

Guidelines for Recording Your Presentation



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GUIDELINES FOR RECORDING YOUR PRESENTATION

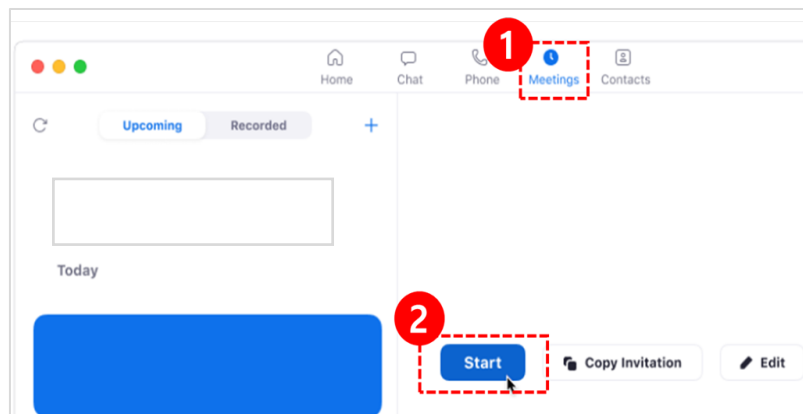
★ Submission Deadline: [Oct. 23 \(Wednesday\)](#) ★

<p>Step 1 [Recording the presentation]</p>	<p>Please refer to the detailed guideline below.</p> <ul style="list-style-type: none"> - Presentation File PowerPoint 16:9 ratio -Template Success Stories Template (feel free to adapt it to your needs) Send us your presentation and we will review it with you before recording -Recording 5~minute presentation Option 1) Zoom Video Recording Option 2) Webex Video Recording Option 3) You can use your own camera for recording
<p>Step 2 [Sending the presentation file]</p>	<p>Please send us <u>both the recorded VOD file and the PPT slide</u> by email (info@smarteureka.com).</p> <ul style="list-style-type: none"> ● VOD file will be appreciated, but other type of video files format is also acceptable ● If the files are too big to send them by e-mail use WeTransfer

Option 1) Zoom Video Recording

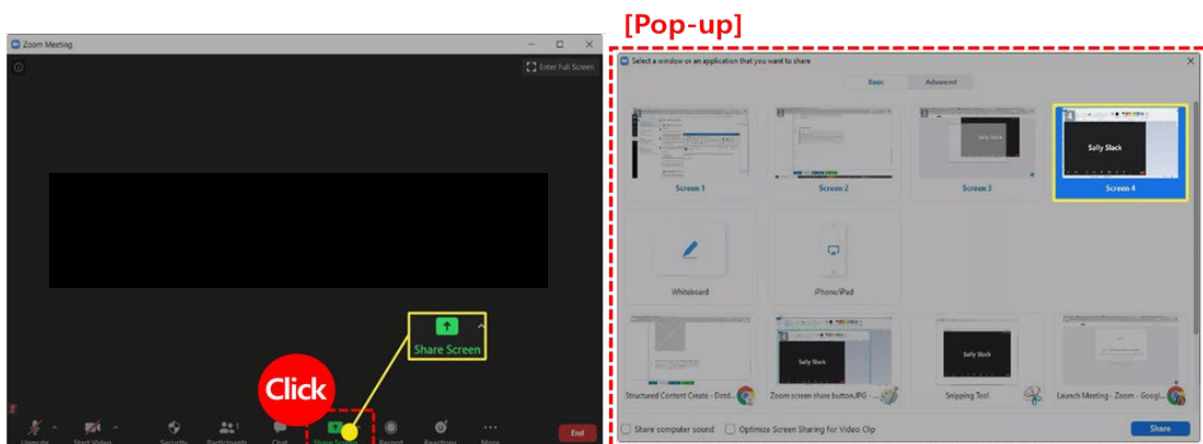
Step 1. Install Zoom and Sign-up.

- ① Install the [Zoom software](https://zoom.us/download) on your computer from <https://zoom.us/download>.
- ② After installation, click “Sign In” for existing account users, or Sign up for free to create an account.
- ③ From the Zoom home screen, click “Meetings” → “Start.”



Step 2. Share your presentation.

- ① Check whether your audio and video are both on and working.
- ② Have your presentations ready for sharing, and click the “Share Screen” icon
- ③ In the pop-up, select your presentation file to share, and then click “Share”.

