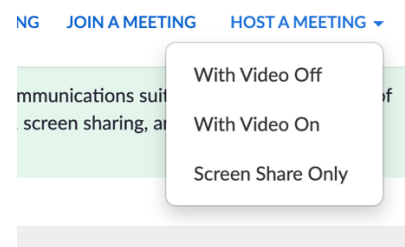
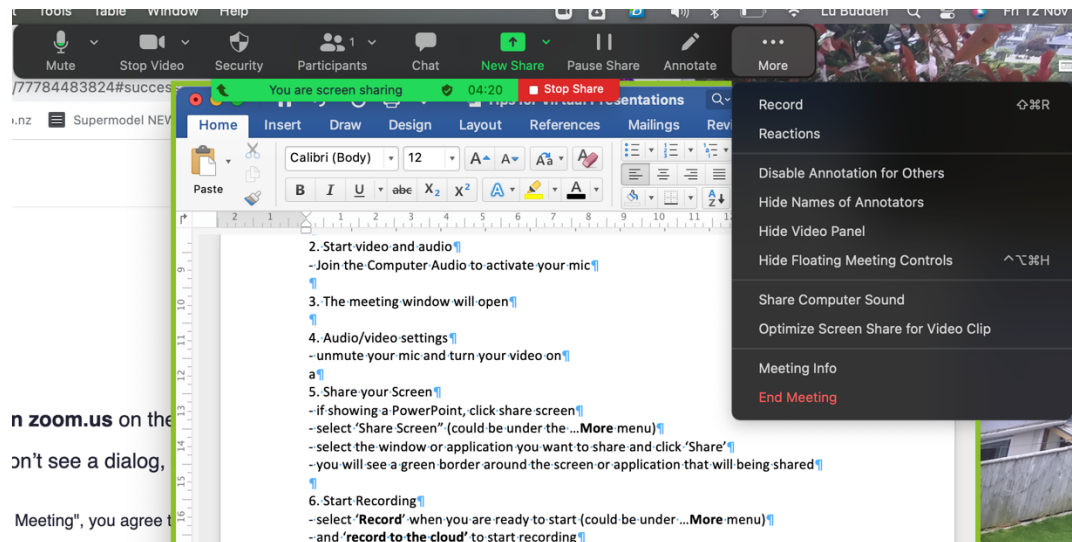


How to pre-record your virtual presentation with zoom

1. Go to zoom.com and start a 'Personal Meeting', 'New Meeting' or 'Host a meeting'(with video on)'
 - 'Launch Meeting' which will then open the zoom application



2. Start video and audio
 - Join the Computer Audio to activate your mic
3. The meeting window will open
4. Audio/video settings
 - unmute your mic and turn your video on
5. Share your Screen
 - if showing a PowerPoint, click share screen
 - select 'Share Screen" (could be under the ...**More** menu)
 - select the window or application you want to share and click 'Share'
 - you will see a green border around the screen or application that will being shared
6. Start Recording
 - select '**Record**' when you are ready to start (could be under ...**More** menu)
 - and '**record to the cloud**' to start recording



7. Finish recording
 - when you've finished presenting, click 'stop recording' (could be under the ...More menu)
8. Click **end meeting** when you're finished
 - the recording will then be sent to you via email when its available
 - if you selected record to computer, your presentation will be saved under a folder called 'Zoom' on your File Explorer (search for Zoom).
 - files will be saved as a MP4 file
9. Upload your representation to the link (**yet to be provided**) (before 28 February)

Please save using the number abstract is allocated on the programme and the first presenters last name, as listed in programme. (ie. F1 Wilson)