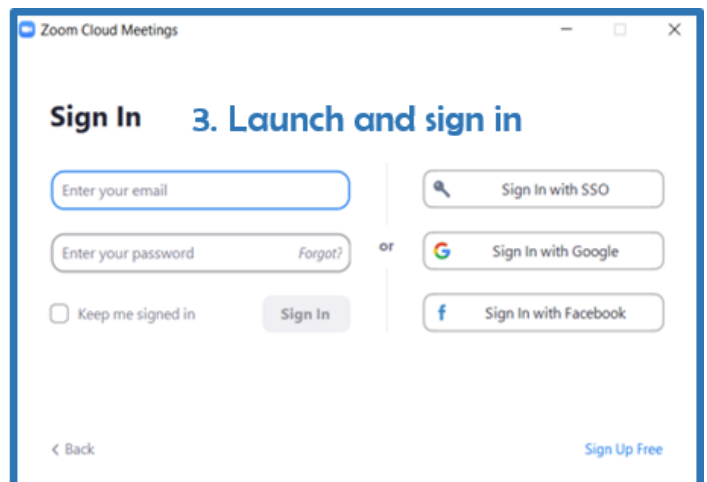
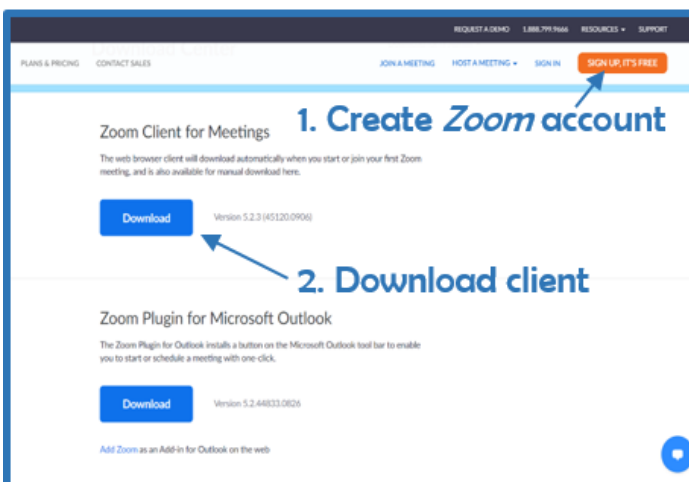


## Video Recording Instruction

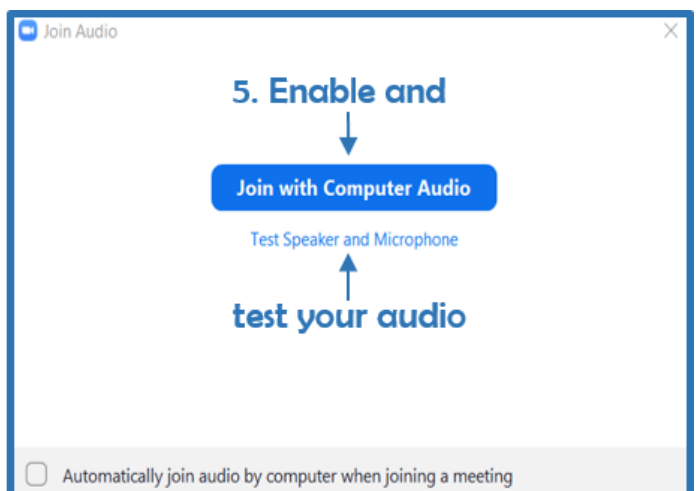
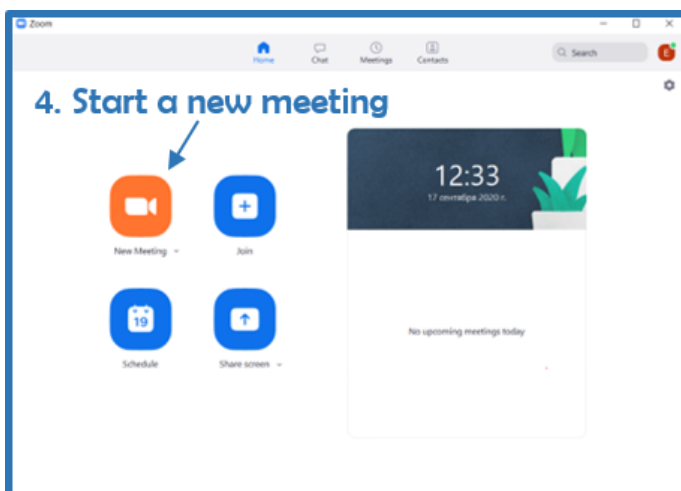
For the online format of BiC-FM, we have to be prepared to unexpected problems (internet shortage/software problems), which could negatively affect scheduled conference events. Organizing Committee strongly recommends all presenters (Keynote, Oral, and Flash presentations) to record a video of their talks in advance and upload it on our video platform. This is a great opportunity to hone your presentation skills and to facilitate the smooth conference holding. To give you some advice in this field, we will describe a possible solution to manage the task.

