



rethink food resources,  
losses, and waste 2023



# How to record your poster presentation using Zoom

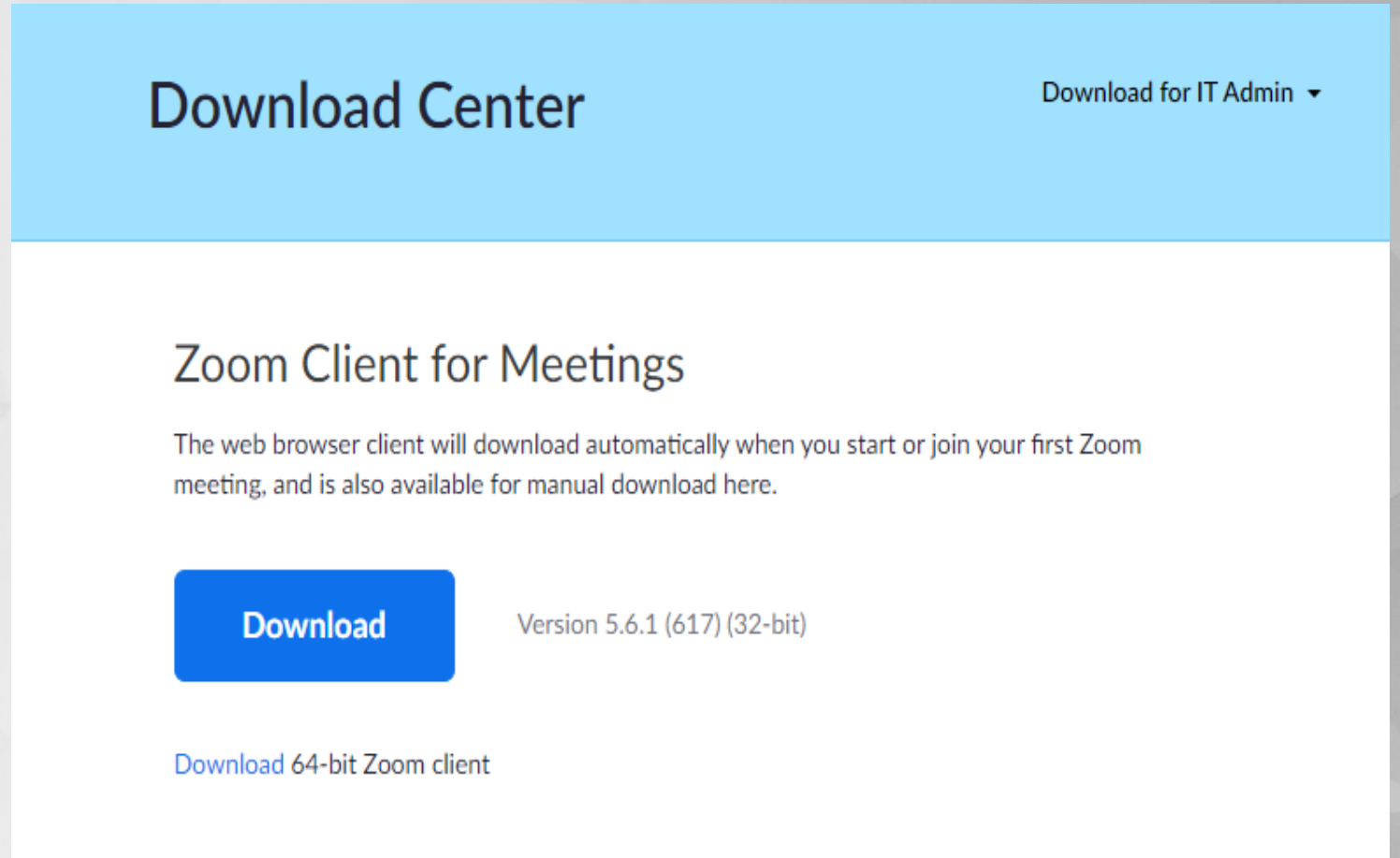
RETASTE: Rethink Food Resources, Losses, and Waste Conference

