



SELF-RECORDING GUIDE

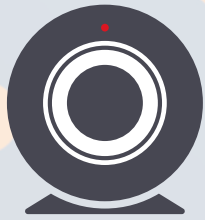
Overcome



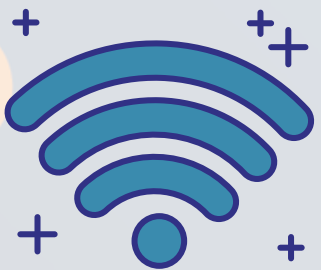
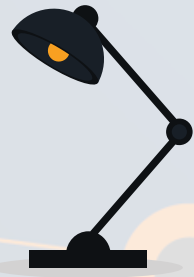
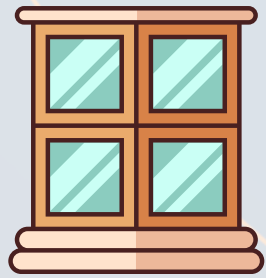
PRIOR TO RECORDING

Prior to recording, ensure that:

- Your webcam is of high quality. You may replace your built-in webcam with a separate webcam of higher quality.
- You use a headset, earphones or external microphone to exclude background noise and sounds.
- Your face and the camera are at **eye level**. If you are using a laptop, you may place it on books or a shelf.
- Place yourself in the center by **adjusting your camera angle** both horizontally and vertically, ideally from mid chest to above your head, like in a passport photo.

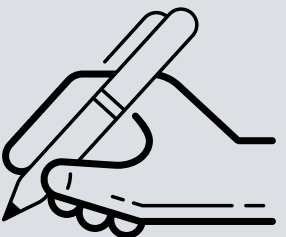


PRIOR TO RECORDING



- **Lighting** should be facing you and not coming from behind you, as it will make your face darker.
- Consider sitting facing a **window**, or placing a small **LED light** or **lamp** on your desk facing you.
- You're sitting in a **neat space** with a **tidy background**, eliminating any items which may distract you or the audience.
- Your **internet connection** needs to be stable and of at least 1.5 mbps. A secure wired connection is recommended. You may check your internet speed at: www.speedtest.net

PRIOR TO RECORDING



- Your slides need to be in 16:9 format (widescreen), as per the attached template.
- We recommend using **Microsoft Powerpoint**, if possible the most advanced version (.pptx). The latest versions of the program also allow you to record yourself in voice and video.
- Consider using a **personal timer** to ensure you stay well within your allocated presentation time.
- Please use the **attached template** for your cover page.
- Complete your recording authorization form: [click here to access](#)