### 1. Installing Zoom

In principle, there are multiple screen-recording open-source software in the web, however we suggest you to use Zoom, since it is to be used to hold the conference. If you do not have an account please follow <https://zoom.us/signup> and complete registration process. NO license purchase is required to use basic Zoom functions! Though Zoom can be used as a web application, we suggest you to download the client from [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting) and sign in using your personal data. If you prefer another video recording solution, the only one requirement is that it should be of appropriate quality and saved in MPEG4 format.

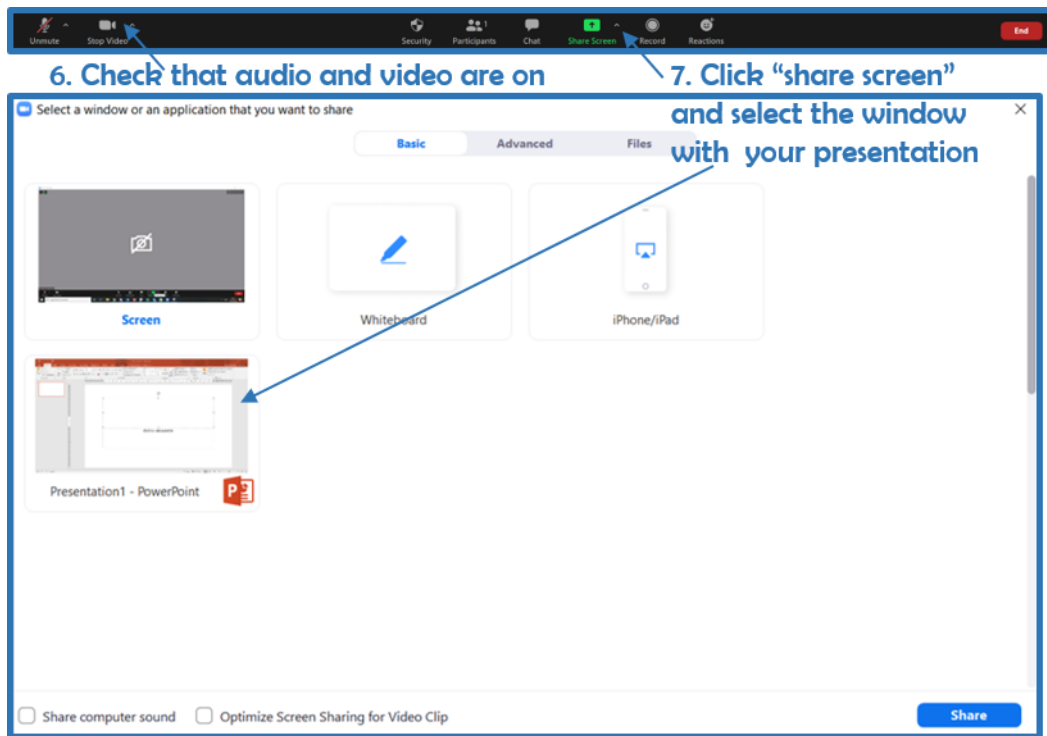


At this point, you have an installed Zoom client and prepared presentation (e.g. in Microsoft PowerPoint). Click on "New Meeting" button and you will be asked to turn the audio on, test your microphone and speakers and regulate the settings if needed.



