

It is time for you to pre-record your ePoster presentation for the upcoming virtual conference.

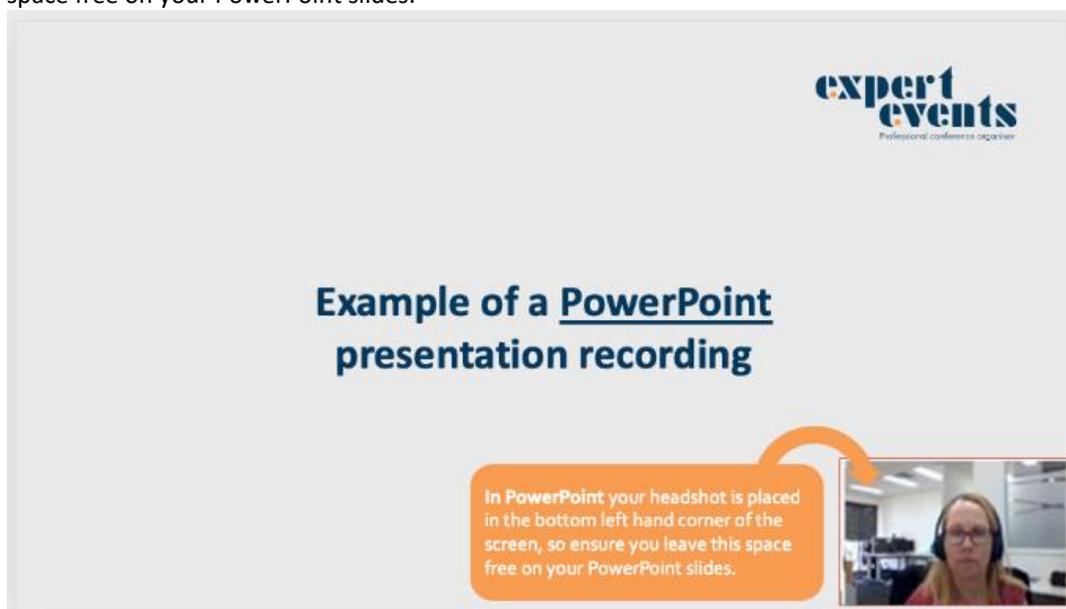
If you require any assistance please contact Expert Events by phone on 07 3848 2100 or email asceptasm@expertevents.com.au.

Instructions for pre-recording your ePoster presentation

Firstly, decide which platform you will be recording your presentation in, PowerPoint or Zoom. Either platform will produce a good result, so please just pick whatever you are more comfortable with.

Please ensure you do a short test recording first before preparing your PowerPoint slides for recording.

In PowerPoint the video places your headshot in the bottom right-hand corner of the screen, so ensure you leave this space free on your PowerPoint slides.



The image shows a slide from a PowerPoint presentation. At the top right is the 'expert events' logo with the tagline 'Professional conference organiser'. The main text in the center reads 'Example of a PowerPoint presentation recording'. In the bottom right corner, there is a small video inset showing a woman wearing a headset. An orange callout box with a curved arrow pointing to the video inset contains the text: 'In PowerPoint your headshot is placed in the bottom left hand corner of the screen, so ensure you leave this space free on your PowerPoint slides.'

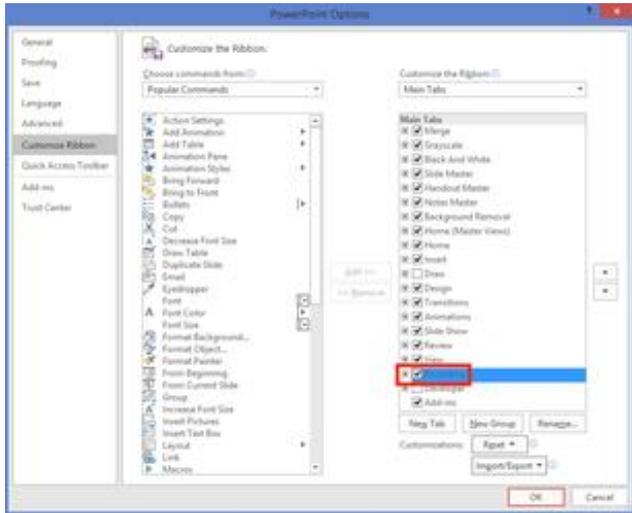
In Zoom the video places your headshot in the top right-hand corner of the screen, so ensure you leave this space free on your PowerPoint slides.



