



## CogSci 2020 Presentation Recording Instructions

As a presenter at the CogSci 2020 Virtual event, your presentation within a symposium or as a talk is required to be 15 minutes MAXIMUM (with 5 min Q&A to follow). Please note, this time restriction excludes plenary speakers and workshop presenters.

If you are an accepted poster presenter, your video is required to be 5 minutes MAXIMUM.

Below are some guidelines and pointers on how best record to video your presentation. Details on submitting your recorded talk will be provided by June 15, 2020.

To confirm, the deadline for sending your completed video is **JULY 20, 2020**

**To record your presentation, you are permitted to use any platform you are most comfortable with, however we have outlined two options below, which are user-friendly and free to use:**

### Video Recording Options

<b>Option 1: Zoom (preferred option)</b> .....	<b>1</b>
<b>Option 2: Microsoft PowerPoint</b> .....	<b>4</b>

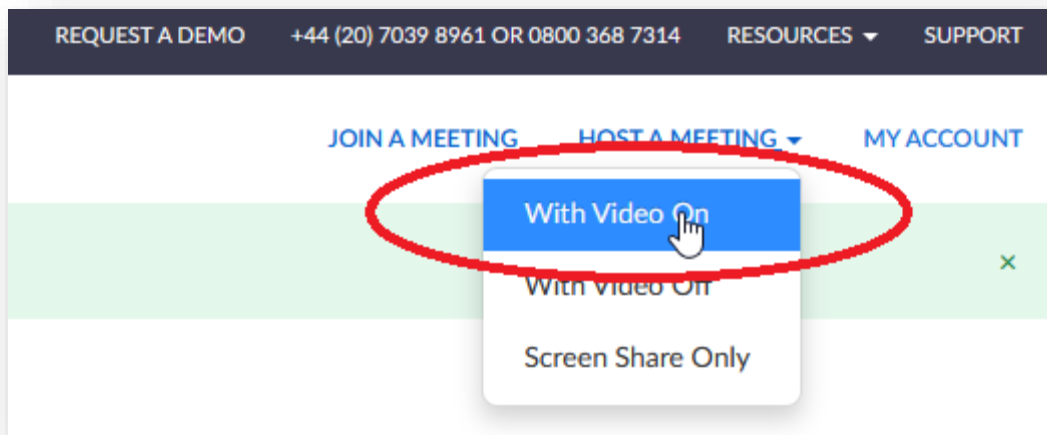
(Please click on the options to review the various instructions)



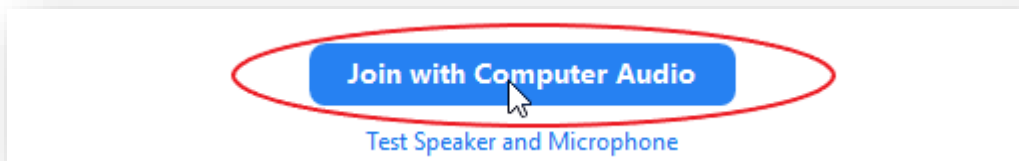
## OPTION 1: Zoom

Please [click here](#) to view the 'recording a zoom meeting' video. Further step by step instructions are included below:

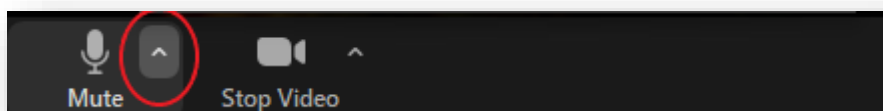
1. Open the PowerPoint slides you wish to present, then minimise.
2. Install the Zoom.us software or application on your computer or device from <http://zoom.us/download>. Once the application has installed, click Sign In (for existing account users) or Sign up to create a free account.
3. Once logged in, click on the 'Host a Meeting' tab at the top and select 'With Video On'. Then click 'open link'



4. The meeting will then launch, and you will be asked to 'join with computer audio'.

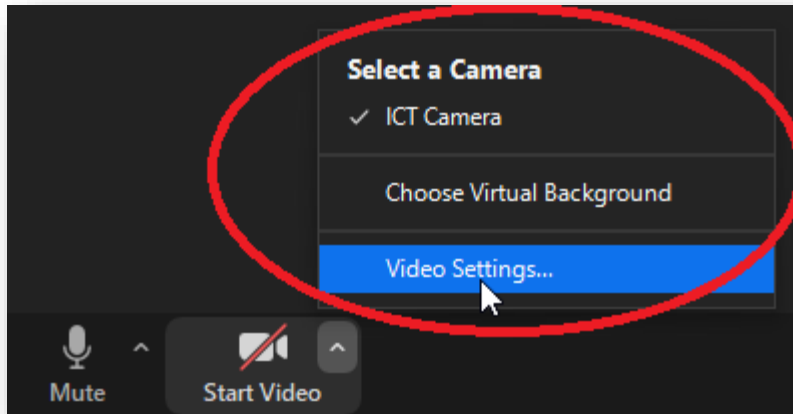


5. If your audio isn't working, check your settings by clicking on the arrow next to the mute icon on the bottom left of the screen