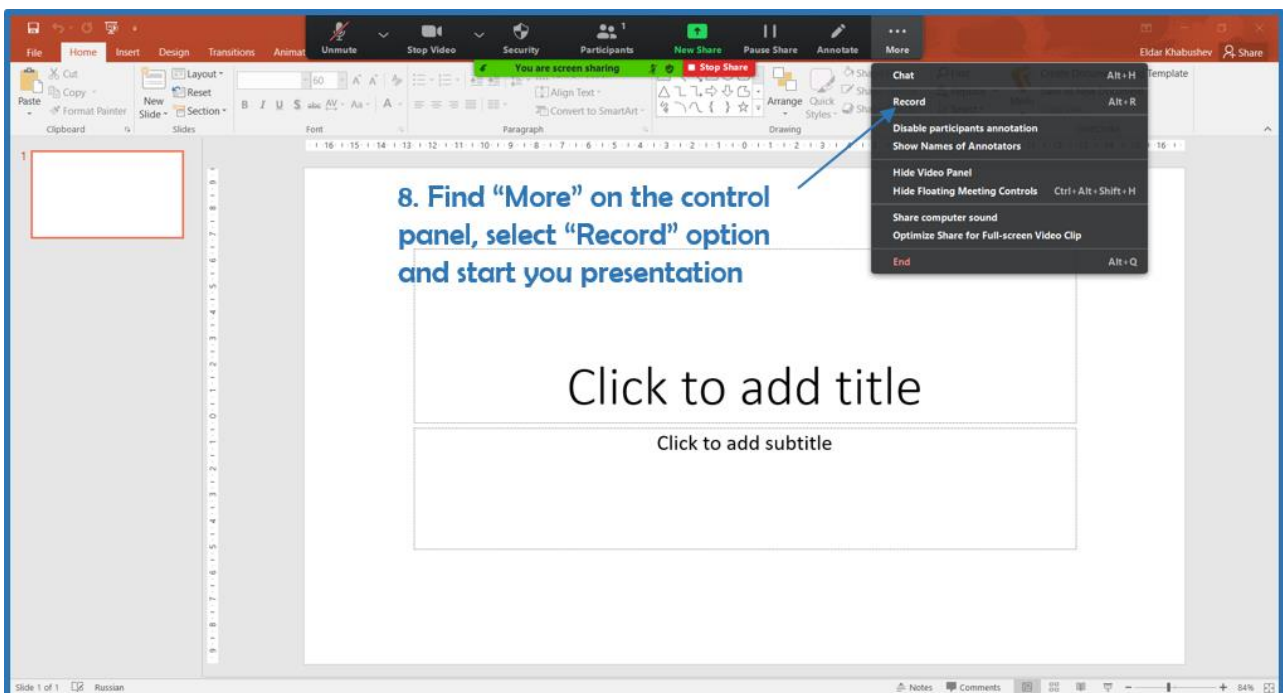
## 2. Sharing a screen

On the bottom panel, you may find audio and video buttons. Make sure that both audio and video (we highly encourage the participants to turn the camera on) are enabled. Then click “Share Screen” button and select a window with your presentation to share it.

