How to record your poster presentation using Zoom

RETASTE: Rethink Food Waste Conference

Athens, Greece, May 6-8, 2021

Hellenic Mediterranean University
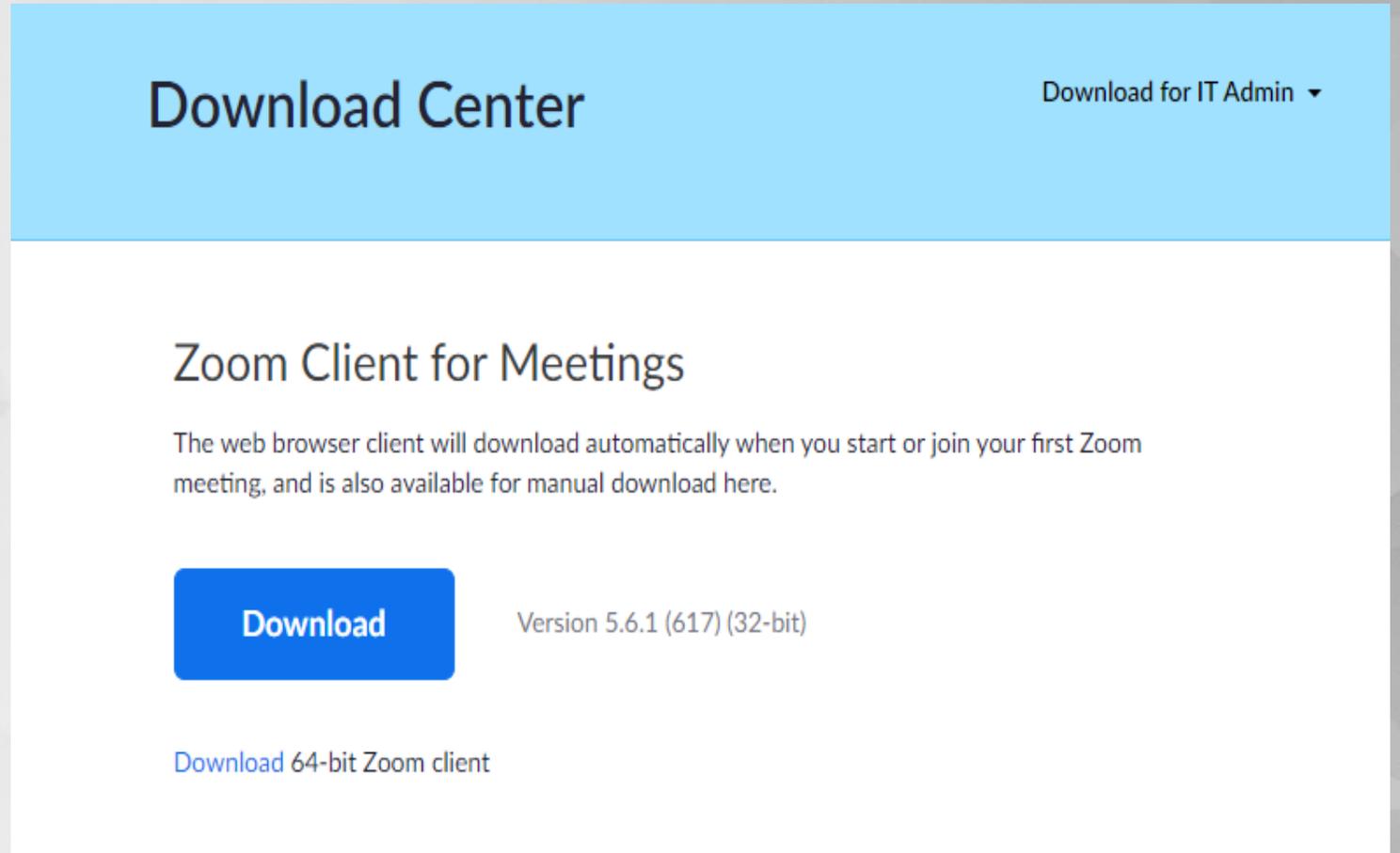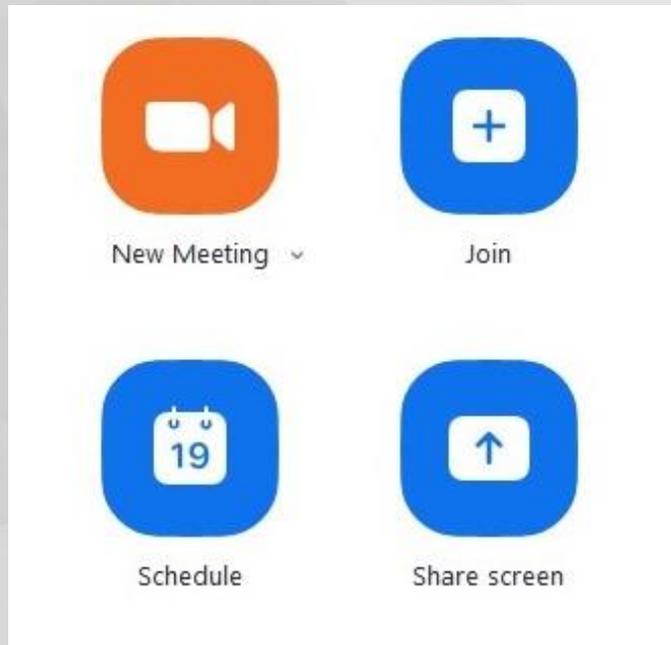
Harokopio University

