



APRU Global Health Conference 2021

GLOBAL URBAN HEALTH

16-18 November 2021

The University of Hong Kong, Pokfulam, Hong Kong



Guideline for Pre-recording Presentation

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Before starting to record your presentation...

Hardware for recording:

- **A computer**
- **A web-cam**, the internal webcams of computers are fine to use. The video quality will be considerably better if you are using a **standalone webcam**, such as LOGITECH, BRIO webcam, that can be connected to the computer via USB.
- A **3.5mm or USB headset with a built-in microphone** to record the audio, not the internal microphone on your computer to avoid any echoing effect.

Friendly reminders:

- **A quiet environment** – remove distractions and turn off your phone, email and any notifications.
- **Background and lighting** – please try to have natural light on your face and a tidy background.
- Make sure your computer is **plugged/fully charged**.

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Step 1: Download the Zoom Application at: <https://zoom.us/download>.

Step 2: Click “Sign In”.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.2.1 (44052.0816)

zoom

Join a Meeting

Sign In

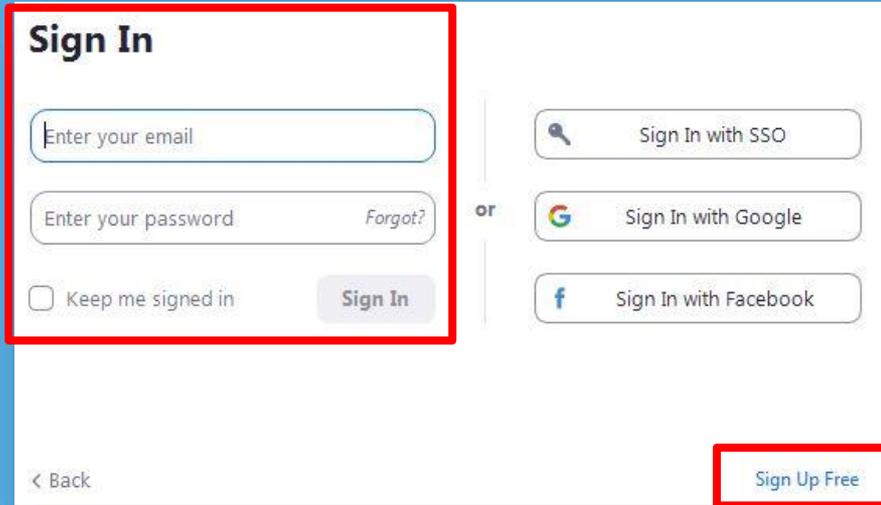
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Step 3: Click “**Sign Up Free**” to create a new account or “**Sign in**” with your own account.

Step 4: Click “**New Meeting**”.



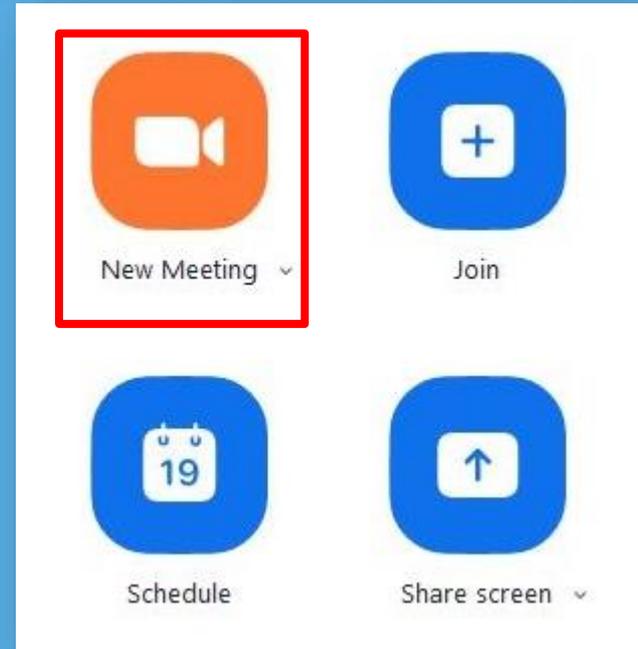
Sign In

[Forgot?](#)

Keep me signed in

or

[< Back](#)



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Step 5: Click “**Join with Computer Audio**”, and “**Test Speaker and Microphone**”.

