ILAE IBE
epilepsy congress

RECORDING GUIDE

For Zoom

#AOEC2022

ilae.org/aoec2022

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epilepsy congress

14th Asian & Oceanian Epilepsy Congress
17-19 November 2022
Online

WHAT YOU NEED

A COMPUTER

A working desktop or laptop computer with enough storage space to save an MP4 file up to 300 MB in size.

A WEBCAM

If using a laptop, it will likely have an integrated webcam.
If you are using a desktop you may need a seperate device.

A MICROPHONE

Your computer may already have an integrated microphone.

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PREPARATION

THE IDEAL SPACE

1. Find a comfortable spot with natural light.
2. You should always be facing a light source, e.g a window. Curtains or blinds can help to soften the light. Do not have a light source behind you as this will cause overexposure.
3. For good sound, avoid rooms with lots of hard surfaces.
4. Put a sign at the door to ensure no one interrupts while you are recording.

SET UP AND CHECKS

1. Use a wired internet connection for a more stable connection.
2. Ensure that your microphone is turned on before you start speaking.
3. We recommend using a good wired microphone to ensure your voice is clearly captured.
4. Make sure your head and shoulder can be seen on screen. You should be in the centre of the screen.
5. Position your camera so it is level with your eyes.

PREPARATION

PRESENTING WELL

1. Keep it natural. Do not worry about ‘mistakes’ such as clearing your throat.
2. Project your voice as your speak. Turn off any sound emitting devices nearby.
3. Focus on sharing your content. Look directly at the camera when speaking. It is fine to look away now and then.
4. Have sticky notes on your screen if you need prompts during the session

EXPORTING CONTENT

Where applicable, please adhere to the following content export format:

- Video Format: 1080p, MP4/MOV
- Audio: normalize to 0db
- Encoding: ProRes
- FPS: 30

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THINGS TO AVOID

MESSY BACKGROUNDS
Overly busy backgrounds can be distracting to viewers.

OVEREXPOSURE
Too much light in front or behind will cause 'overexposure' and greatly reduce the video quality.

PLAIN WHITE VIRTUAL BACKGROUNDS
White virtual backgrounds can cause rendering problems which leads to blending into the background, blurred edges and visual tearing on the recording.

SITTING TOO CLOSE TO THE CAMERA
This will result in the camera cutting the top of your head, sitting centred will always look better.

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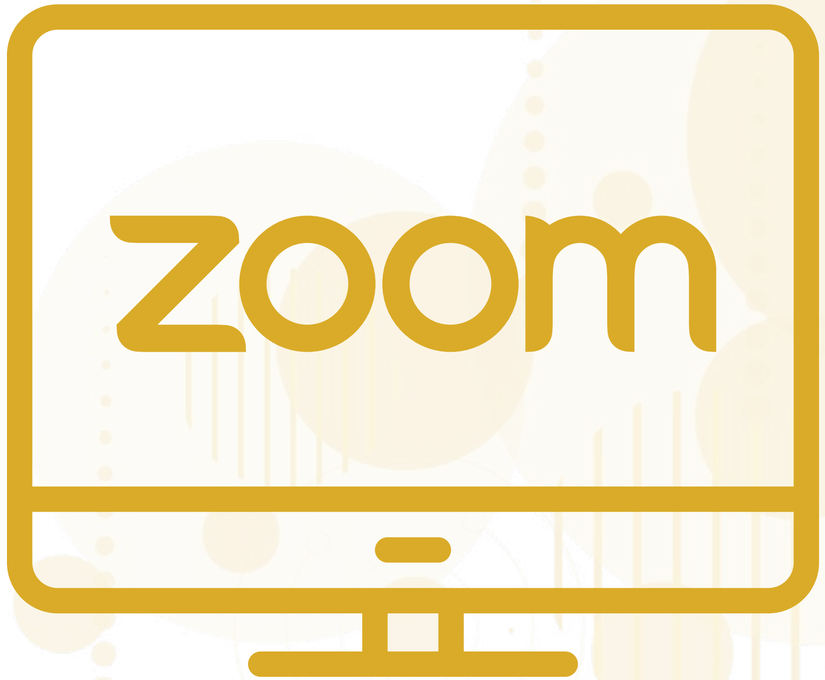
RECORDING ON