TEAM sympraxis

How to download and login:

1. Please go to www.zoom.us

2. Go to the Download Centre in Zoom and download Zoom Client for Meetings.

3. If you already have a Zoom account select "Sign in". If you don't, select "Sign Up" and fill in the required information.

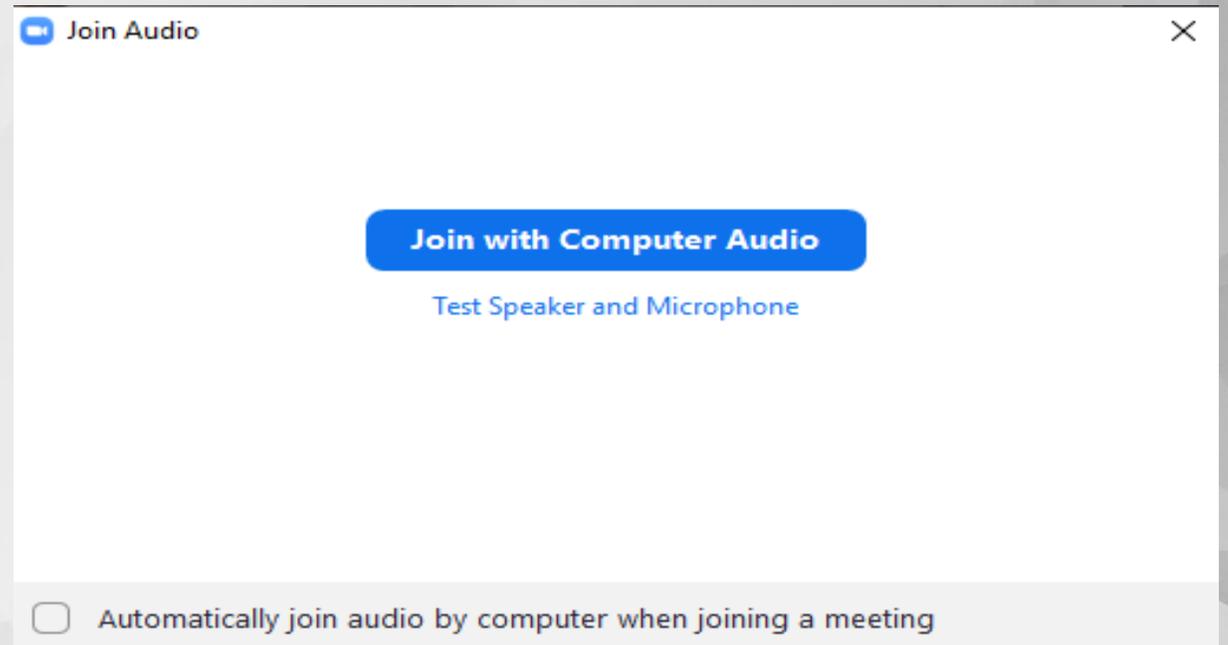4. Sign in using the credentials you have previously selected