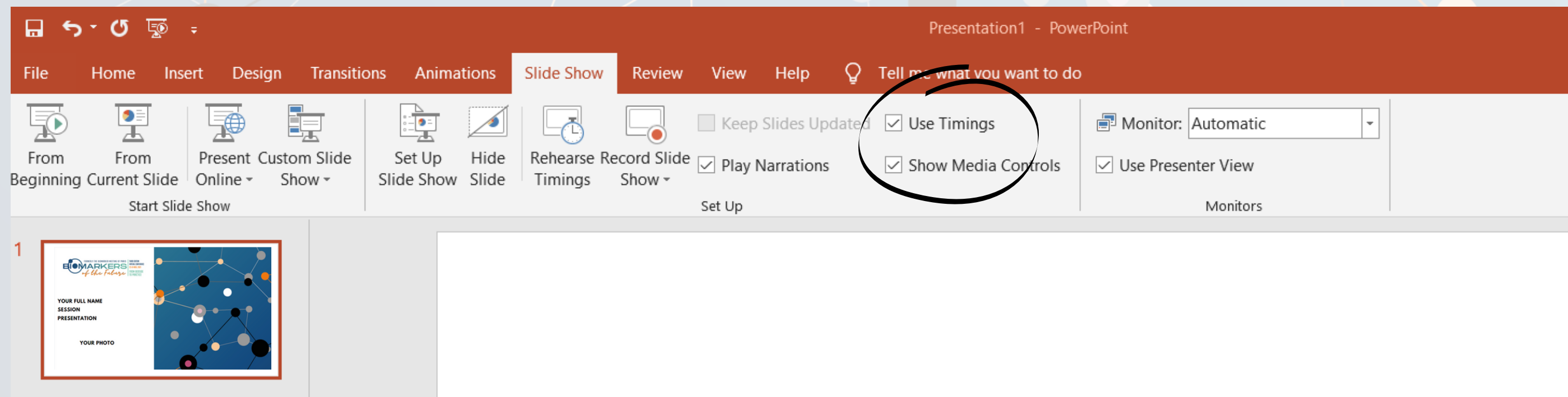
RECORDING YOUR PRESENTATION

RECORDING USING MICROSOFT POWERPOINT

The preferred method for presentation recording is MS Powerpoint (Office 2019 version). Once your presentation is ready, go to Slide Show, and click on Record Slide Show.

Your presentation should be saved as a PowerPoint file .PPTX and also as an .MP4 video file. Note that different versions of PowerPoint may not have the same functionalities presented below.

It is recommended you present with your face showing in a small thumbnail in the bottom right of the screen



