



# How to record your poster presentation using Zoom

**RETASTE: Rethink Food Waste Conference**

**Athens, Greece, May 6-8, 2021**



Hellenic Mediterranean  
University

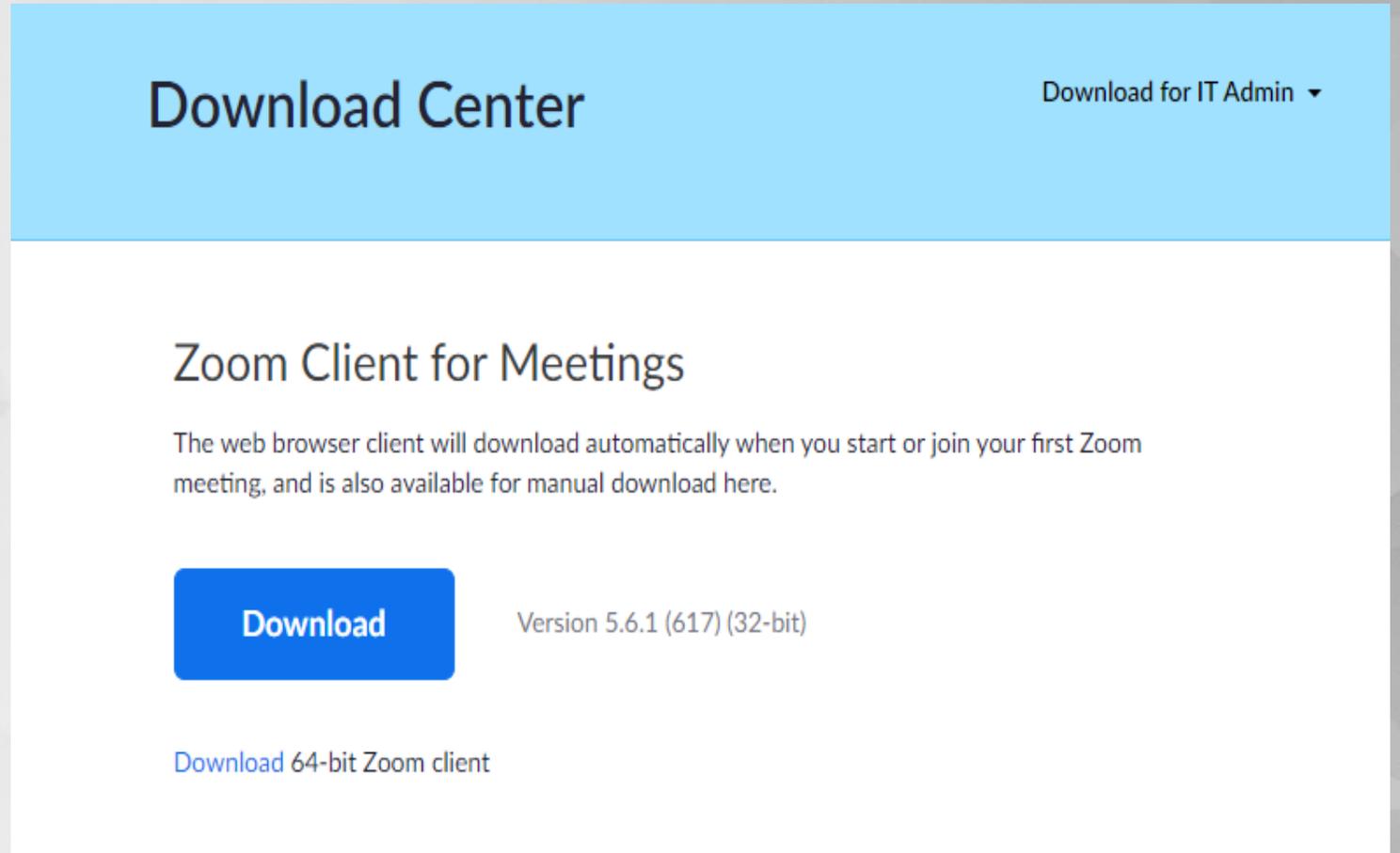


Harokopio  
University

TEAM  
sympraxis

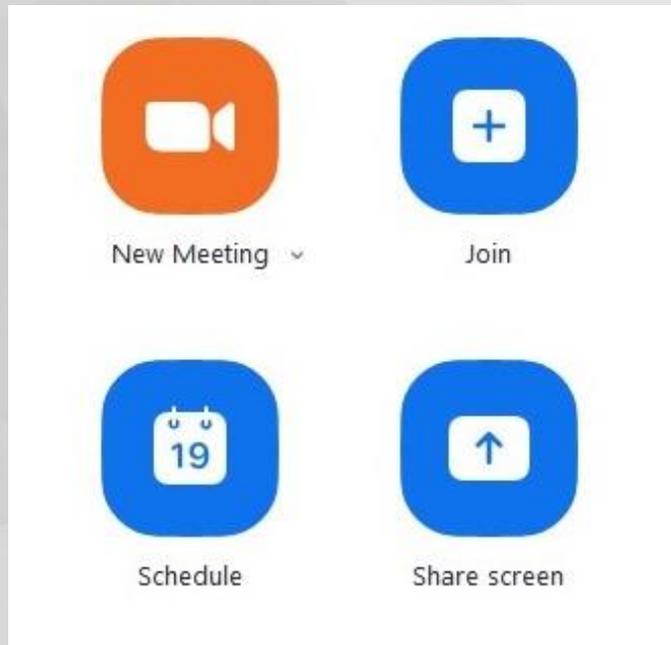
## How to download and login:

1. Please go to [www.zoom.us](http://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

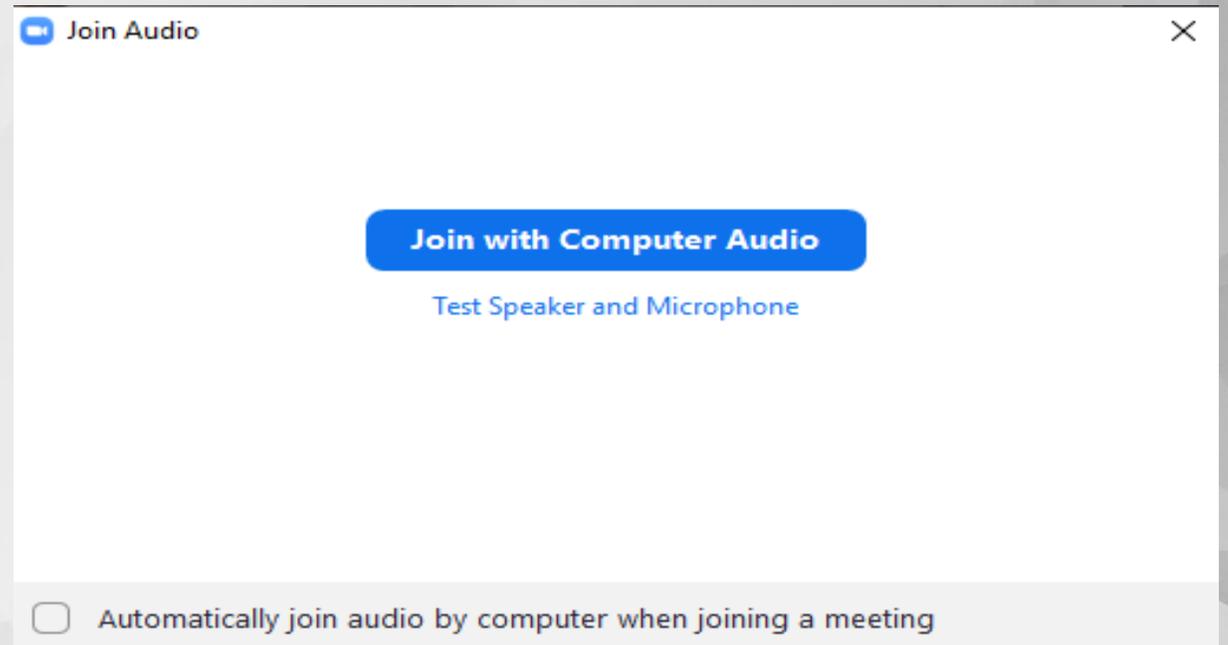


The screenshot shows the Zoom Download Center interface. At the top, there is a blue header with the text "Download Center" and a dropdown menu labeled "Download for IT Admin". Below the header, the main content area is white and features the heading "Zoom Client for Meetings". Underneath this heading, a paragraph states: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." A prominent blue button labeled "Download" is positioned to the left of the text "Version 5.6.1 (617) (32-bit)". Below the "Download" button, there is a link that reads "Download 64-bit Zoom client".