Athens, Greece, September 27-29, 2023



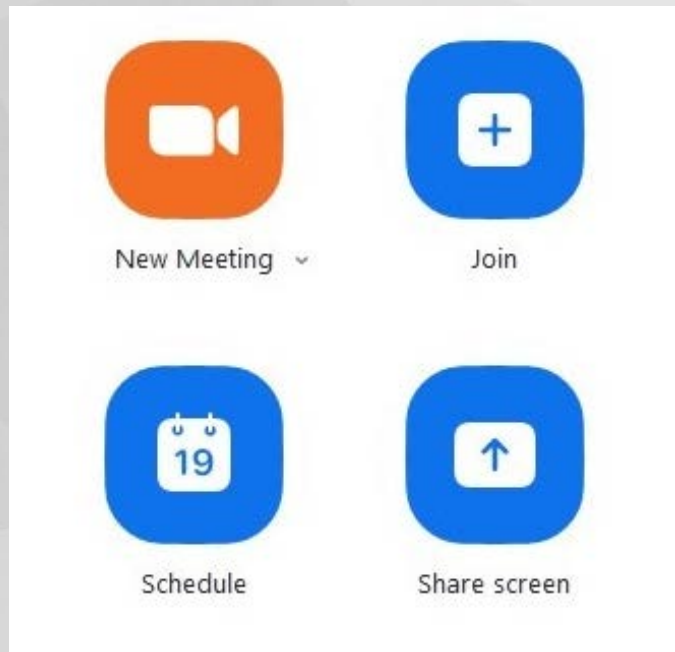
How to download and login:

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

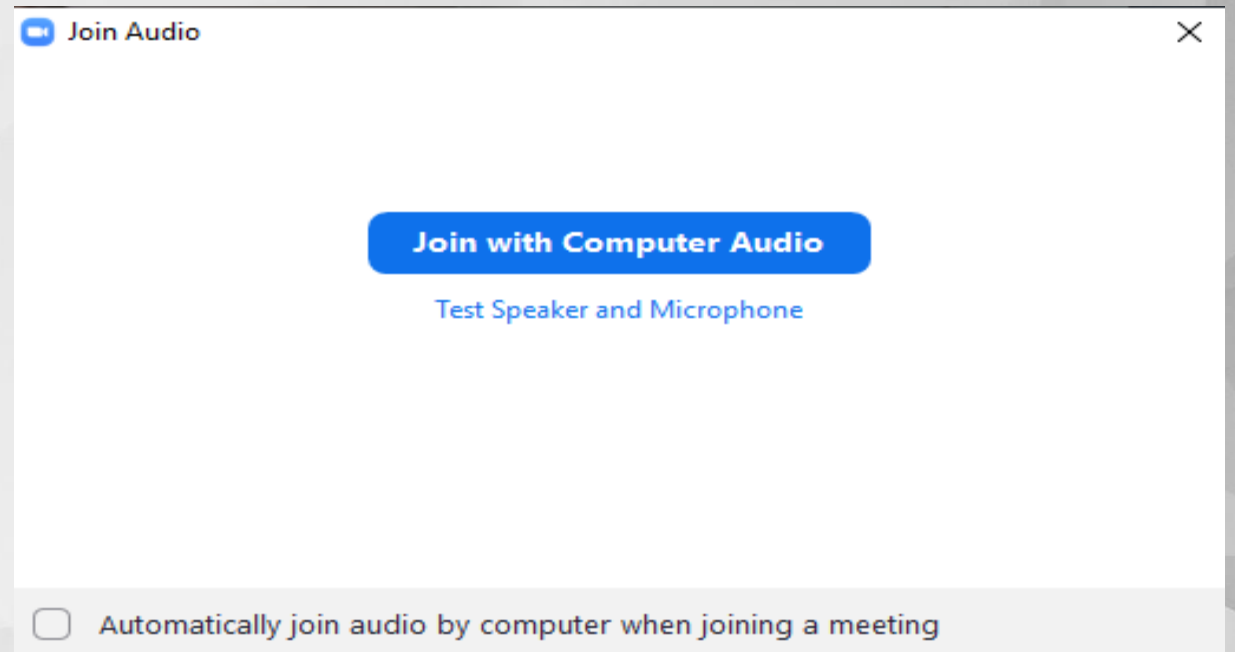


The screenshot shows the Zoom Download Center interface. At the top, there is a blue header with the text "Download Center" on the left and "Download for IT Admin" with a dropdown arrow on the right. Below the header, the main content area is white. It features the heading "Zoom Client for Meetings" in a large, dark font. 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." Below the text, there is a prominent blue button labeled "Download". To the right of the button, the text "Version 5.6.1 (617) (32-bit)" is displayed. At the bottom of the main content area, there is a link that says "Download 64-bit Zoom client".