RECORDING

RECORDING USING POWERPOINT

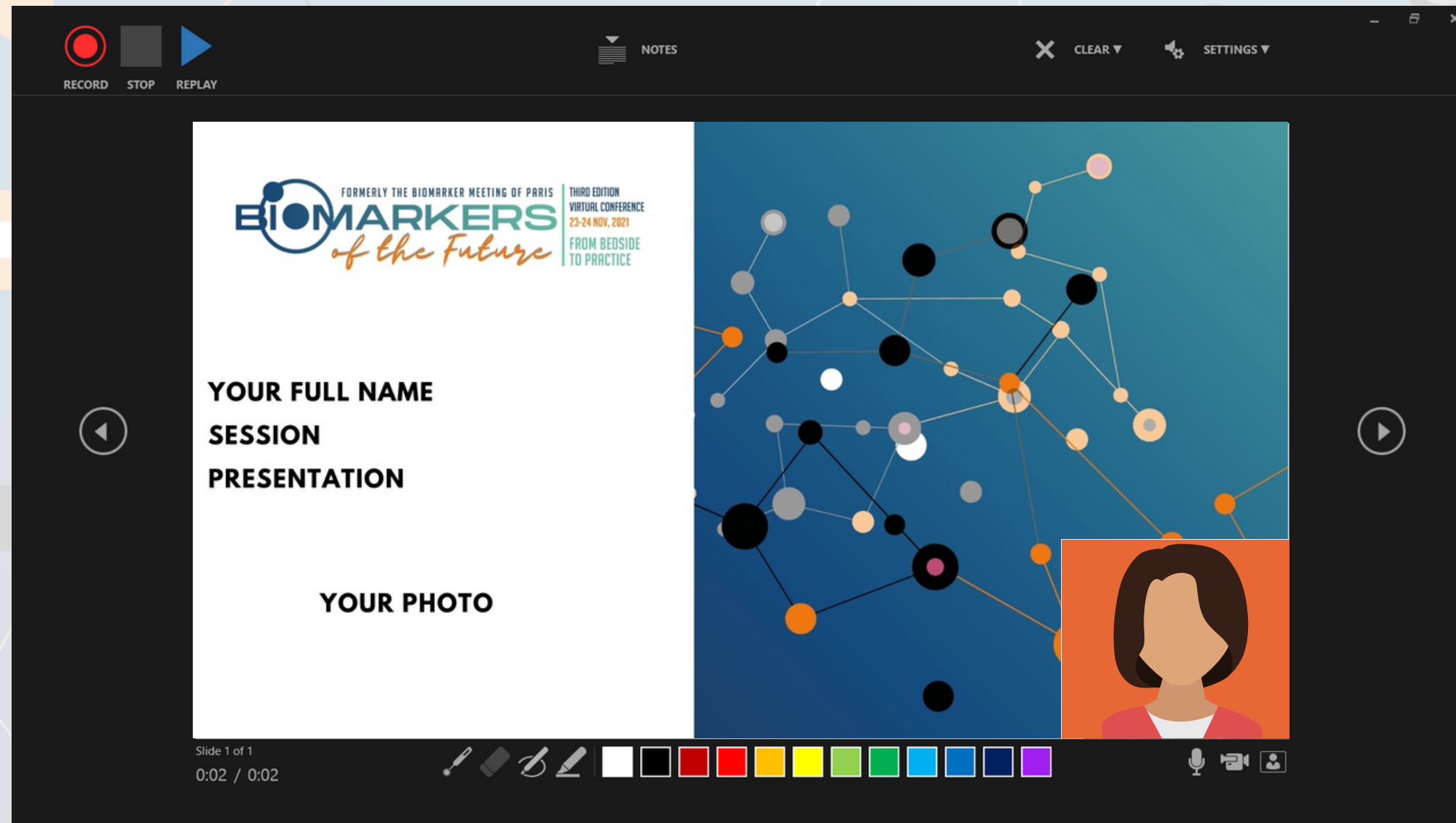


You may use personal notes in your presentation using the "Notes" icon in the top, they will not be displayed in the final recording.

To begin recording, press the red button, then you may pause using the same button, or stop when it's finished.

Tip: Allow a few seconds to ensure your introduction is not cut short.

You may use the icons in the bottom to add notes and highlights.



The icons in the bottom right of the screen are used to enable your camera, microphone, and face preview.

Tip: Try looking at the camera rather than reading from a printed copy. If your face preview is blocking your slide view, you may disable it by using the bottom right key.

Make sure you save constantly to avoid losing your previous draft.

ONCE COMPLETED, YOUR FACE RECORDING WILL APPEAR AUTOMATICALLY IN YOUR PRESENTATION SLIDES, YOU MAY MOVE IT TO AN EMPTY SECTION OF YOUR SCREEN AND CONTROL ITS SIZE. THE RECORDING WILL PLAY AUTOMATICALLY IN THE SLIDE SHOW OF YOUR PRESENTATION. ONCE FINISHED, PLEASE SAVE YOUR PRESENTATION AS A MOVIE (.MP4).

File name: surname_name_session.mp4

Save as type: MPEG-4 Video (*.mp4)