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”



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

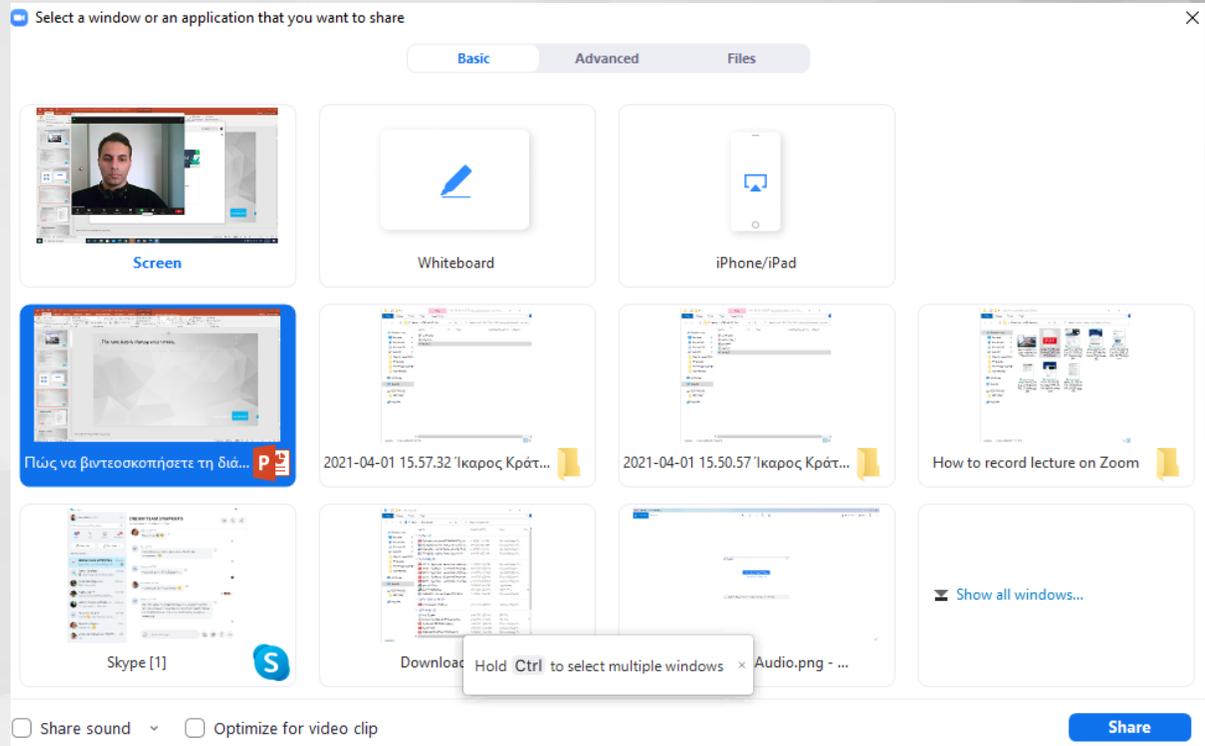
From the menu at the bottom of your screen please select **“Share Screen”**.



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

- Please select the ppt presentation you have prepared for your lecture.

