



## Recording guidelines for Plenary Speakers

**Deadline for submission of pre-recorded presentation - Sunday 14 March**

### Installing Zoom

As a Plenary Speaker you are required to download zoom and install it on your device. This can be achieved by following the below instructions:

#### Zoom automatic download

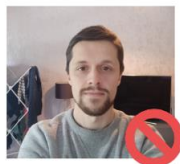
1. Open this link in a new browser: <https://zoom.us/download> and click 'Download' under 'Zoom client for meetings'
2. An alert should pop out on the top of your screen as seen [here](#).
3. If zoom is not downloaded already on your device, it will automatically start the installation process. Follow the instructions on the screen.

### Before you start

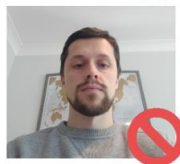
We recommend that you read through the steps in this guide first, and then run a practice record of two or three slides, just to check your settings are correct. Play this back to yourself to ensure that you can hear and see everything clearly before you proceed with the 'real presentation'.

### Webcam Best Practices

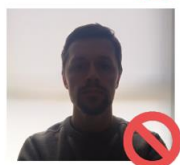
If possible, try to avoid a cluttered background



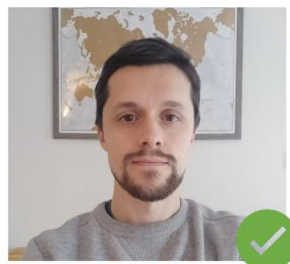
Try to ensure the camera is at eye level



Try to use as much natural light as possible and have light sources in front of you, not behind you



Following as many of these steps as possible can greatly improve the quality of the image and help to make your video more engaging



#### Other tips:

- If you have a high chance of possible background noise, using a headset with a mic can help to eliminate it.
- Try to look at the camera and not your computer screen when talking.
- If you have access to them, external webcams and microphones are generally better quality than integrated laptop versions.
- Try to keep your laptop well ventilated, so that the fan doesn't ruin your audio recording.

## How to record your presentation

We have created a short video here to guide you on how to record your presentation using Zoom. Please [click here](#) to watch it. We hope that this helps.

### Top tips

A few tips to consider helping you get the best recording:

- Ensure you are in a quiet room and will not be disturbed. If you are at work, then perhaps put a sign on your office door or if you are at home let those at home know what you are doing!
- Be mindful of background sounds. You do not always notice background sounds yourself but through a microphone they can be very noticeable to the audience.
- Ensure you have a tidy, neutral backdrop.
- Check that your webcam is at the correct angle. You may need to adjust the height with a stand or some books!
- Check the lighting – make sure you are not sat in front of a window or bright light.
- Have a glass of water and notebook and pen within easy reach.
- Have a hard copy of your slides or a second screen to view them on.
- Use a headset if possible, this will give you the best sound quality for your recording or presentation
- Ensure your laptop is fully charged or plugged in!
- Close any background applications or programmes to avoid pop-ups, alerts, or other distractions, such as emails.
- Check your internet speed using [www.fast.com](http://www.fast.com) – this should be above 15mb to avoid any disruptions
- Finally, watch your recording back before you send it to us. Make sure that you can hear yourself clearly and that you are not too quiet and far away from the microphone as this can be frustrating for the audience if they cannot hear your presentation very well.

### **Please note:**

Please save your recording using the following format: **Presentation start time\_Author Surname**  
e.g. 10.45\_Smith

Please email your recording file to [events@hg3.co.uk](mailto:events@hg3.co.uk) with an email subject titled;  
**BCA\_BACG21\_Speaker\_Author Surname, e.g BCA\_BACG21\_Speaker\_Smith**

**If you have any questions then please do not hesitate to contact Hg3 Conferences, [events@hg3.co.uk](mailto:events@hg3.co.uk) and we will be more than happy to help.**