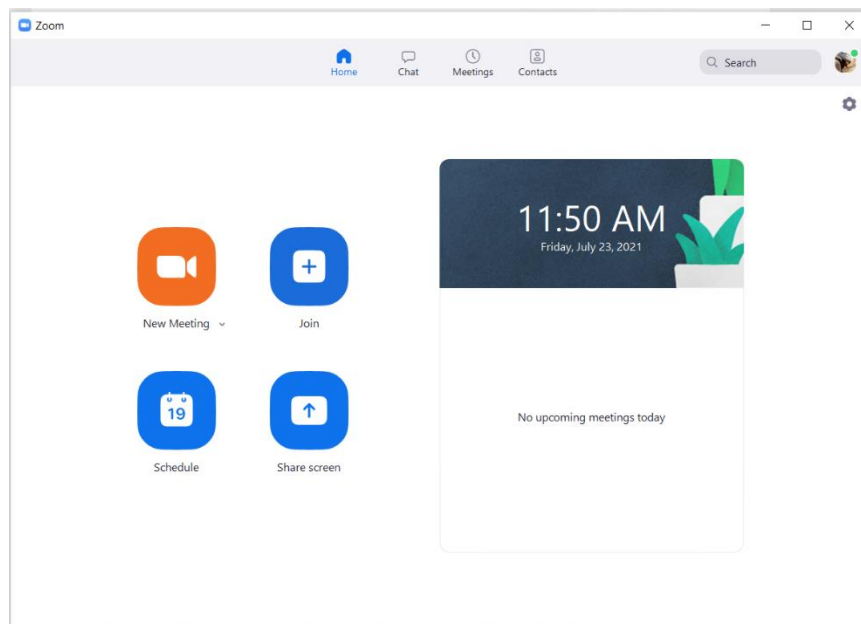
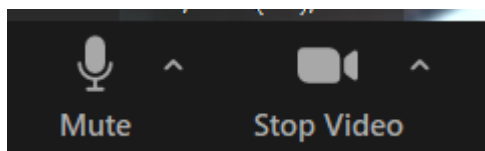


## Video Recording Guidelines – Using Zoom Online Platform

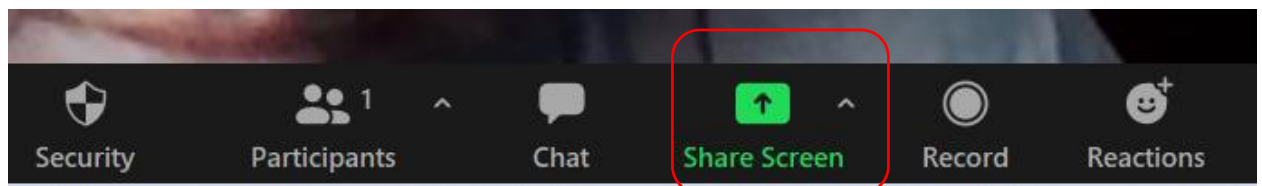
1. Download and Install the **Zoom Client for Meetings** on your computer.  
<https://zoom.us/download>
2. Open the Zoom application on your computer.
3. Click New Meeting.



4. Select Join with Computer Audio
5. Make sure your camera and audio is not muted.



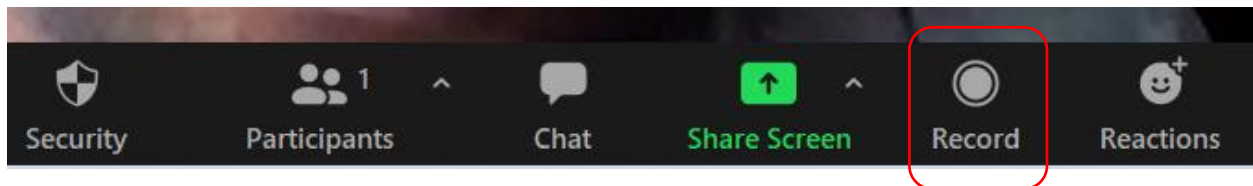
6. Click on Share Screen button at the bottom. And select your presentation.



7. Make sure that your video is visible above the presentation.



8. Click the record button at the bottom of the Zoom window, and start your presentation.



9. After the presentation is finished click stop recording. The Zoom will automatically convert the recording file and ask for a location to save it.

#### General Guidelines.

1. Make sure the audio is clear and there are no background disturbances.
2. Make sure the video is clear. Please use a bright location. The presenter must be visible while you are recording the video.
3. The maximum duration allowed for an abstract presentation is 10 minutes. Recordings longer than that given time will not be accepted.
4. The maximum duration allowed for a poster presentation is 7 minutes. Recordings longer than that given time will not be accepted.
5. You do not need to purchase Zoom facility to record your presentation. The free version of Zoom is sufficient for the recording.