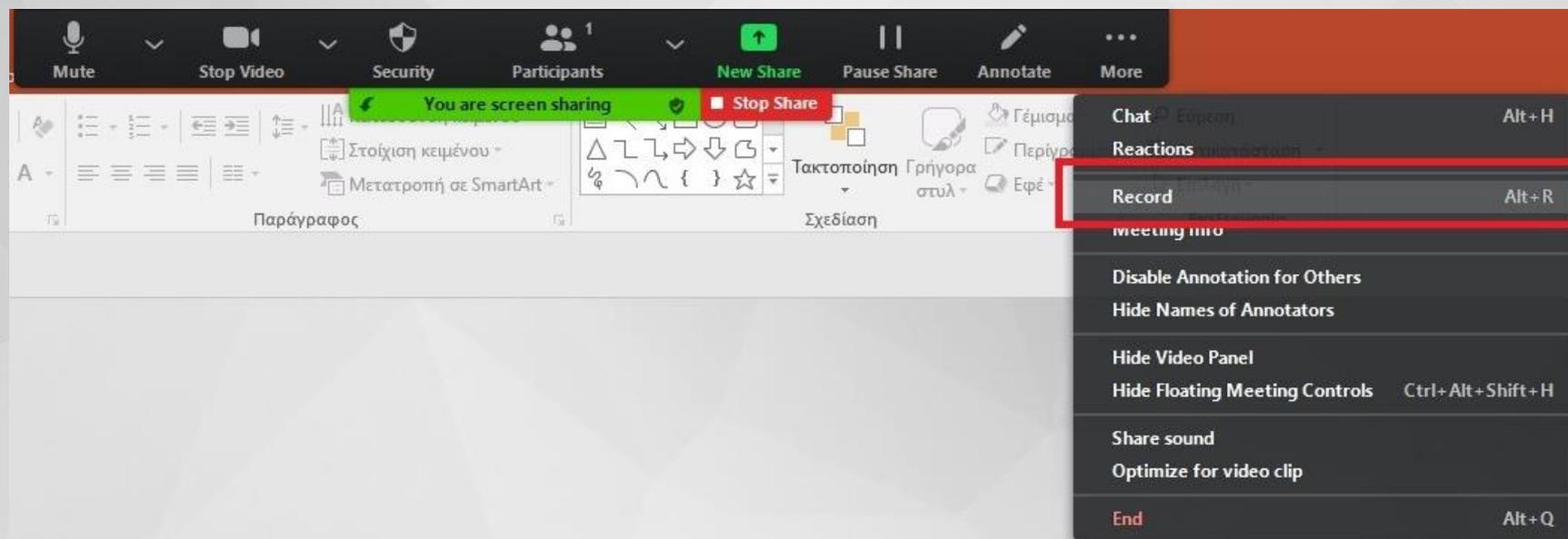
You may wish to choose your whole screen but please be advised there may be things you do not wish your audience to view or pop up windows might disrupt your presentation.



# 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**



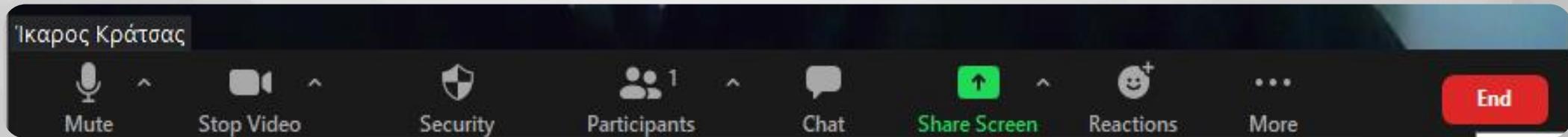
# How to stop recording

- Please move your mouse pointer to the top of the page until a menu pops up.
- Then hover your mouse pointer above “More” until you see a drop down menu.
- **Once you have said all you wanted to say in your lecture/presentation please click on “Stop Recording”**