From the main menu please select “New Meeting”

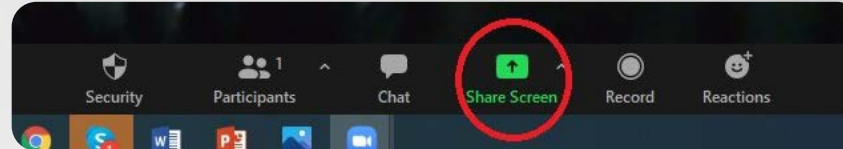


You will soon see yourself on camera and a pop up window will come up asking you whether you want to join with computer audio. Please select “Join with computer audio”



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

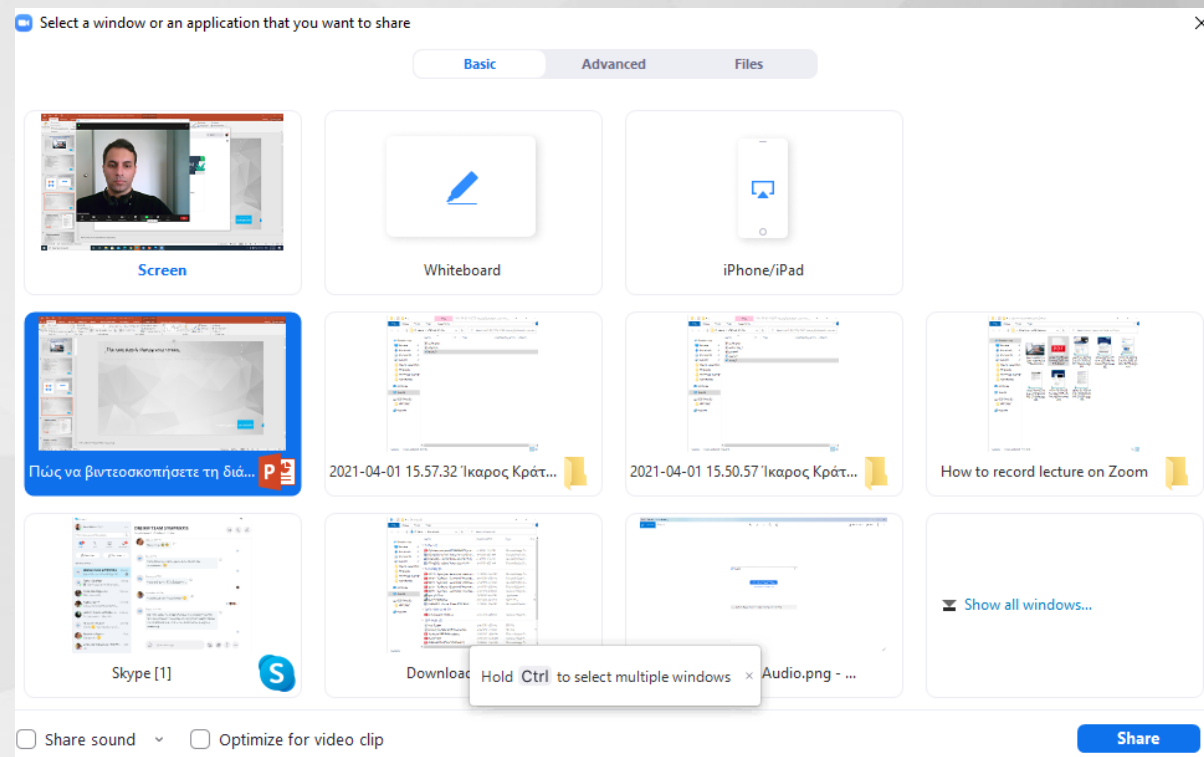
From the menu at the bottom of your screen please select “Share Screen”.