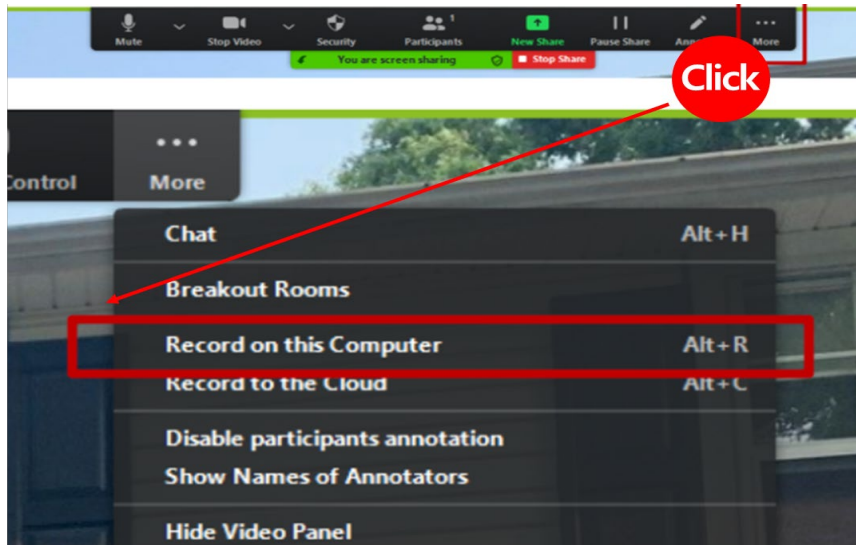


* The Share Screen option is near the middle, beside the “Chat” option.

* The screen you are currently using will appear with a bright blue background; all others will show white backgrounds. Use the scroll bar on the right to move through your options if you need to. Once you've selected the window you want to share, click "Share."

Step 3. Record your presentation.

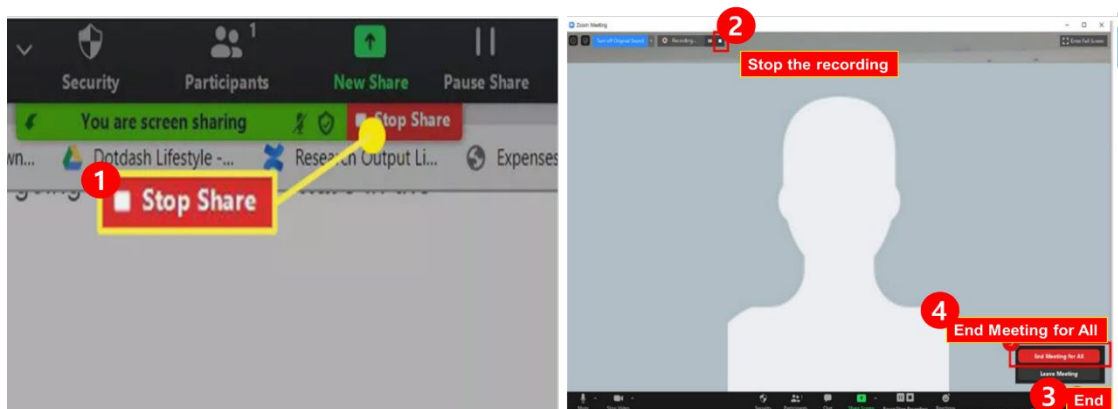
- ① Once you are sharing your screen, click on "More" at the top of your screen,
- ② Select "Record on this Computer"



*Before recording your presentation, please press F5 button for the maximum screen.

Step 4. Save and convert your recording

- ① Once you have finished your presentation,
Select "Stop Share" → "Stop the Recording" → "End" → "End Meeting for All."