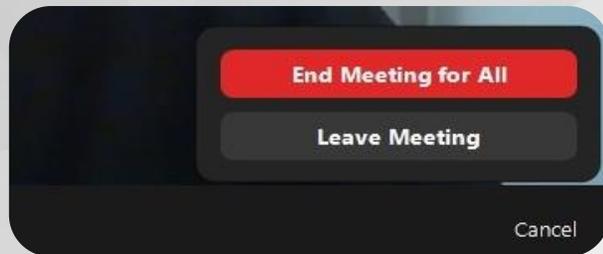


# How to end meeting

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



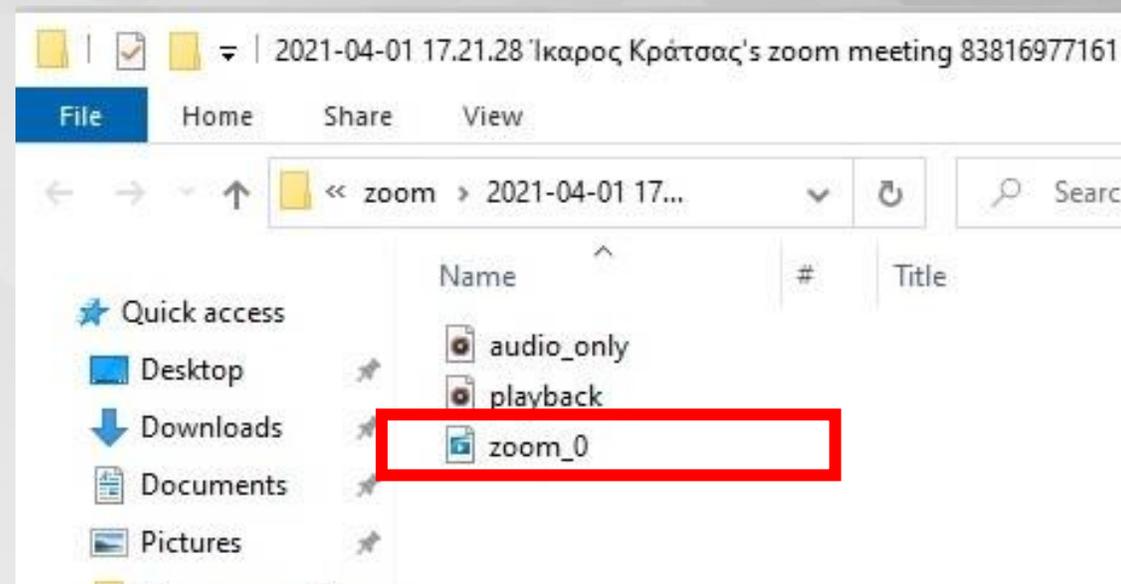
- Choose “End meeting for All”



# 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 rename your file according to your **abstract ID**
- *Please pay attention to the speech length: 3 min. max*



# The next step is to upload your video at [www.retaste.gr](http://www.retaste.gr)

1. Please go to [www.retaste.gr](http://www.retaste.gr)
2. Go to the tab "ABSTRACT SUBMISSION"
  - "Click Submit Your Abstract"
  - 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".

The screenshot displays the Retaste website interface. At the top, the navigation menu includes 'VENUE', 'COMMITTEES', 'ABSTRACT SUBMISSION' (highlighted with a red dashed box and an arrow), 'REGISTRATION', and 'WORKSHOPS'. Below the navigation, the 'ABSTRACT REQUIREMENTS' section features a prominent 'SUBMIT YOUR ABSTRACT NOW!' button, also highlighted with a red box and an arrow. The 'My Abstracts' section shows a table with one entry: ID 185, Title 'Rethink Food Waste', Status 'Pending', and Submit Date 'April 5, 2021 3:14 pm'. The 'Action' column for this entry includes 'Edit', 'Delete', and 'Preview' links, with 'Edit' highlighted by a red dashed box and an arrow. Below the table, the 'Attachments' section is highlighted with a red box and an arrow, containing instructions for uploading files and a 'Choose File' button.

rethink food waste

VENUE COMMITTEES **ABSTRACT SUBMISSION** REGISTRATION WORKSHOPS

## ABSTRACT REQUIREMENTS

**SUBMIT YOUR ABSTRACT NOW!**

My Abstracts

Show 10 entries Search:

ID	Title	Review	Status	Preference	Submit Date	Action
185	Rethink Food Waste	No reviews as yet.	Pending	Poster	April 5, 2021 3:14 pm	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Preview</a>

Showing 1 to 1 of 1 entries Previous 1 Next

rethink, food, waste

**Acknowledgements**

RETASTE: Rethink Food Waste

Manage Attachments

No Attachments submitted

**Presenter Preference**

Poster

**Attachments**

Use this form to upload your images, photos or tables.

Supported formats:  
**ppt,pptx,mp4,avi,mkv,mov**

Maximum attachment size: **30MB**

**Choose File** No file chosen