** It is suggested to record your presentation **with your webcam enabled**, for better viewing result, you are suggested to wear the same dressing and using the same background for Q&A session on the event day.*

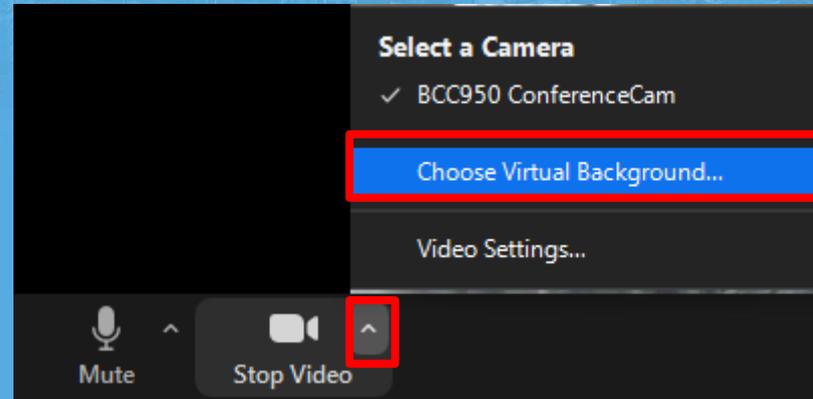


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Step 6: Enable the webcam. You can select virtual background if preferred



Select “**Add Image**” and upload the virtual background provided in the email. Close the dialogue after the virtual background is being set.



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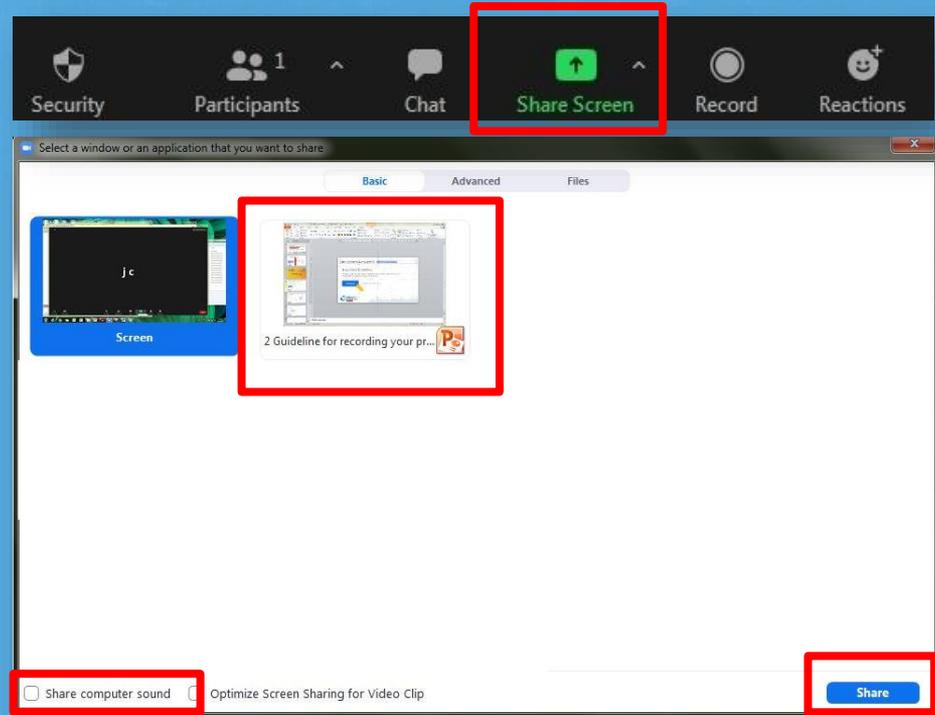
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Step 7: Click “**Share Screen**” at the bottom of the window and “**Select your Presentation File**”. If you have audio or video in your presentation file, please make sure to click “**Share Computer Sound**” box at the bottom.

Step 8: Click “**Share**” to share your screen for recording. (the chosen screen or application will have a **green border** surrounding it to verify that it is being shared).

