

# THE VIRTUAL SHOW

Virtualizing the Events World

Instructions on how to record your  
presentation for the Virtual  
International Congress of Colorectal Surgery  
2021

# Option 1

- We recommend to you to use Zoom platform to record yourself with the presentation and video.
- After you send us the recorded presentation our team will make sure to insert your file to the beautiful 3D studio which is approved by the organizer.
- In the next slides we will provide you with the guidance in order for you to extract the best possible appearance and communicate your idea in the most effective way, there are several pieces of advice that you can follow.

# General - Appearance

- 1. **Posture** - Stand still in front of the camera.
- 2. **Positioning** - Position yourself against the light source in the room. (Windows should be in front of you, not behind you.) Stand upright and try to make eye contact with the camera.
- 3. **Positioning** - Position yourself 1m away from the end of your laptop (or keyboard).
- 4. **Environment** - Make sure that the room you're in is private and allows you to concentrate - no background noises, etc.

# Step 1

- You have to log in your personal account on Zoom

For more information follow the link - <https://us02web.zoom.us/signup> if you are not Zoom user.

- Once you enter Zoom you have to follow these easy steps

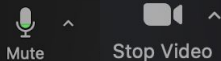




1. Click to turn ON your camera and mute your mic

3. Share your screen to pick the presentation

2. Make sure to start recording yourself

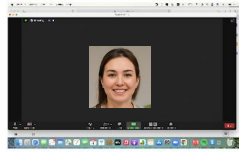


Zoom Meeting

Basic

Advanced

Files



Desktop 1



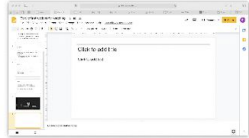
Whiteboard



iPhone/iPad via AirPlay



iPhone/iPad via Cable



Safari - Copy of Instructions for wa...



Keynote -



Keynote - Status report

You can choose from here the slides which you will present



Share sound

Optimize for video clip

Share



Mute



Start Video



Security



Participants



Chat



Share Screen



Pause/Stop Recording



Reactions

End

- 1 Status Report: Project name
- 2 Overview
- 3 Progress - Topic area 1
- 4 Progress - Topic area 2
- 5 Attention areas
- 6 Schedule
- 7
- 8 Next steps
- 9 Goals for next meeting

**You need to zoom out your presentation and place it in the center of your screen.**



**Make sure that your camera window is not overlapping with the presentation window**

**Status Report:  
Project name**

Your Name • 09.04.20XX

The presentation should not be on fullscreen

## Option 2

If you prefer you can make the recording separately and use external camera  
In this case you will send us two files. If you choose this option you need two different devices.

1. One for recording the presentation with sound on powerpoint and
  2. Another device to record yourself
- **Disclaimer:** The whole process needs to be done simultaneously which means the two devices should be recording at the same time.



# **THEVIRTUAL.SHOW**

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**To contact support please email:  
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