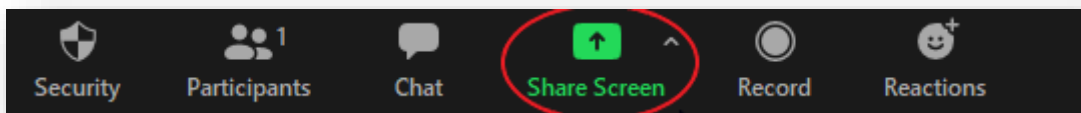




6. If your video isn't working, check your settings by clicking in the video icon at the bottom left of the screen



7. Once you are in video mode and can see yourself on your computer monitor, make any changes required to the location/orientation of the camera etc., to ensure your appearance is how you would like to be recorded
8. Move your mouse to the bottom of the screen, where the following will appear. Click on the share screen icon and select the PowerPoint slides that you opened previously

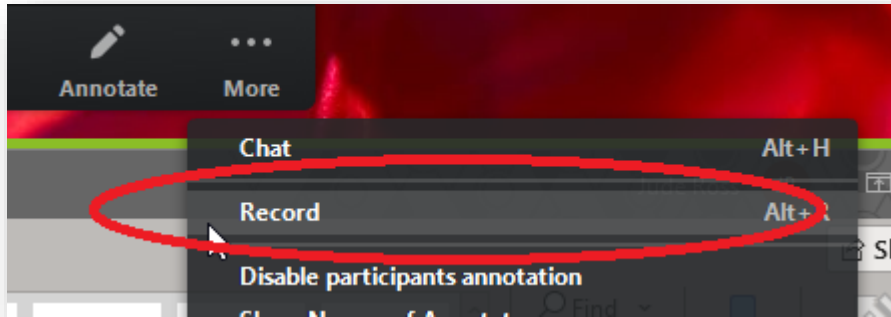


9. Once you have shared your screen, you should be able to see yourself in the top right of the screen, with the main image being your slides. Click next through the slides to make sure you have control over the content





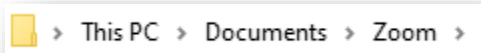
10. Once you are ready, go to the top of the screen, and click on the 'More' button, where you will then see the 'record' button. Click on this to start the recording.



11. Once you have finished your recording, go back up to the same 'more button' and click 'Stop Recording' (please note that this tab won't show up on the recording)



12. As soon as you end the meeting, your zoom video clip will download and appear in your documents folder in a folder named 'Zoom'. Please note: the video must be saved as an .mp4 file.



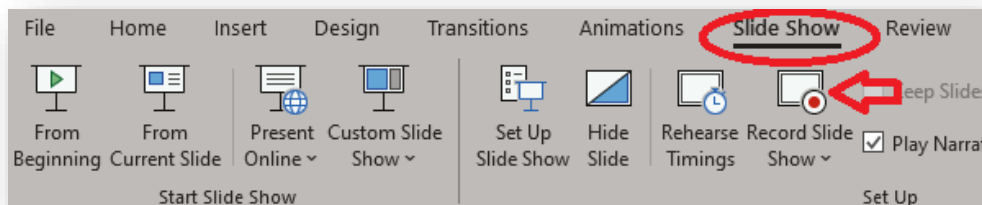
13. Once you are happy with your recording, please rename your final video [SESSION NAME/NUMBER\_LASTNAME].



## OPTION 2: Microsoft PowerPoint

Please [click here](#) to view a brief 'How to Make a Video in PowerPoint' video. Further step by step instructions are included below:

1. Go to the video and audio settings on the device you plan to record your presentation, to ensure your microphone and camera are connected and working properly
2. Open the PowerPoint slides you wish to present
3. Whether you are using Mac or PC, there will be a 'record slide show' button, under the slide show tab



4. Once you have clicked on the record slide show, you will see the below view, with your Ppt slides in present mode, with your image at the bottom right of the screen. Once you are ready to present, you simply click on the red record button located at the top left of the screen

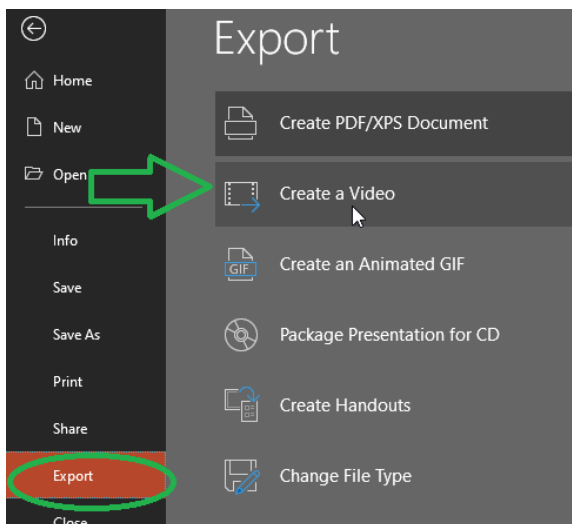




5. If you wish to highlight any graphs or specific information, you can do so using the tools at the bottom of the screen



6. Once you are finished recording your presentation, click on the stop button at the top left of the screen, beside the record button
7. Once you are satisfied with your recording, please go to file → export → create a video, to save your presentation as an mp4 video file



8. Ensure you select the 'use recorded timings and narrations' to save your video. Once you are happy with your recording, please name your final video file [SESSION NAME/NUMBER\_LASTNAME]

