

# Step-by-step instruction

We use Zoom as an example, but you are welcome to use other professional screen recording software.

## Preparations:

- Download Zoom (<https://zoom.us/download>) and install the **Zoom Client for Meetings**.
- Creating your Zoom account if needed.

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### Zoom Client for Meetings

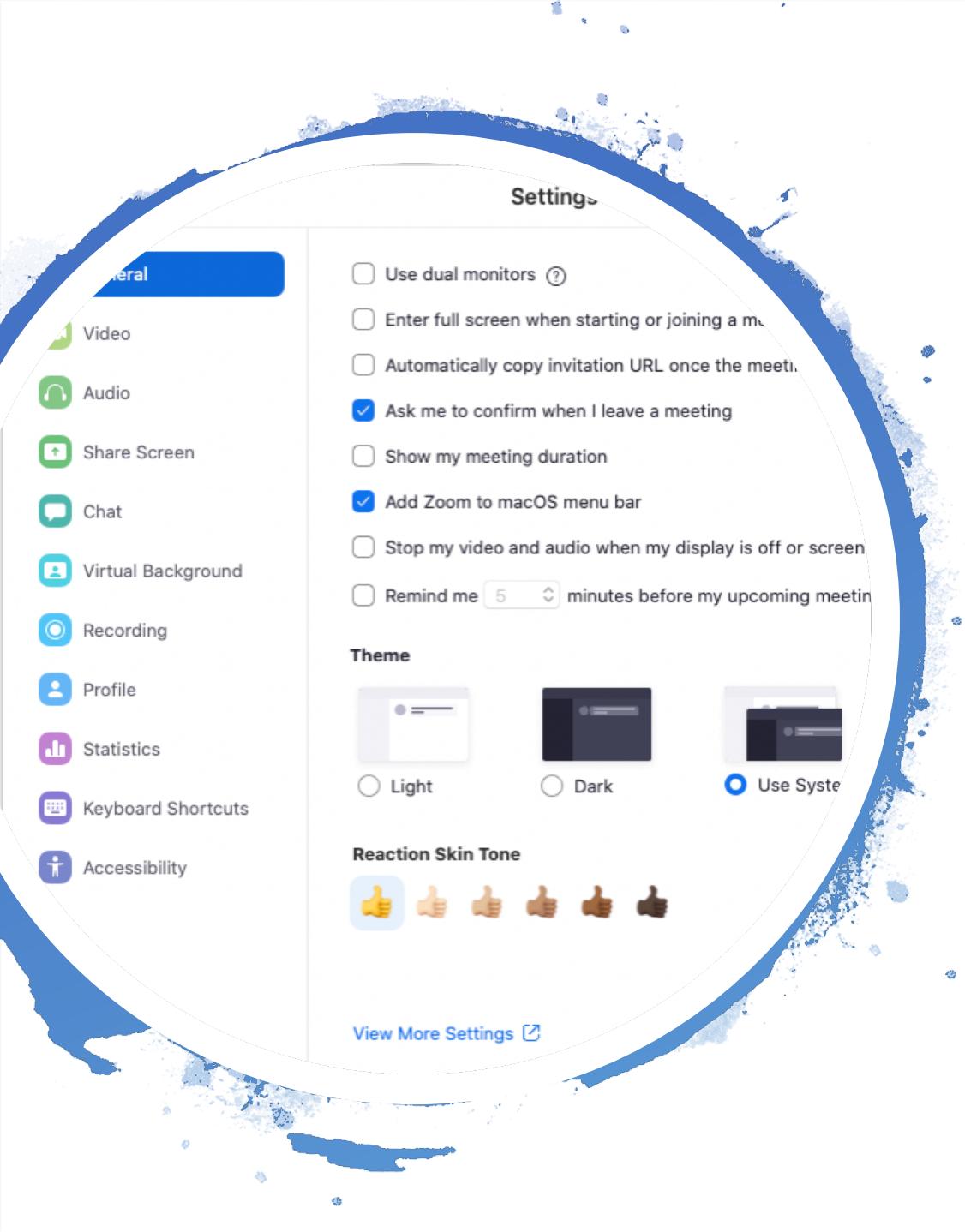
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download [here](#).

[Download](#)

Version 4.6.12 (20615.0421)

Turn on **Automatic recording** after signing in your Zoom account in the webpage. Click **Settings -> Recording**.

The screenshot shows the Zoom settings interface. On the left, there's a sidebar with links like Home, Meetings, Webinars, Recordings, and Settings (which is highlighted with a blue box). Below that are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has a header "Recording". Under "Local recording", there's a note about hosts and participants recording to a local file, with a checked checkbox for "Hosts can give participants the permission to record locally" and a blue toggle switch turned on. Under "Cloud recording", there's a note about hosts recording and saving in the cloud, with several checkboxes for options like "Record active speaker with shared screen" (checked), "Record gallery view with shared screen" (unchecked), "Record active speaker, gallery view and shared screen separately" (unchecked), "Record an audio only file" (checked), and "Save chat messages from the meeting / webinar" (checked). A note says "Locked by admin". Under "Advanced cloud recording settings", there are more checkboxes for "Add a timestamp to the recording" (checked), "Display participants' names in the recording" (unchecked), "Record thumbnails when sharing" (checked), "Optimize the recording for 3rd party video editor" (unchecked), "Audio transcript" (checked), and "Save panelist chat to the recording" (checked). At the bottom, there's a section for "Automatic recording" with the note "Record meetings automatically as they start", which is circled in red, and a blue toggle switch turned off. A "Help" button is also visible.



