

## **Basic Instructions for creating MP4 Recordings in Zoom**

*Note: These instructions were created based on a Mac. Your computer and Zoom interface may differ somewhat from the instructions below. If you can't figure out these steps on your own computer, don't hesitate to contact Barbara or Heidi.*

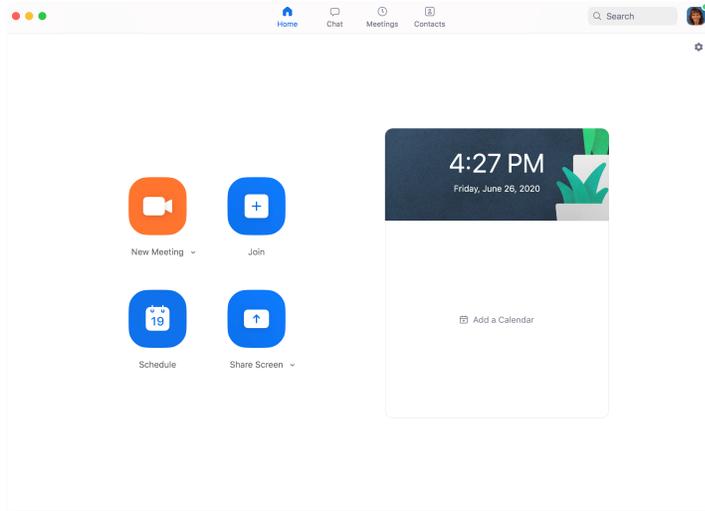
### **Before you start:**

- Tidy up the room you are recording in; it will show in the background. Or use a faux background.
- Dress to convey a professional appearance.
- Complete your slides using the required ASCENT templates. Feel free to be creative but keep it professional.
- For the recordings, we suggest you have your Zoom video camera on to personalize the video.
- Speak slowly and clearly.
- Practice your comments; write them out if necessary. You'll have **60 seconds total** for your "pitch" recording and **4 minutes** total for your poster recording. Please stick to these time limits.
- Be patient; it will likely take more than one attempt to get the quality of your recordings just right.
- If a recording includes two presenters, pause the recording, then start again when the second presenter is ready with their slides and screen share. This way you will be saving some time and recording a single MP4 file. (Or if you have editing know-how, feel free to merge two separate files before submitting.)
- Mark your slides with 'SRC Select Disclosure' if the material being presented is not yet publicly available.
- **Before submitting your PDF and MP4 files to Box (details to come), please have your ASCENT PI review/approve it.**
- See last page for more audio tips.

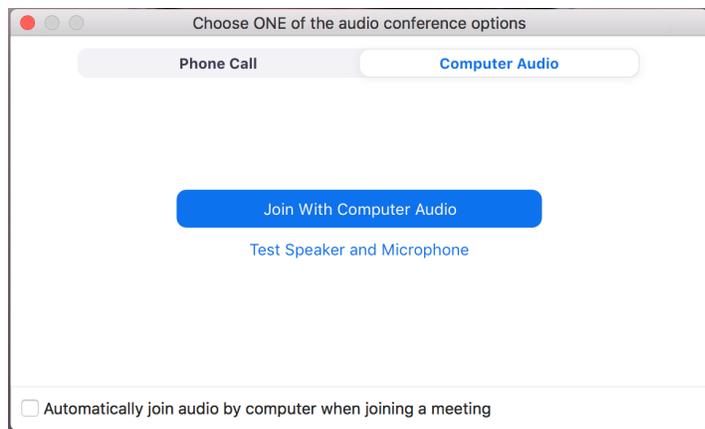
## Zoom recording instructions

Open your slides in PowerPoint.

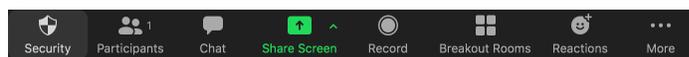
Open up your Zoom application and start a New Meeting.