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From the main menu please select "New Meeting"

You will soon see yourself on camera and a pop up window will come up asking you whether you want to join with computer audio. Please select "Join with computer audio"

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# The next step is being able to share your screen.

From the menu at the bottom of your screen please select "<u>Share Screen</u>".

You will be prompted to select which part of your screen you wish to share with your audience.

➤ **Please <u>select the ppt presentation</u> you have prepared for your lecture.**

You may wish to choose your whole screen but please be advised there may be things you do not wish your audience to view or pop up windows might disrupt your presentation.
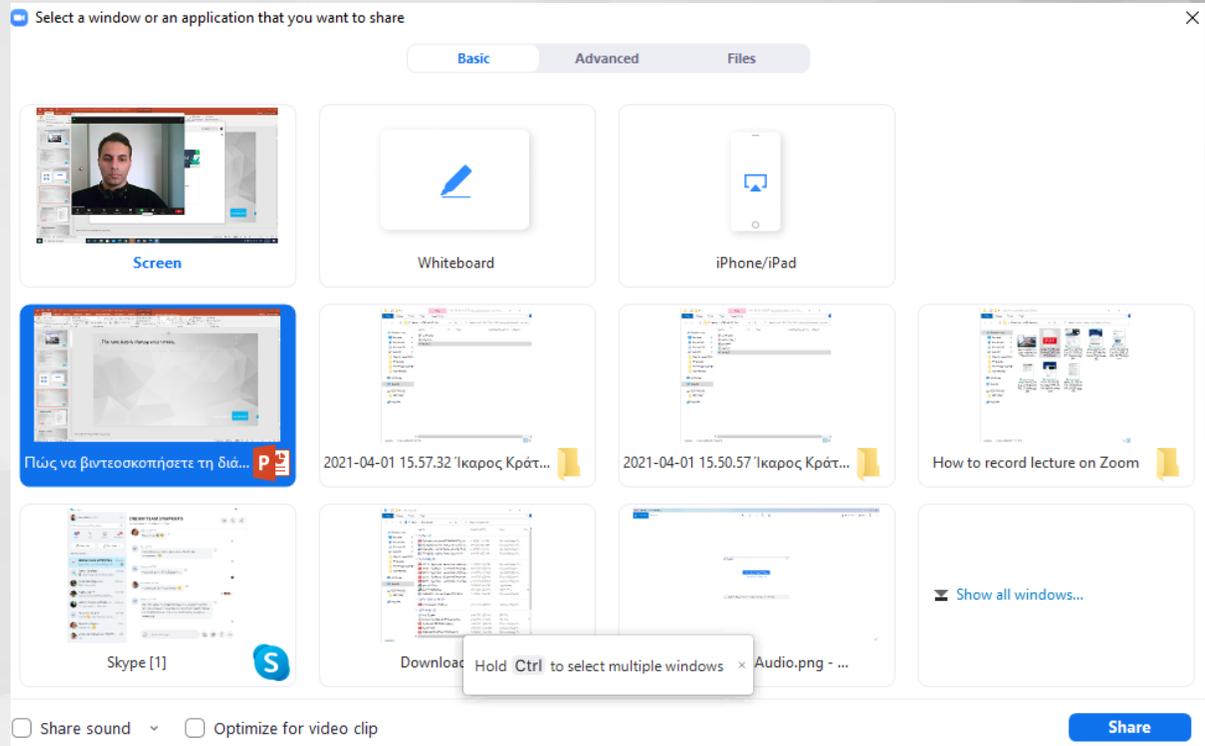
The next step is recording your poster presentation