# Start your presentation

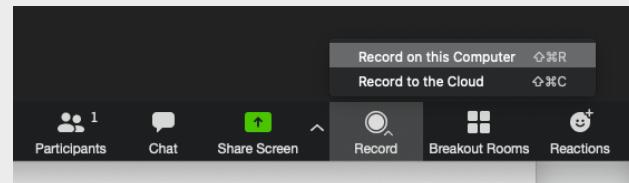
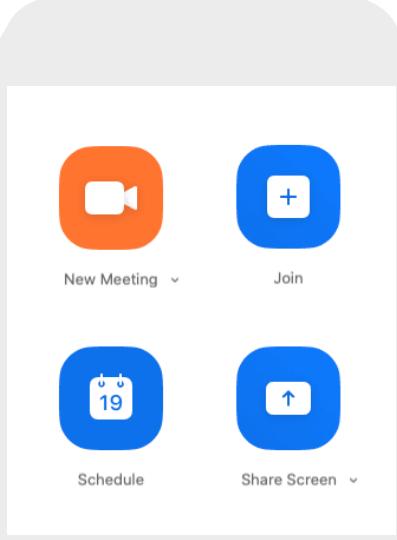
- **Video/audio:** make sure that you are using a computer with **camera** (either an embedded front-face camera or a connected camera) and **microphone** (built in or connected). Select the right options (**Video** and **Audio**) in the **Settings** in the Zoom client.

Start the application for slides presentations such as PowerPoint or Keynote.

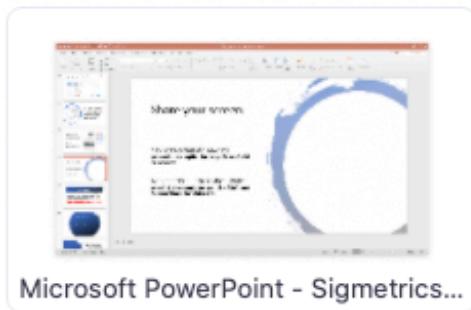
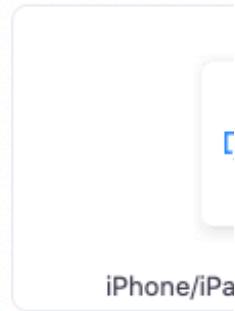
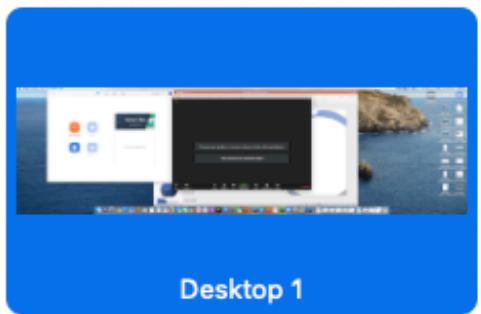
Open the Zoom client and sign into your account. Click **New Meetings**.

Make sure that local recording starts automatically. If not, you can manually turn it on.

Make sure your microphone is not muted and your video is started.



# Share your screen



Click **Share Screen** and select the presentation application, e.g., PowerPoint or Keynote.

Do not share the entire desktop. Do not select **Share computer sound** or **Optimize Screen Share for Video Clip**.

# Self-introduction

At the beginning of your video, introduce yourself. For instance, you can say something like: *My name is .... I am a PhD candidate at the University of .... The paper I will be presenting today is titled ...*

**The video you are recording should always include a small picture-in-picture window with you inside to make it look professional.**

# Tips for high-quality talks

1. Keep it simple and avoid too many technical details.
2. Best first: start your presentation with the most important/exciting point.
3. Use figures and examples wisely.
4. Keep a good pace and use a timer to help.

See “How to give a bad talk” to see pitfalls to avoid  
(<https://people.eecs.berkeley.edu/~pattrsn/talks/BadTalk.pdf>)

# Testing and uploading your video

When you finish your presentation, click **End Meeting** and your video recording will be processed by Zoom automatically and stored in a local folder as an **.mp4** file.

Play your video several times to make sure that it is within **20 minutes**, and both audio and video **play out correctly**.

Upload:

To <https://sdm.lbl.gov/snta/2020/talks/>

# Checklist

Requirements	Done?
The video is within <b>20 min</b>	
The video resolution is at least <b>720p</b>	
The video format is <b>.mp4</b>	
Audio and video tracks are in sync at all times	
Included a picture-in-picture video window of the presenter throughout the video	
Renamed the video file before uploading (instructions to be announced by ACM)	