UVSOR Symposium 2021 (Zoom Conference)
How to Record Your Short Presentation by using ZOOM

This is an instruction how to record your poster flash by using ZOOM. We can accept a movie file.mp4 using ZOOM or another movie creation system. Please prepare for your poster flash file by yourself and send us the file (Email: mfmoto@ims.ac.jp) after the poster number is assigned.

0: Download and install Zoom on your PC, iPad etc.

○Windows, Mac

URL: https://zoom.us/download

○iPad

App Store→ Search "Zoom Cloud Meetings"

(URL: https://apps.apple.com/jp/app/zoom-cloud-meetings/id546505307)

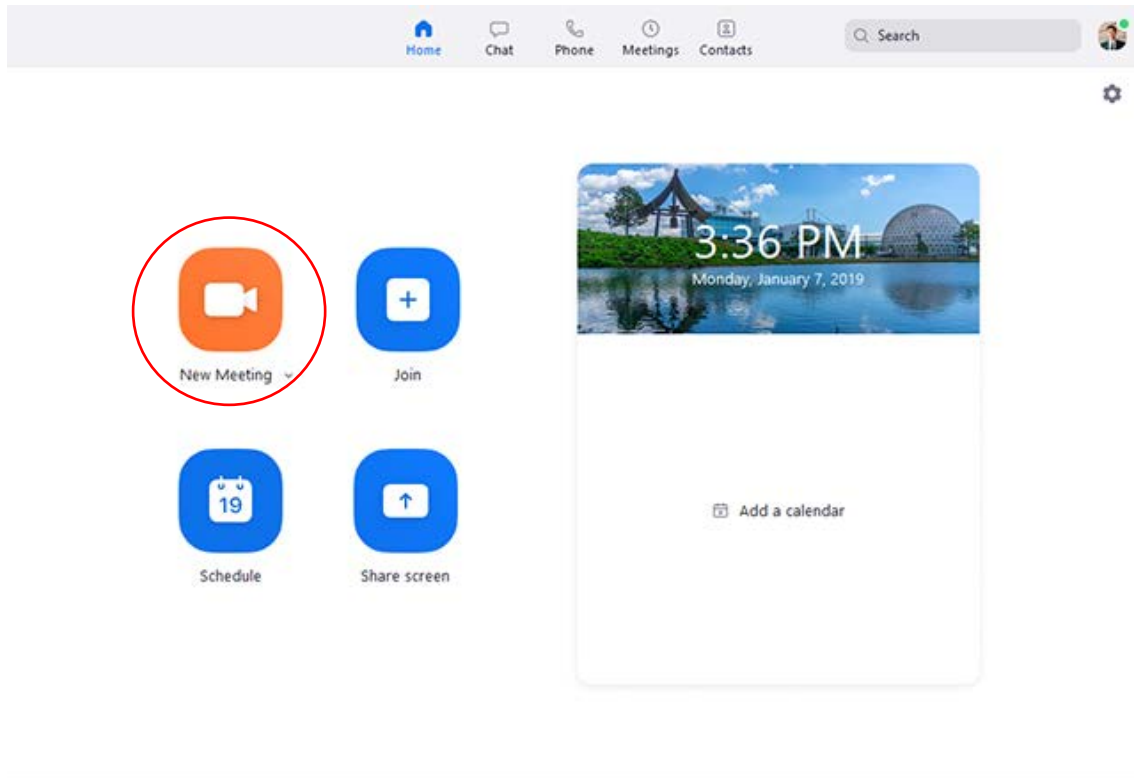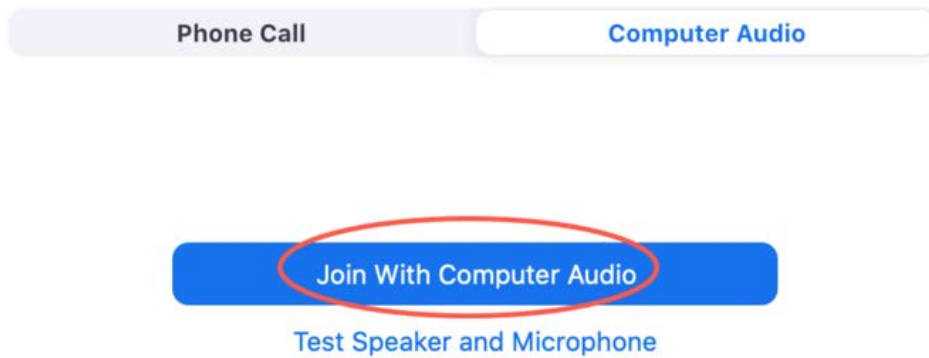1: **Sign-in**

To sign in, your Zoom, Google, or Facebook account. If you don't have an account, click **Sign Up Free**.