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

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

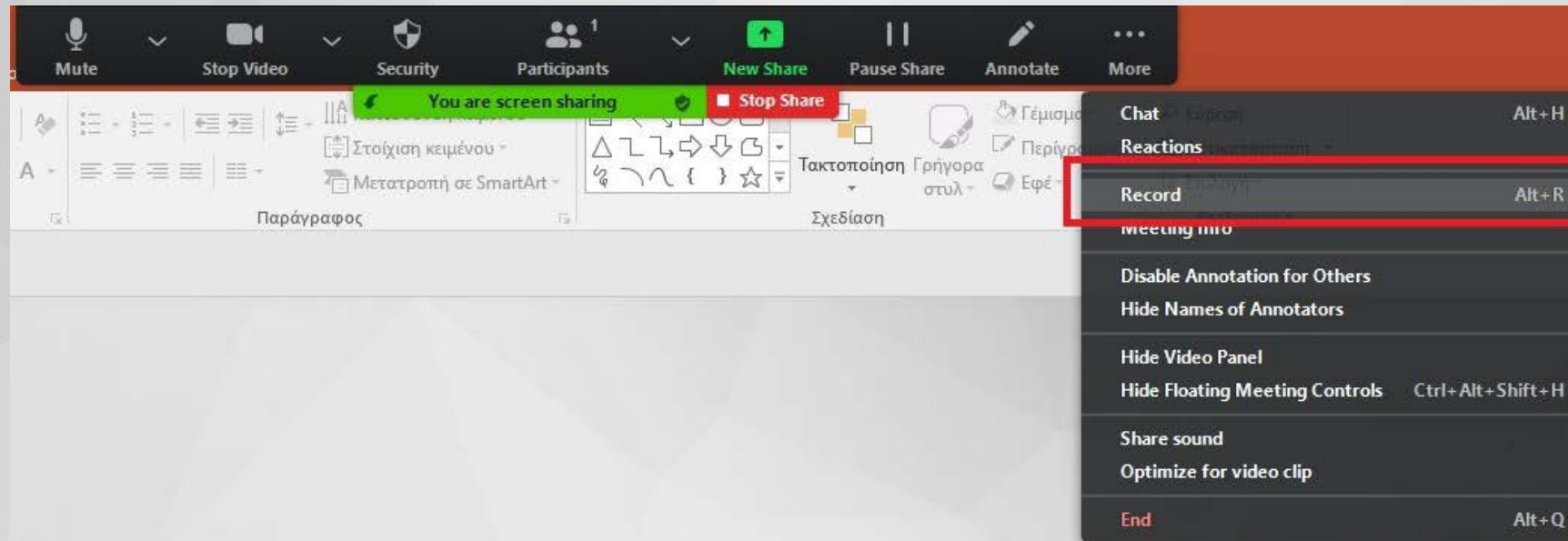
You may wish to choose your whole screen but please be advised there may be things you do not wish your audience to view or pop up windows might disrupt your presentation.



# The next step is recording your poster presentation

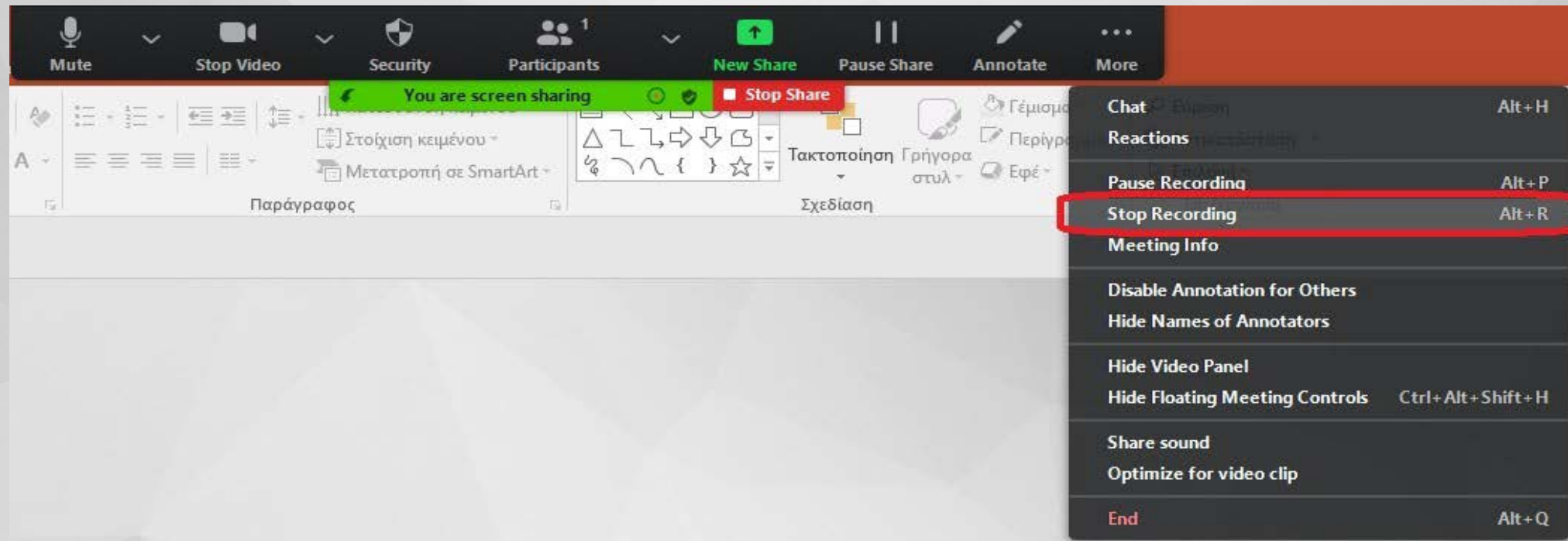
- Please move your mouse pointer to the top of the page until a menu pops up.
- Then hover your mouse pointer above “More” until you see a drop down menu.
- From that menu choose “Record” and give your lecture as you normally would in front of a live audience