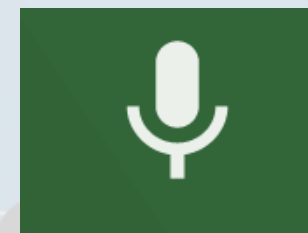
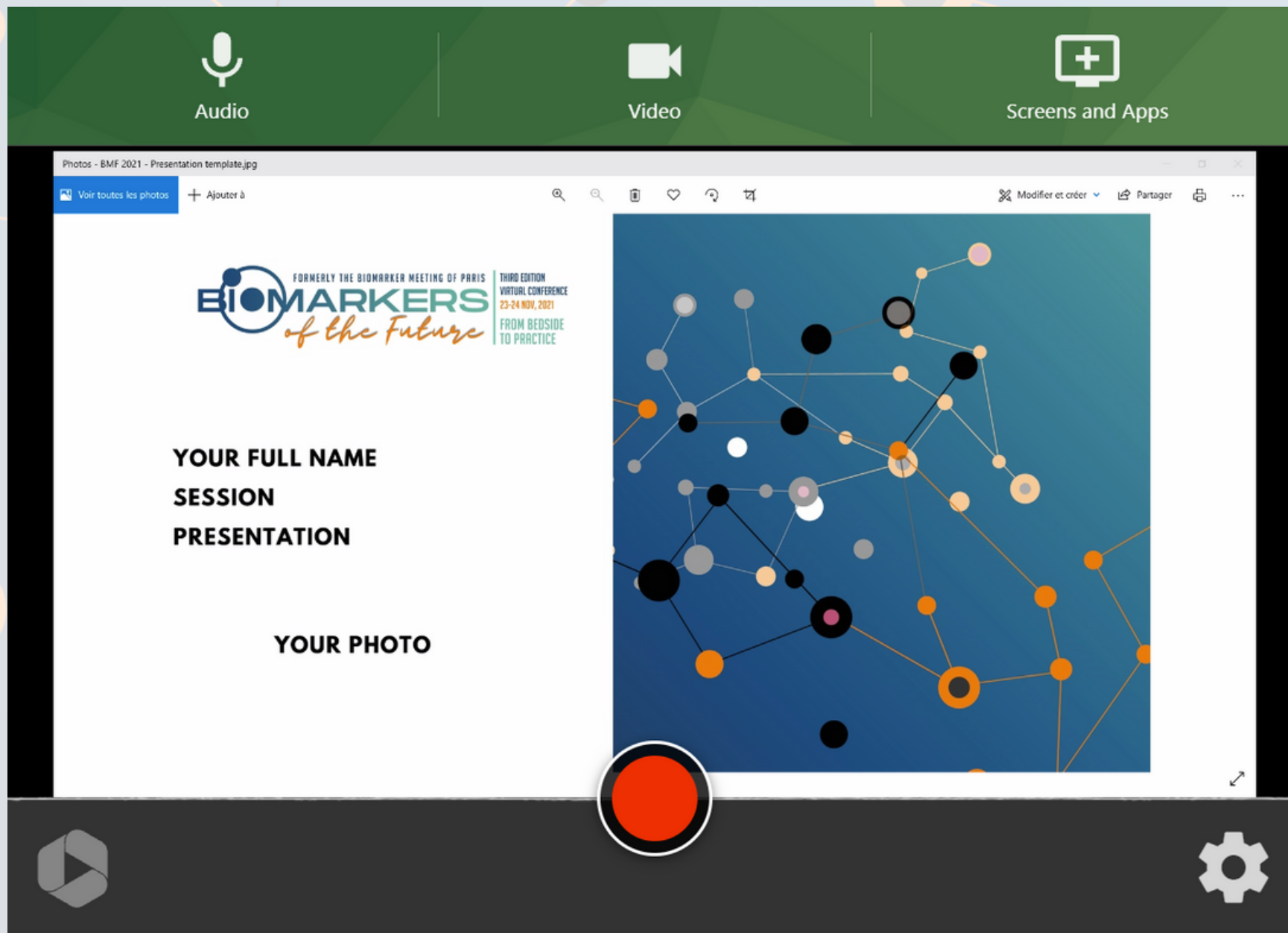
RECORDING

ALTERNATIVE OPTIONS



If you do not have Microsoft PowerPoint or you prefer using a web-based app, you may use [Panopto.com/record](https://panopto.com/record) or a similar recording platform.

We recommend using HD recording mode, and disabling the camera to ensure the entirety of the slide is showing as the camera window is too large.



Microphone: To enable the voice recording



Camera: To enable the video recording



Share screen: To choose which screen or application to share. (You need to open it prior to recording)



Record: To start and finish recording

Helpline

Finally, should you still have problems with the recording, the team at Overcome is more than willing to help.

A direct line is available for assistance with any technical issues, general questions or assisted recording.

Please reach out to us on biomarkers.future@overcome.eu to set up an appointment for assisted Zoom recording, or for any question, please do not hesitate to reach out to us by email or call on +33 1 40 88 97 97 or leave a voice message on +1 415 839 8874 for a call back.

Assisted pre-recording will be available until Friday 11 November.

Please note that if your video is missing, of low quality or is longer than the allocated time (10 minutes), the team will ask you to pre-record it again, and will be happy to assist you with it.

All self-recorded video presentations, along with the original PowerPoint file and the authorisation forms must be received **NO LATER THAN FRIDAY, 11 NOVEMBER, 2022.**

The Biomarkers of the Future Conference 2022 team thanks you for your collaboration.