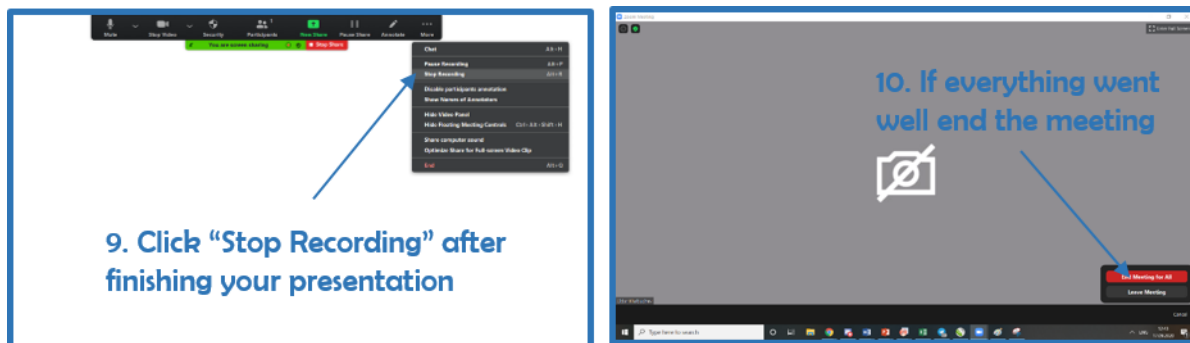


## 3. Recording a video

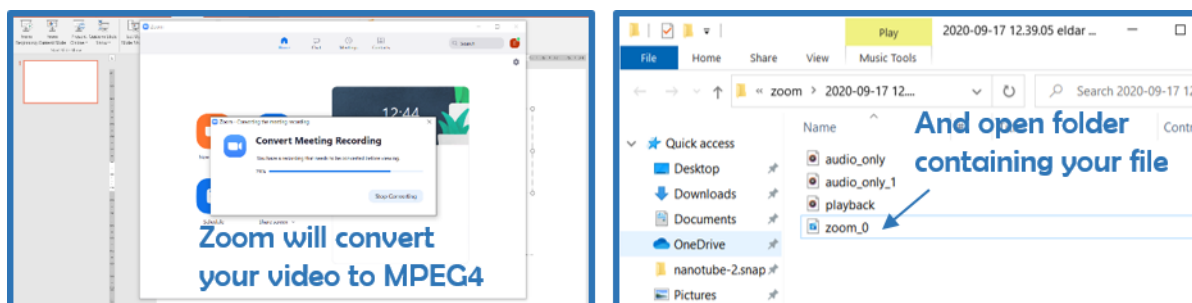
After that you will be moved to the window with your presentation, while the control panel will be hidden at the top. Move to “More” button and find “Record” option (you key use “Alt+R” hotkey). When you click on it the video recording with your slides and microphone audio starts – it is time to start your speech!



At the end of your speech, click “Stop Recording” (“Alt+R” hotkey) and if you think everything went well end the meeting by clicking “End” button (red) on the control panel.



The zoom will close down and immediately start converting recorded video file in MPEG4 format and will save it in one of the internal Zoom folders, which opens at the end of conversion. Please upload the video file to out platform!

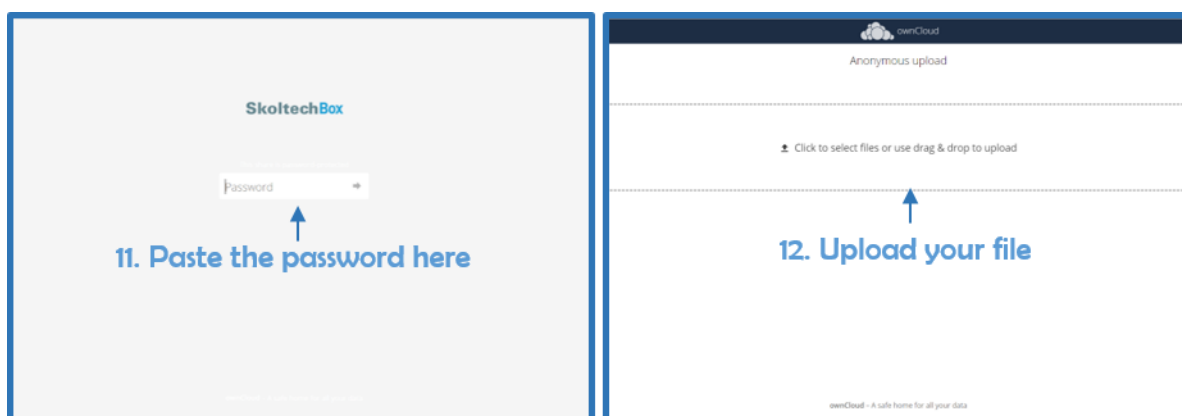


We also advice you test the recording process (especially, make sure that the sound is of appropriate quality) on your computer prior to filming your speech!

#### 4. Uploading video

To upload your video please follow the link: <https://box.skoltech.ru/index.php/s/AV5Vq6gNY11obsc>, and enter the platform using the following password: **Z4XCE6dxE\$TaSDvG**

Please, use you name as a title of the video (for example, Krasnikov.mp4)!



If you have any questions please feel free to ask [bic-fm@skoltech.ru](mailto:bic-fm@skoltech.ru)

Your Organizing Committee!