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



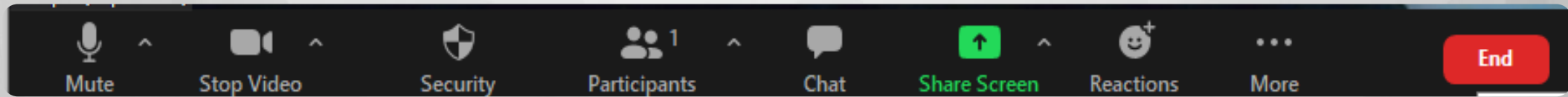
# How to stop recording

- 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”

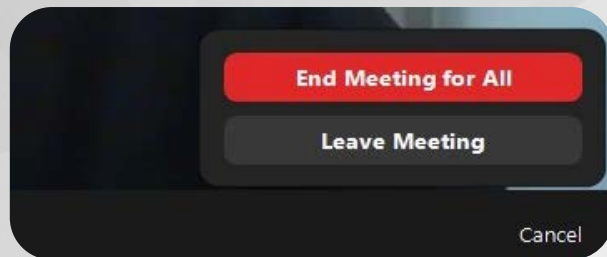


# How to end meeting

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



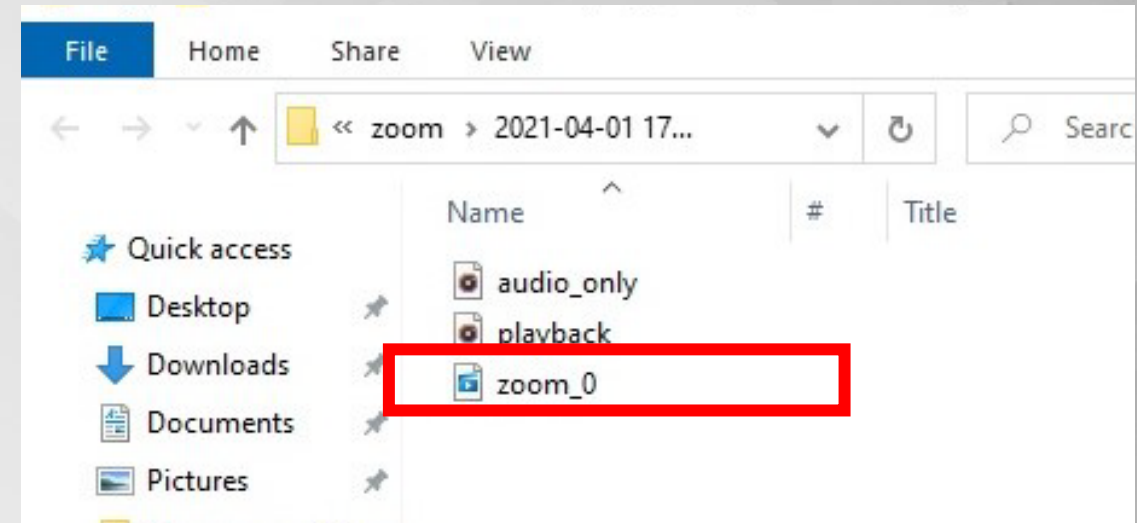
- Choose “End meeting for All”



# 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 “SUBMIT AN ABSTRACT NOW”
  - Click “Submit Your Abstract now”
  - And log in
3. At the Dashboard find your Abstract and click “Edit”. Make sure your submission has been accepted.
4. On the right side find section “Attachments” and click “Choose File”. The section will be open after the submission deadline is over.
5. When your file is uploaded click “Submit”

The screenshot shows the Retaste website interface. At the top, the Retaste logo and tagline "rethink food resources, losses, and waste 2023" are visible. A red arrow points to the "SUBMIT AN ABSTRACT NOW!" button in the top navigation bar. Below this, the "ABSTRACT REQUIREMENTS" page is shown, with a red arrow pointing to the "SUBMIT YOUR ABSTRACT NOW!" button. The "My Abstracts" section displays a table with one entry: ID 185, Title "Rethink Food Waste", Status "Pending", and Submit Date "April 5, 2021 3:14 pm". A red arrow points to the "Edit" button in the "Action" column. Below the table, the "Attachments" section is highlighted with a red box. It contains a "Choose File" button, a "No file chosen" message, and a "Choose File" button with a refresh icon. A red arrow points to the "Choose File" button with the refresh icon.