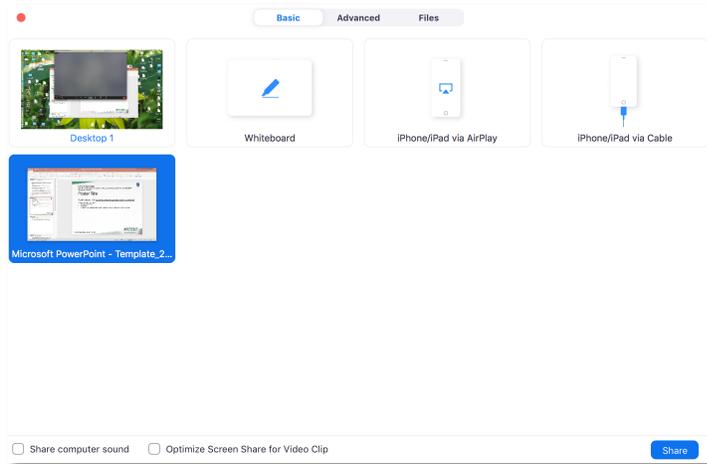
Connect your computer audio.



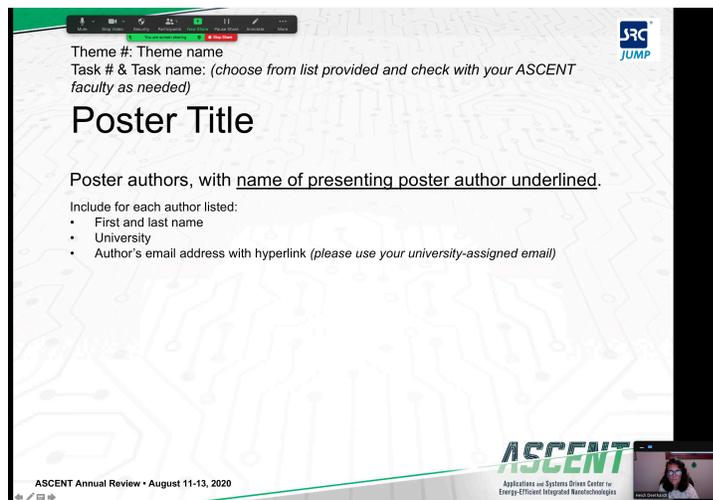
Share Screen.



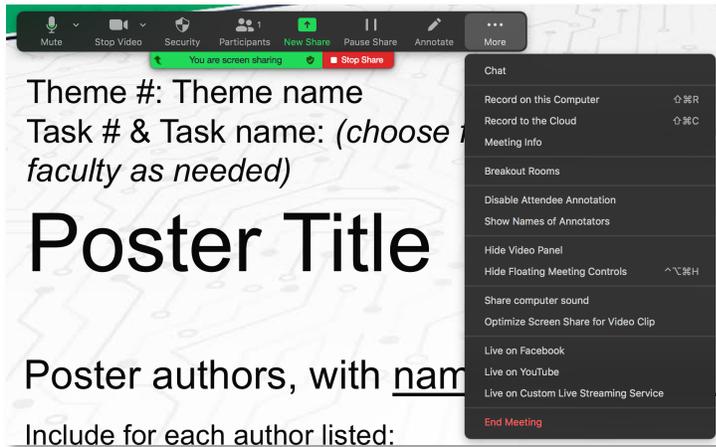
Click on the icon of your poster slides in PowerPoint (not Desktop), then Share (bottom right corner).



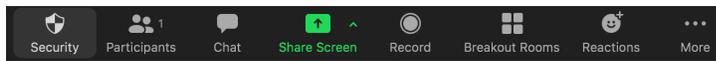
Put your slides in Slideshow mode and position the thumbnail of yourself in one of the corners or off the edge of the slide.



When you are ready, click More/Record to this Computer...



or the Record button if it shows...