➢ Please move your mouse pointer to the top of the page until a menu pops up.
➢ Then hover your mouse pointer above "More" until you see a drop down menu.
➢ From that menu choose "Record" and give your lecture as you normally would in front of a live audience

**Please pay attention to the speech length: 3 min. max**

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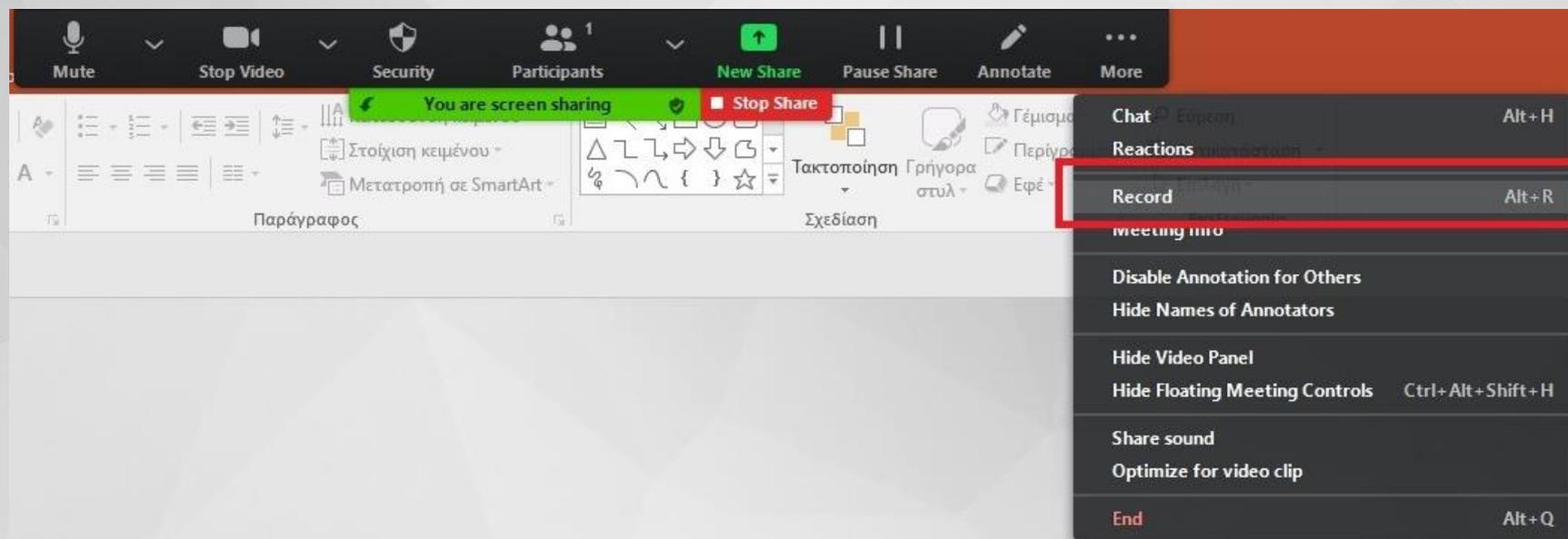
How to stop recording

➢ Please move your mouse pointer to the top of the page until a menu pops up.
➢ Then hover your mouse pointer above "<u>More</u>" until you see a drop down menu.
➢ **Once you have said all you wanted to say in your lecture/presentation please click on "<u>Stop Recording</u>"**
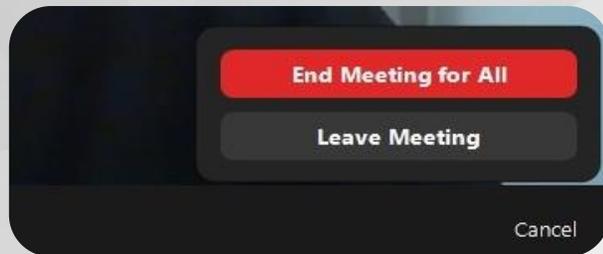
How to end meeting