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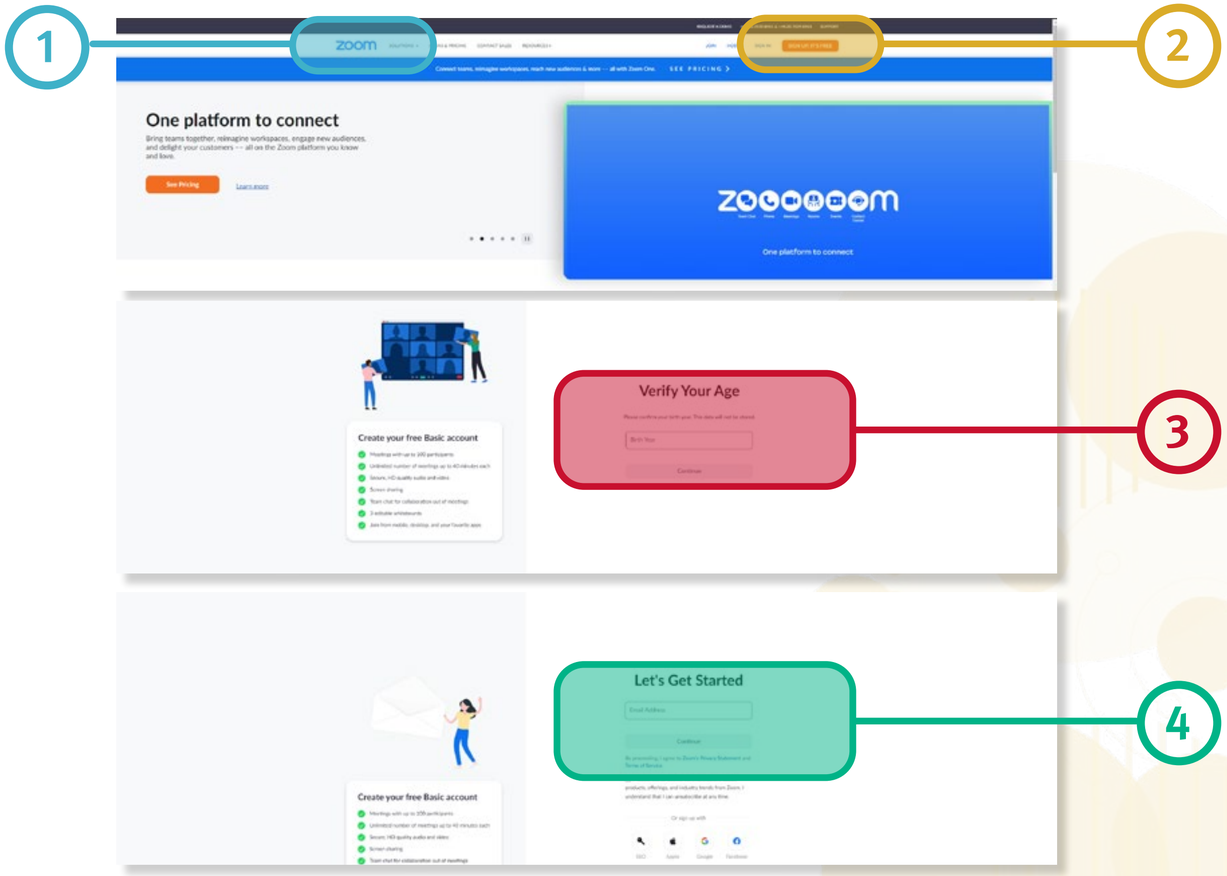
SETTING UP A FREE ZOOM ACCOUNT

