

## Instructions for recording your presentation for **ConRad 2021**

Detailed instructions for video recording via

- ZOOM video
- Microsoft PowerPoint

Digital poster guidelines

- .pdf

Thank you for your participation!

The ConRad 2021 Conference Secretariat

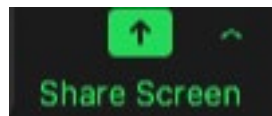
## Brief instruction for “ZOOM”

### Requirements:

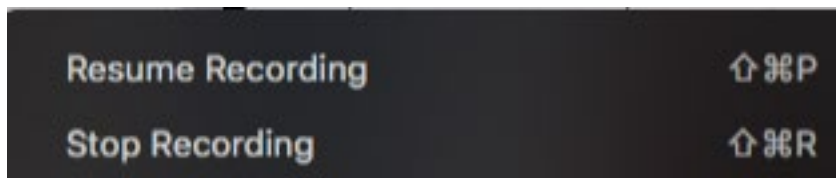
- Zoom-Basic-Account
- Zoom-Client version 2.0 or above

### How to record your presentation

- Open Zoom-Client and start a new ZOOM-Meeting as a host.
- Open your PowerPoint (or similar) presentation.
- Click “Share Screen” located at the lower margin of the Zoom Meeting window and select your presentation in the new window that appears.



- To start recording, select “Recording” in the submenu “More” of the ZOOM menu bar. You can pause or stop recording anytime in the same submenu.



- We kindly ask you to record your presentation with your shared screen as well as an enabled miniaturized window of the active speaker (the active speaker window should be initialized by default). This way you will be visible for the auditorium during your shared screen presentation.
- After successfully recording your presentation click “Stop recording”. Your record will be saved locally in the following folders by default:
  - PC: C:\Users\User Name\Documents\Zoom
  - Mac: /User/User Name/Documents/Zoom
- Please make sure that your record is converted to \*.mp4 format before you send to us. This should be done automatically when you end the ZOOM meeting.

## Brief instruction for “Microsoft PowerPoint”

Requirements:

- For screen + webcam recording: Microsoft Office 365
- Older versions only support sound recording of your presentation

Please see the official Microsoft Support guide for detailed instructions:

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

Of course, you may also use other programs to record your presentation. If you do, please make sure to provide a common file format (.mp4).

Irrespective of which option you choose to record your presentation, please make sure to arrange a suitable environment (lighting situation, camera position, background noise and audio quality etc.).

## Digital poster format

Please submit your poster in PDF format only. Multi-page posters are possible. The following requirements must be met for the content to be displayed unaltered:

- No interactive content
- No forms
- No videos
- No navigation
- No blend modes
- No patterns or gradients
- No ICC color profiles
- Primarily text, pictures (embedded as JPEG, GIF or PNG), tables and lists only
- If multi-paged, all pages share the same format and size
- No protected writings
- All fonts fully embedded
- No encryption or password protection
- The document is saved as PDF/A file format

**Please note:** For better display of the posters in our digital platform, we kindly ask you to consider creating your posters in landscape format. Portrait format will be accepted as well.

Please do not hesitate to contact us if you have further questions.

Your ConRad 2021 Conference Secretariat