➢ After that you can select to "stop sharing" and press the red "End" button on the bottom right corner of your screen.
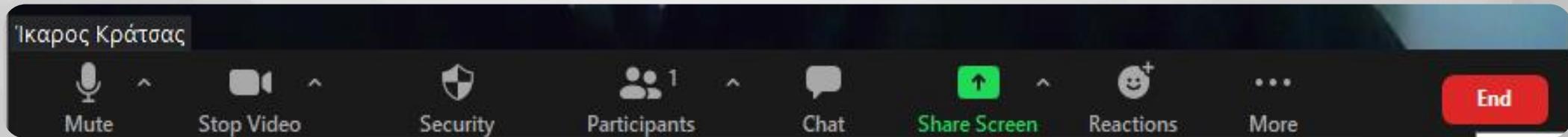

➢ Choose "End meeting for All"

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Your recording

Once you have terminated the zoom session:

➢ A window to the folder containing your recorded lecture will open up.

➢ The file is the video file titled "Zoom 0"

➢ You can now play it back to ensure everything is as you want it to be and share it with us.

➢ Before sharing, please <u>rename your file according to your</u> **abstract ID**

➢ *Please pay attention to the speech length: 3 min. max*

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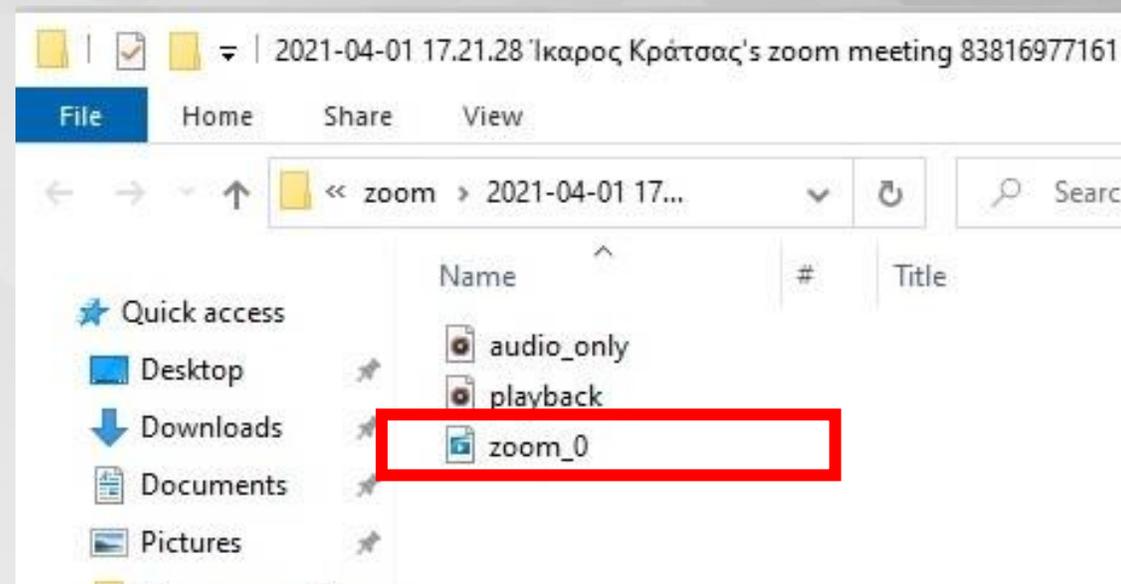
The next step is to upload your video at www.retaste.gr

1. Please go to www.retaste.gr

2. Go to the tab "ABSTRACT SUBMISSION"

   o "Click Submit Your Abstract"

   o And log in

3. At the Dashboard find your Abstract and click "Edit".

4. On the right side find section "Attachments" and click "Choose File"

5. When your file is uploaded click "Submit"