PLEASE NOTE: THIS STEP IS ONLY REQUIRED IF YOU DO NOT HAVE A ZOOM ACCOUNT ALREADY



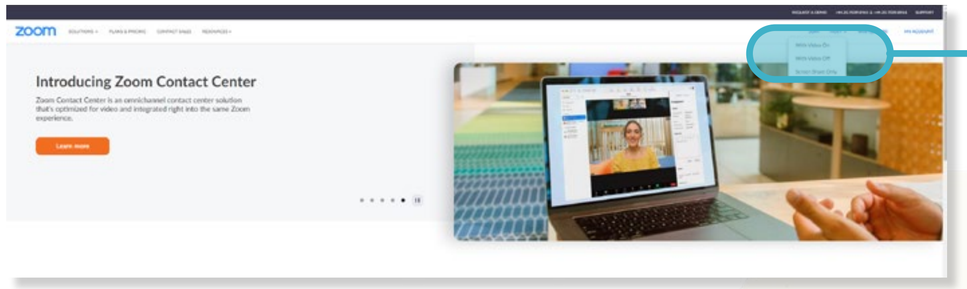
1. Type to zoom.us in your web browser

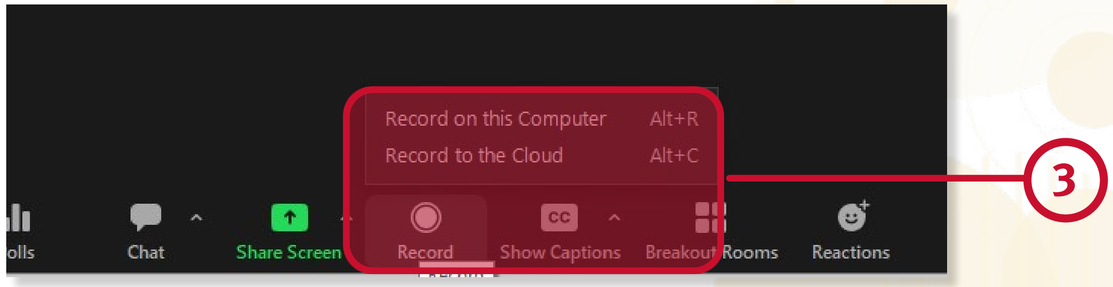
2. Click on the orange button in the top right, labelled “Sign Up, It’sFree”

3. Confirm your date of birth and click “Continue”

4. Provide an email address or sign up using your Google or Facebook account and follow the instructions in the follow up email