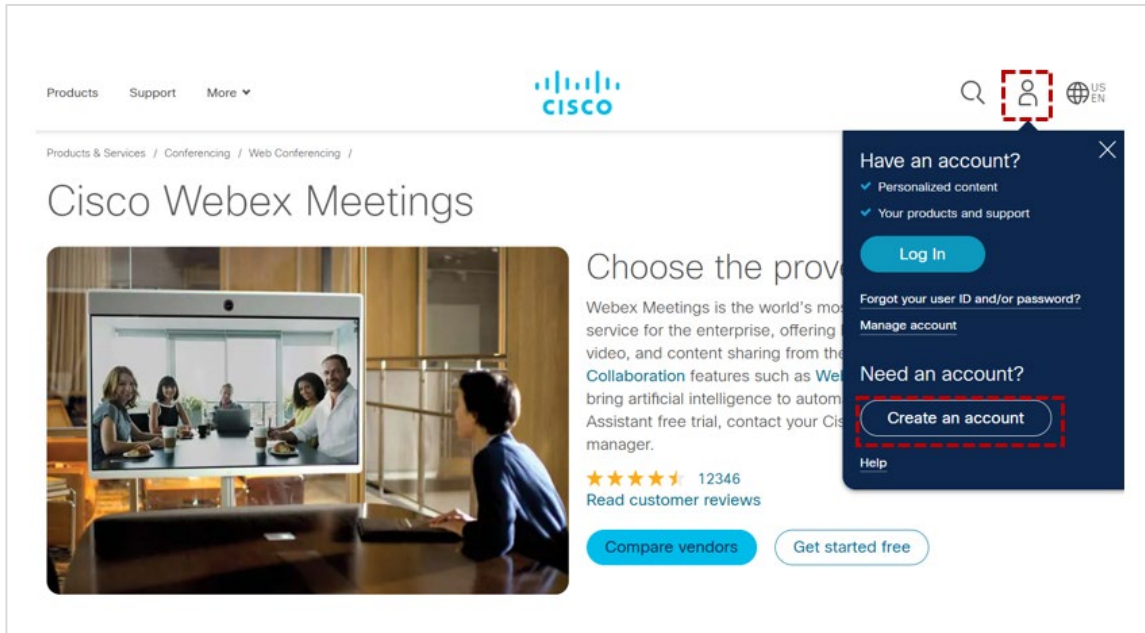


*After the files are converted, a window will pop up on your computer showing the converted files.

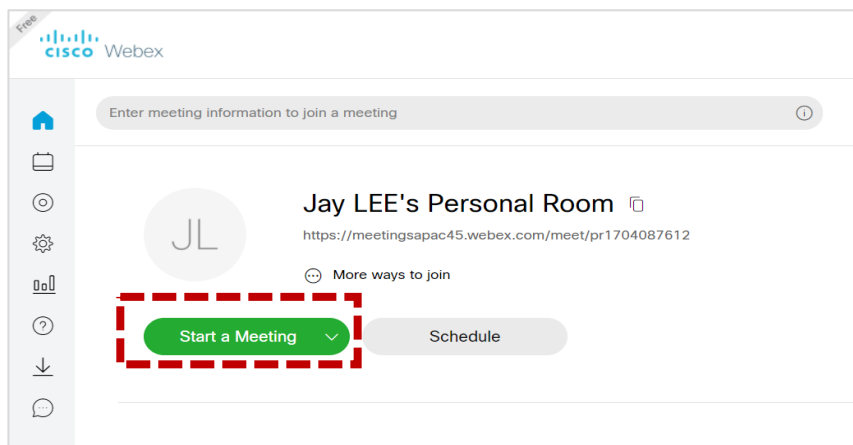
Option 2) Webex Video Recording

Step 1. On Cisco Webex meeting website, Create an account

<https://www.cisco.com/c/en/us/products/conferencing/webex-meetings/index.html>



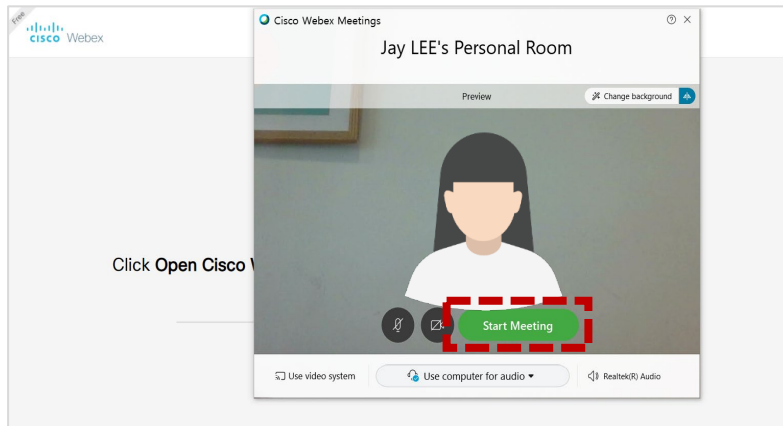
Step 2. After Log-in, click Start a meeting