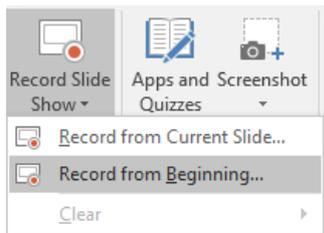
The image shows a slide from a Zoom presentation. At the bottom left is the 'expert events' logo with the tagline 'Professional conference organiser'. The main text in the center reads 'Example of a Zoom presentation recording'. In the top right corner, there is a small video inset showing a woman wearing a headset. An orange callout box with a curved arrow pointing to the video inset contains the text: 'In Zoom your headshot is placed in the top right-hand corner of the screen, so ensure you leave this space free on your PowerPoint slides.'

OPTION 1: Record your presentation in Microsoft PowerPoint

1. **Open your original PowerPoint presentation and save a duplicate copy.** This is necessary because when you record your video in PowerPoint it will automatically save your existing PowerPoint presentation with your video image in the corner. If you want to re-record your talk, save another copy of your PowerPoint presentation and begin the recording process in the new file.
2. Ensure you have the **Recording or Slide Show** tab. If not, to get access to the recording tab, click **File** then **Options**. Choose **Customise Ribbon** in the menu on the left, then tick the box which says **Recording** and click **OK**.



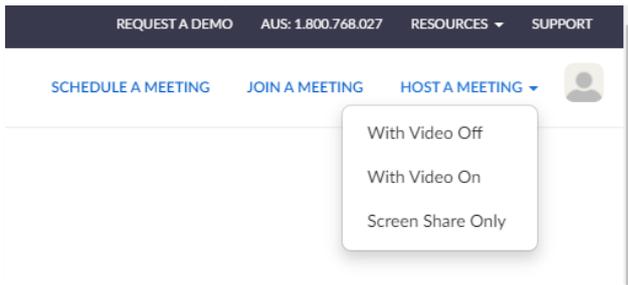
3. From the recording tab choose **Record Slide Show**, then from the dropdown menu, **Record from Beginning**.



4. The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording.
5. To begin recording, click the red circular Record button in the top left corner of the screen. The program will count down from 3 and begin recording audio. Any transitions, animations or annotations you make will be recorded too.
6. The current slide is shown in the main pane of the Recording window. To navigate between slides, click the left and right arrows.
7. To end your recording, select the square Stop button. A small still image of you from the webcam then appears in the lower-right corner of the recorded slides.
8. Once you're finished recording press **Esc** or click the **x** in the top right corner of the screen and your original PowerPoint screen will appear.
9. In order to save your recording as an mp4, click **File > Export > Create a Video** (or, on the **Recording** tab of the ribbon, click **Export to Video**).
10. In the first drop-down box under the **Create a Video** heading and select Full HD (1080p) video quality.
11. Click **Create video**.
12. Enter your filename. Please save as your full name.
13. Save as type: **MPEG-4 Video (*.mp4)**.
14. The export process may take a few minutes depending on the length of the presentation and your PC. You can view the export progress at the bottom of the screen.
15. Please view your recording to ensure you are happy with the result and then forward to Expert Events at admin@expertevents.com.au via We Transfer, Google Drive, Dropbox or similar.

OPTION 2: How to record your presentation with Zoom

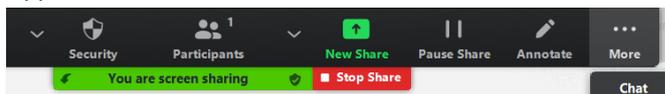
1. Create a free Zoom account at <https://zoom.us>.
2. Install and open the Zoom application on your computer.
3. Select **Host a meeting** and from the dropdown arrow select **with video on**.



4. When prompted, **open in zoom meetings**.
5. Click on the **Share Screen** button at the bottom of your screen (if this menu bar is not viewable, simply hover your cursor over the bottom of the screen).



6. In the window that appears, select the screen showing your PowerPoint presentation (if you have any video or other audio in your PowerPoint presentation ensure you tick the **Share computer sound** option).
7. Ensure your PowerPoint is in **slide show** mode.
8. At the top of the screen, move your cursor to the green area where **You are screen sharing** is listed and a menu will appear.



9. Click **More > Record on this computer**.
10. Commence your presentation using the mouse or arrows to proceed through your slides.
11. When you're done recording, go back into your zoom toolbar and click on **More > Stop Recording**.
12. At the top of your screen click **Stop Share**.
13. At the bottom right of the Zoom application click **End**, then **End Meeting for All**.
14. The Zoom app will begin compressing the screen recording and you will then select where to save it on your computer. **Please note:** Zoom will save three files (an M4A file, an M3U file and an MP4 file). *Expert Events require the MP4 file.*
16. Please view your recording to ensure you are happy with the result and then forward to Expert Events at admin@expertevents.com.au via We Transfer, Google Drive, Dropbox or similar.