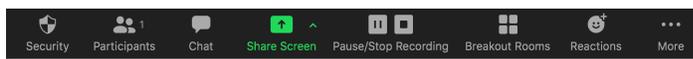
or use one of these shortcuts to start/stop recording:

- Mac: Command-Shift-R
- PC: Alt-R

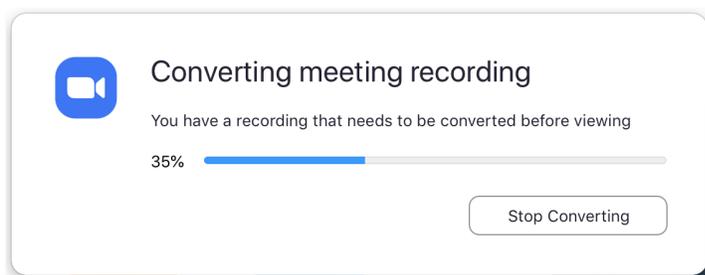
You are recording to your computer, not to the cloud. Zoom will alert you that you are recording.

You have **60 seconds** for your pitch and **4 minutes** for your poster. In each, be sure to introduce yourself and discuss your work. You may need to click directly on a slide to advance it if the arrow keys don't work.

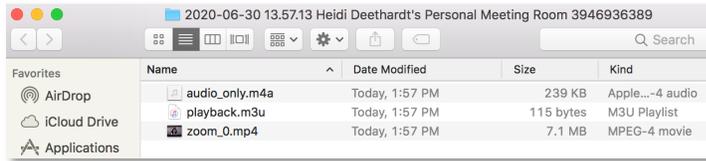
The SRC JUMP slide will be the landing spot for ending your poster recording. Please show this slide for 3-4 seconds, then stop recording and end your meeting. (No need to use the SRC JUMP slide in your "pitch".)



Zoom will immediately and automatically start converting your recording to an MP4.



Depending on your computer, it may auto-save the MP4 to a Zoom folder or ask you where on your computer you want to save it.



Upload your PDF and MP4 files for both your pitch and poster (4 files total) **by 8:00 am (Eastern) on Wednesday, July 28. This is a firm deadline. Poster slides and recordings are due to SRC in advance of the event.** Naming convention for your files:

**PDF** of 60-second poster "pitch" slides (two slides only)

*Naming convention: Last three digits of your task number-Last name-First name-ASCENT pitch slides.*

*Ex: 001-Deethardt-Heidi-ASCENT pitch slides*

**MP4** file of 60-second recorded poster "pitch"

*Naming convention: Last three digits of your task number-Last name-First name-ASCENT recorded pitch.*

*Ex: 001-Deethardt-Heidi-ASCENT recorded pitch*

**PDF** of 4-minute poster slides

*Naming convention: Last three digits of your task number-Last name-First name-ASCENT poster slides.*

*Ex: 001-Deethardt-Heidi-ASCENT poster slides*

**MP4** file of 4-minute recorded poster

*Naming convention: Last three digits of your task number-Last name-First name-ASCENT recorded poster.*

*Ex: 001-Deethardt-Heidi-ASCENT recorded poster*

## **Audio tips from the AV firm that assists with the ASCENT annual review:**

### For pre-recording

1. **If** you have access, use one of the following for your recording, as opposed to your laptop/computer internal microphone (no need to purchase something new unless you want):

- an external USB microphone
- a USB webcam that has a microphone attached to it
- a game headset that has a microphone attached to it, if it has a USB plug on the end
- AirPods

**If** you do want to purchase a microphone (again, not required), here are some relatively inexpensive options:

<https://g.co/kgs/SbiK3J>

[https://www.bhphotovideo.com/c/product/1248244-REG/samson\\_samtrw\\_meteor\\_microphone\\_usb\\_studio.html](https://www.bhphotovideo.com/c/product/1248244-REG/samson_samtrw_meteor_microphone_usb_studio.html)

2. Double-check when recording that the microphone you have is the one selected to be used. Record and listen to a short test clip before trying your full presentation.

3. Mute the computer speakers.

### For the Q&A and panel discussions

As mentioned, the faculty presentations and student posters will all be pre-recorded and played during the annual review. However, all Q&A sessions will be live. It is recommended that everyone who is part of a Q&A session or panel discussion, as well as session moderators, uses a set of headphones during these portions of the event.