** After you have shared the presentation, please make sure to begin a slideshow first by pressing F5.*



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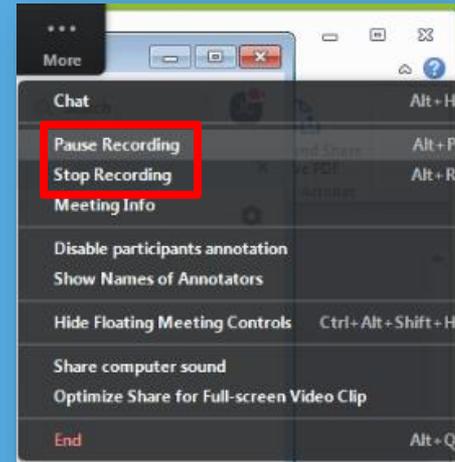
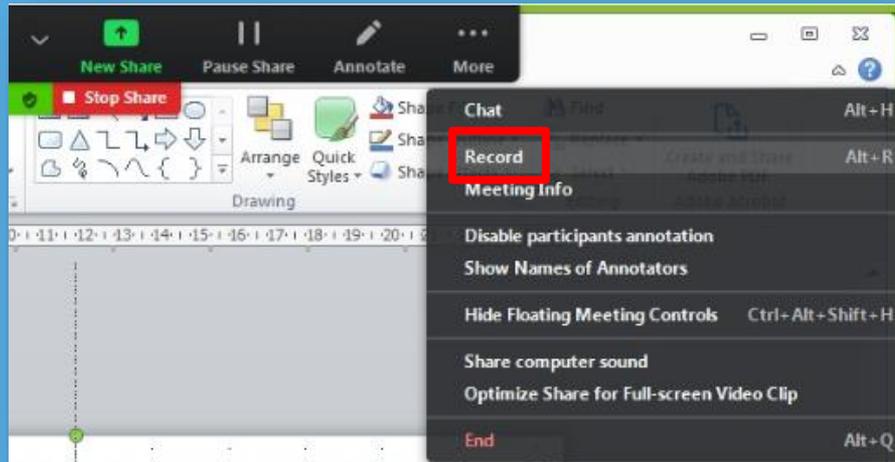
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Step 9: Click “**More**” drop-down at the top Zoom tool bar and select “**Record**” to start recording your presentation.

Step 10: You may click “**Pause Recording**” or “**Stop Recording**” to pause or stop your recording during the presentation.



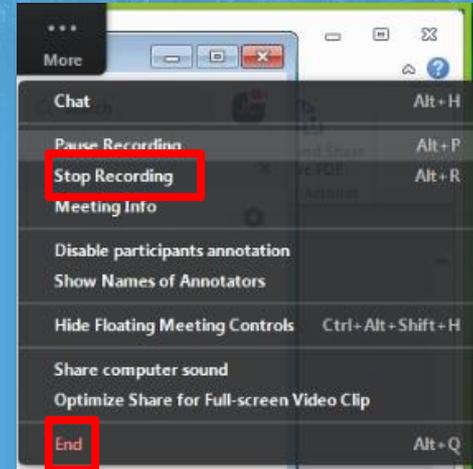
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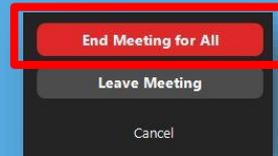
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Step 11: When you have finished your presentation, click “**More**” drop-down, select “**Stop Recording**” and “**End**”.



Step 12: Click “**End Meeting for All**”.



Step 13: Then wait for your recording being converted into **MP4 file**.



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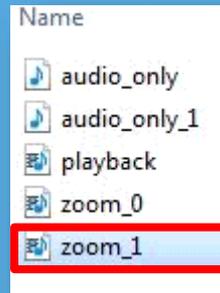
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Step 14: Please rename the “Zoom_(number)” file to “**Paper ID_Last Name_video.mp4** (e.g.: 013_Smith_video.mp4)”.

Step 15: Upload your file to the Submission Platform mentioned in the Technical Guidelines.

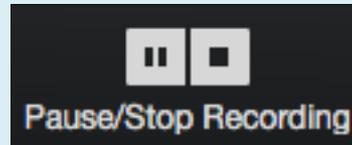


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Recording tips - Zoom

1. Create a short recording first to test.
2. Please use any usual **3.5mm or USB headset with a built-in microphone** to record the audio, not the internal microphone on your computer to avoid any echoing effect.
3. If you **stop** the recording and starts it again, a **new** video file will be created for the next recording segment.
4. If you **pause** the recording and starts it again, Zoom will record to the **same** video file for the recording segment.



5. **As soon as you finish your first slide recording, play it back** to make sure your audio and video sound and look the way you expect.

The background of the slide is a blue-tinted aerial photograph of a city, likely Hong Kong, with a semi-transparent world map overlaid in the center. The map highlights the Asia-Pacific region.

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- Please kindly submit your **pre-recorded video at the submission portal mentioned in the email by 15 October 2021 at 11:59pm (Pacific Time).**

Enquiries

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