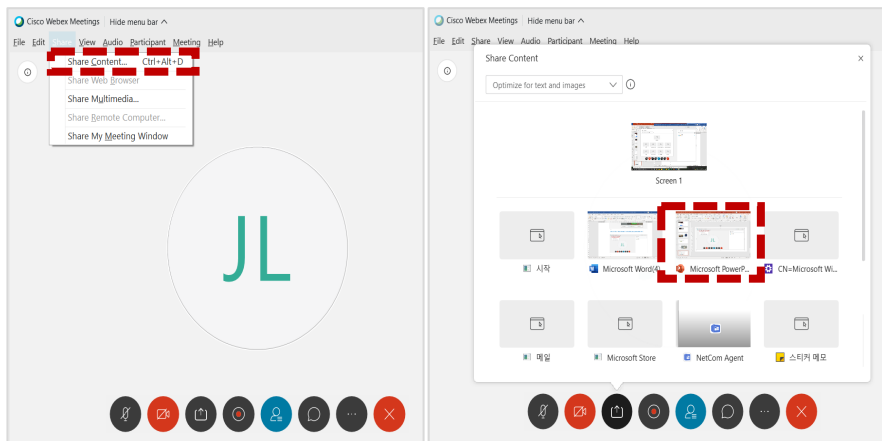
At your Personal Room, please click 'Start a meeting'

Step 3. Check your computer audio and web video camera.

Check your Web camera and audio, then click Start meeting.



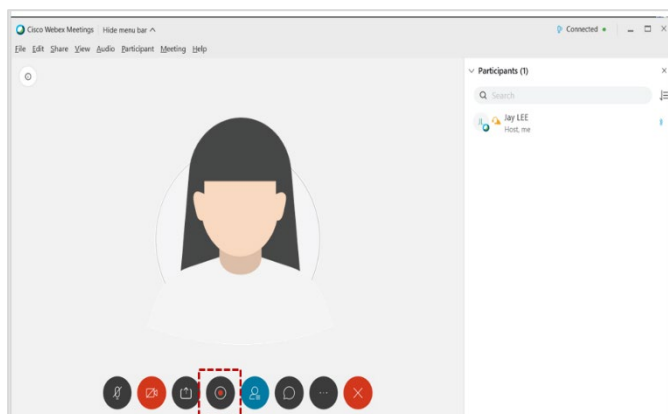
Step 4. Click 'Share Content' and select your presentation file.



Step 5. Click 'Record' and save the recording file in your PC

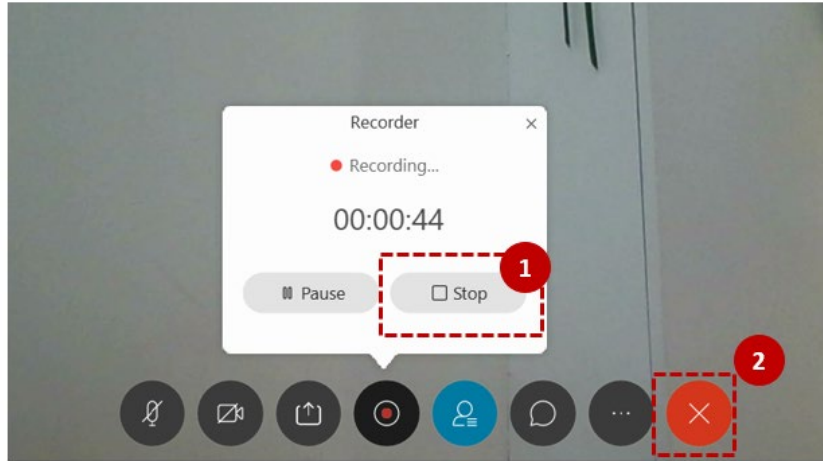
Click 'Recorder' button your speaking will be recorded.

Also, click save button in your PC.



Step 6. Finish Recording and your file will be converted.

Click Stop button first and 'X' button to end your presentation.
Then, your recorded file will be saved in your PC automatically.



If you have any inquiries, please contact SMART office as below.

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