2: **Home**

After installing and signing in, you will see the Home tab, and click "New Meeting".
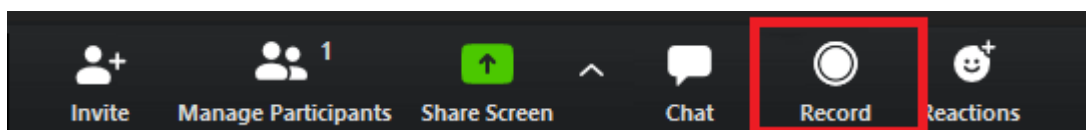
3: Select "Join Audio Conference by Computer"

4: Click "Shear Screen" button and shear your slide of Short Presentation

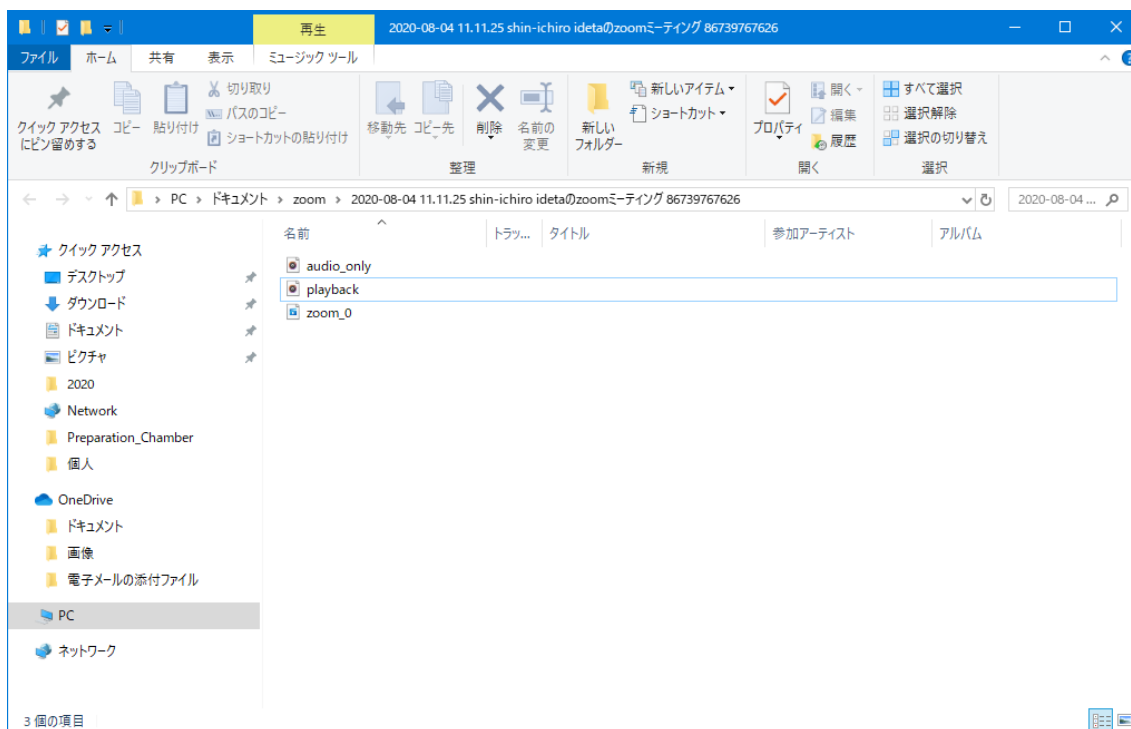5: After sharing your PC screen, click the Record button. Then, recording will start.

6：Record your short presentation for about 1 minute. A short presentation in Japanese or English is acceptable. *This short presentation is one of the criteria for "Student Poster Presentation Award".*

7: When you stop recoding, click the stop button that appeared while recording. By default, all recordings will be placed in a Zoom folder found in the following file path on these devices.

・Windows: C:\Users\User Name\Documents\Zoom
・Mac: /Users/User Name/Documents/Zoom

When you stop recording, the recoding will immediately stop, showing a pop up telling you that" the recording file will be converted to mp4 when the meeting ends."

8: A movie file will be saved at Documents on your PC as mentioned above, which named as "zoom_0.mp4", for example. When you send the file to mfmoto@ims.ac.jp, please change the file name as "P##_Name.mp4".

9：Make sure your movie file contains your audio data, and send it to the organizing committee of UVSOR Symposium 2021, M. Fujimoto (E-mail: mfmoto@ims.ac.jp)

■ We will send the information (ZOOM URL, Meeting ID, and Passcode) of the oral presentation before UVSOR Symposium 2021.

■ **Tips**

https://www.easeus.com/screen-recording-tips/how-to-record-a-zoom-meeting.html