Instructions for recording a remote speech

The preferred clip format is **MPEG4**

The simplest way to record a speech along with the presentation and image from the camera is to use the **ZOOM** program for this purpose. However, we encourage you to familiarize yourself with the program before making the recording. **Here are some simple steps:**

1. First of all, remember to provide **clear voice and video recording**. If possible, use an external microphone connected to the computer (then you must select the sound source in the program settings). You should also remember about proper light so that conference participants can see you clearly.

2. Download and install the **ZOOM** application *(version 5.10.1 or newer)* from https://zoom.us/download.

3. After opening the application, the program window will appear with the **settings** icon (gear). In the settings tab, you can choose **camera settings**, as well as choose a **virtual background** that will appear behind you. It is also worth choosing the **target folder** in which your recording will be located in the **RECORD** tab.

4. If you want to record your speech, click the **NEW MEETING** icon in the main program window. Then the window of your virtual meeting will be displayed.

5. It's good to expand the window to full screen mode.

6. On the left side of the lower bar of the program window there are icons for the **microphone** and the **camera** controll. After clicking on them, you can start the microphone and camera sharing, and by expanding the list, you can change the sound and image settings.

7. In order to record your presentation, the prepared **presentation should be opened in the apropriate program**.

8. Make sure that the **microphone is activated** in the ZOOM program (the red cross on the microphone icon disappears) and the **camera is activated** (the preview from the camera is visible).

9. In the lower bar of the ZOOM program, select the **SHARE SCREEN** icon.

10. From the displayed list, select the program window in which the presentation will be displayed. Confirm your choice by clicking the **SHARE** icon at the bottom of the window.

11. The ZOOM window has now changed its appearance. A selection bar appeared at the top of the screen above the shared presentation program window. You can now change the sound and camera settings again in the selection bar. To expand the bar, **move the mouse over the green bar at the top**.

12. Now you can open a **presentation mode** (slides visible on the whole screen).

13. If you wish **to start a recording**, when you are ready in the top bar of the ZOOM program,

click the **MORE** icon (the last icon on the right side of the bar). Select the **RECORD** tab from the drop-down list. **Attention!** From that moment the recording is already in progress and in order to avoid the need to edit your record it in another program, start your presentation immediately.

14. After the presentation is finished, you can click the **STOP SHARE** icon (red tab in the top bar), then the presentation window will be closed and viewers will only see the image from your camera. You can also stop the recording immediately after the speech is finished by clicking the **STOP RECORDING** icon in the top bar. Stopping the recording after exiting the **SHARE SCREEN** mode, when only the image from your camera is visible, will be done by clicking the **STOP RECORDING** tab in the bottom bar of the ZOOM program.

15. The **MP4 file** will be created after the end of the meeting. To do this, click the **END MEETING** icon in the lower program bar and select the **END MEETING FOR ALL** option.

16. The window with **CONVERT MEETING RECORDING** will appear on the screen and the folder with the video file recorded by you will be opened.

17. Check and remember the path to the folder, usually it is the ZOOM program folder defined in the program settings before.

18. Copy the MP4 file to the **conference materials folder** for safety. If the file does not require editing, i.e. it was recorded smoothly and without technical breaks, **contact the organizers to arrange the transfer of the video clip.**

19. It should be remembered that the provided content must be legible for the recipients. By default, the ZOOM program will place a small window with the image from your camera in the upper right corner of the presentation, so this part of the presentation may not be visible. Keep this in mind when preparing your presentation.

There are several ways to easily record a conference speech in a good image and sound quality (presentation view and camera view) using free programs. One of the simplest is **Screencast'o matik** *(https://screencast-o-matic.com/screen-recorder). However, this application allows you to record a speech for up to 15 minutes free of charge, it also leaves a watermark in the recorded material visible in the presentation. Another program that allows you to record longer speeches is* **FlashBack Recorder** *(https://www.flashbackrecorder.com/express/). Contrary to the slightly simpler Screencast'o matik program, it does not leave a watermark in the file.*
It is also possible to use the **OBS Studio** *program (https://obsproject.com), but it is more advanced and enables many useful functions. Friendly tutorials are available for all the programs mentioned above.*

If you have any technical questions, please do not hesitate to contact the conference organizers. We will try to provide you with the necessary assistance in preparing the recording