentations may opt to (1) record all speakers simultaneously for a single workshop or (2) have each speaker record his/her part individually for later merging into a single video.

<u>Schedule Your Recording (optional)</u>

For pre-recorded presentations with multiple speakers, you will likely need to schedule your Zoom meeting to obtain a shareable link.

- Open your browser to https://zoom.us/ and log in.
- Select Schedule a Meeting (upper-right corner).
- Enter the meeting information (e.g., name of meeting, date, time, etc.) and select Save.
- A link to the meeting will be automatically generated. Share the link and other meeting details with your co-presenters (e.g., via email).

Record Your Presentation
You are now ready to start your Zoom meeting and record your presentation.
- Open your browser to https://zoom.us/. Log in with your credentials.
- If you are presenting by yourself, select Host A Meeting (upper-right corner). Select With Video On or With Video Off.
- If you are presenting with others, use the Meetings tab on your home screen to find your meeting. Select Start to launch the meeting.
- Once in the meeting, you can use the buttons at the bottom of your application window to turn your camera on/off; your microphone on/off, activate the chat feature; share your screen; and record. The buttons will remain visible at the top of your screen during screen-sharing activities.
- Microphone/Camera: Use the Mute and Show Video buttons to turn your microphone and camera on/off. Make sure you practice before you record to ensure your microphone and camera are working properly. Test out your audio by using the microphone icon on the bottom left of the Zoom meeting screen, ensuring that your voice is registering. You will be able to see yourself if your camera is turned on, but you can also tell if the video is working if the video camera icon is white (i.e., does not have a red slash through it).
- Slides: If are using PowerPoint or another slide program, launch that program and open the document you will be presenting so it's ready to go when you need it. This is important because when you go to share your screen, Zoom will access the open files on your computer. It will be easier to locate your slides when the program is open to the slide and you are ready to start the slide show.
- Screen Sharing: Test out the screen-sharing feature before you start recording. This will allow you to locate your file and get comfortable with screen sharing before you record.
- Start Recording: Use the Record button to start your recording when you are ready. The button should be visible at the bottom of the screen if you are in full-screen mode. Otherwise, it may be hidden behind three dots (…) on the menu at the bottom of the screen. IMPORTANT: Select Record to the Cloud. Recording to the cloud is essential for us to access your recording.
- Pause/Resume Recording: Use the Pause button to pause recording. You can resume recording at any time. Nothing will be saved while your recording is paused, so remember to resume when you are ready, or the rest of your presentation won't record.
- Stop Recording: When you are finished recording, select Stop. This will automatically save your recording to the cloud. If you select Stop before you are finished with your presentation, you can select Start again, and the remainder of your presentation will be saved in a separate file.
- End Presentation: When you are ready to end the presentation, hit Stop Recording and End Meeting for All. The recordings will be processed and saved.

Review Your Presentation
- Find your recorded presentation in the Cloud recordings (https://zoom.us/recording). The presentation will likely be saved in multiple formats. The .mp4 will include both the audio and video components of your presentation.
- You can re-name your file by clicking on your presentation topic and selecting the pencil icon next to the title.
- If there is a <u>major error</u> in your recording (e.g., no sound, poor video quality, or other "deal-breaking" mistakes), you may simply want to stop recording and start over again. This is fine to do if you prefer.
- However, if there is a minor issue or error in your recording, then you may opt to let it be or note the exact start and end point. Send us the specific details, and we will delete the section that you specify.
- Please note that you are more than welcome to take breaks during your recording. Simply click to Pause Recording. When you're ready to continue, click to Resume Recording.
- If you end up recording more than one file, please be sure to indicate which file is your final one to be used for the conference. Additionally, if you produce more than one recording file and need them to be merged, please send us the exact list of file names and order in which they should be merged.
- **Your pre-recorded file(s) must be finalized before the deadline (Saturday, April 15, 2023). This includes all of the above details.**

Additional Helpful Resources
- Basic concepts of Zoom recording:
  - https://www.youtube.com/watch?list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&v=lZHSAMd89JE&feature=emb_rel_end
- Brief tutorials for how to record a presentation:
  - https://www.youtube.com/watch?v=nYNOB38ejVI
  - https://www.youtube.com/watch?v=xHH5JEsa6B4&list=PLv24Y9szKyZZqImSlsAYz81T9erPda2TD&index=30
  - https://www.youtube.com/watch?v=gk7l1FJB35s&list=PLv24Y9szKyZZqImSlsAYz81T9erPda2TD&index=31
- Detailed tutorial for how to record a presentation
  - https://www.youtube.com/watch?v=GjhHsTmXCKg
- Brief tutorial on screen-sharing
  - https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-
- Detailed tutorial on screen-sharing
  - https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation

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If you have questions about your recording, please contact robdavis@cerebralconsulting.net.