HOW TO USE ZOOM TO RECORD



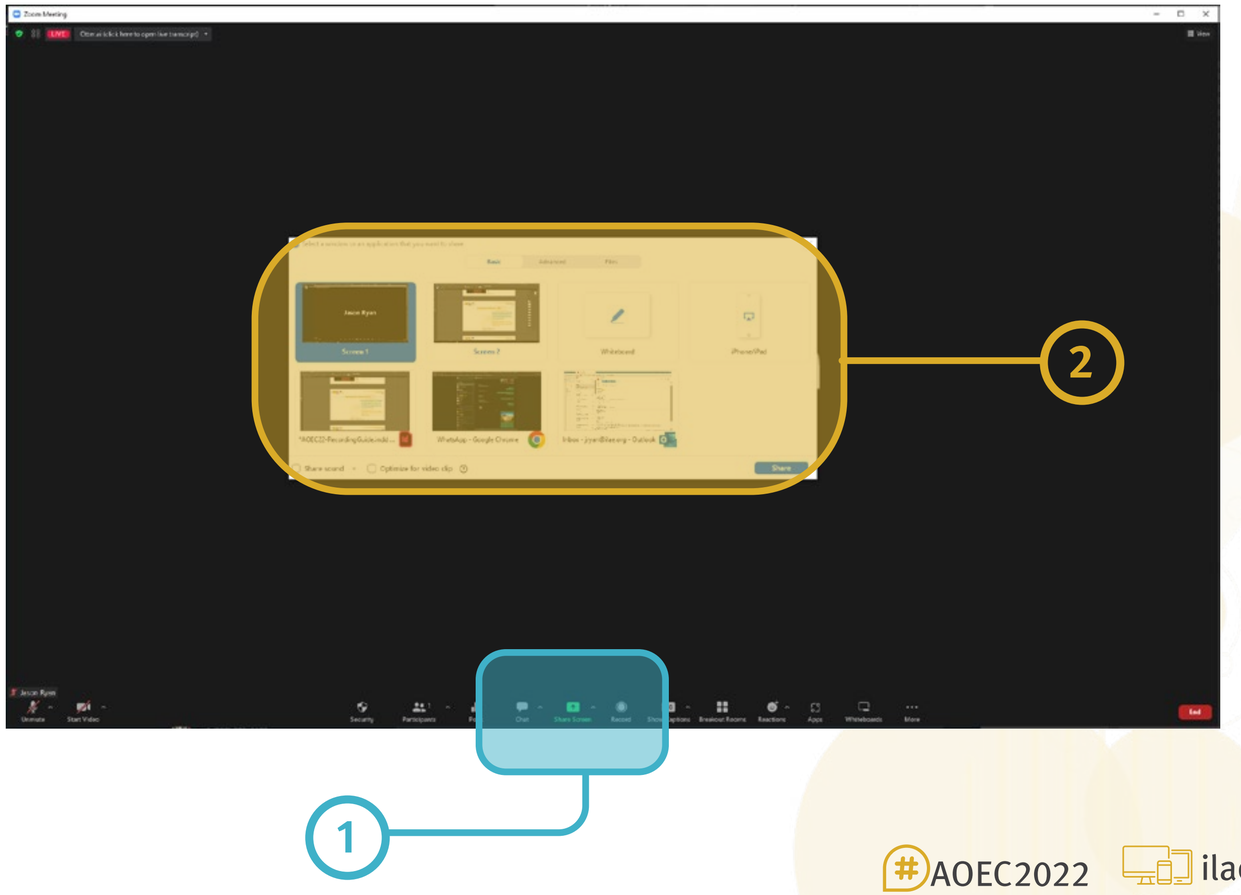


1. When logged in click “Host - with video on”

2. When the meeting starts be sure to enable your microphone and camera if they are disabled in the bottom left corner of the toolbar

3. In the middle of the tool bar there is a record button, click this and select “Record on this Computer” to save the file to your machine

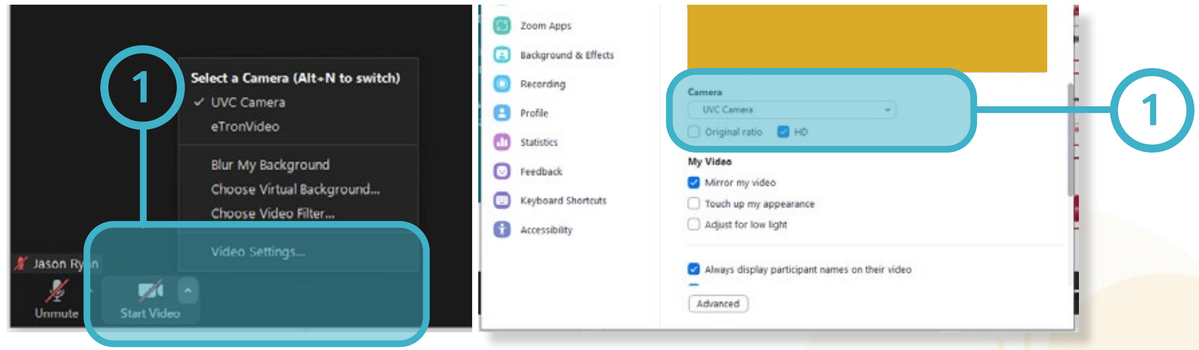
SCREENSHARING PRESENTATION

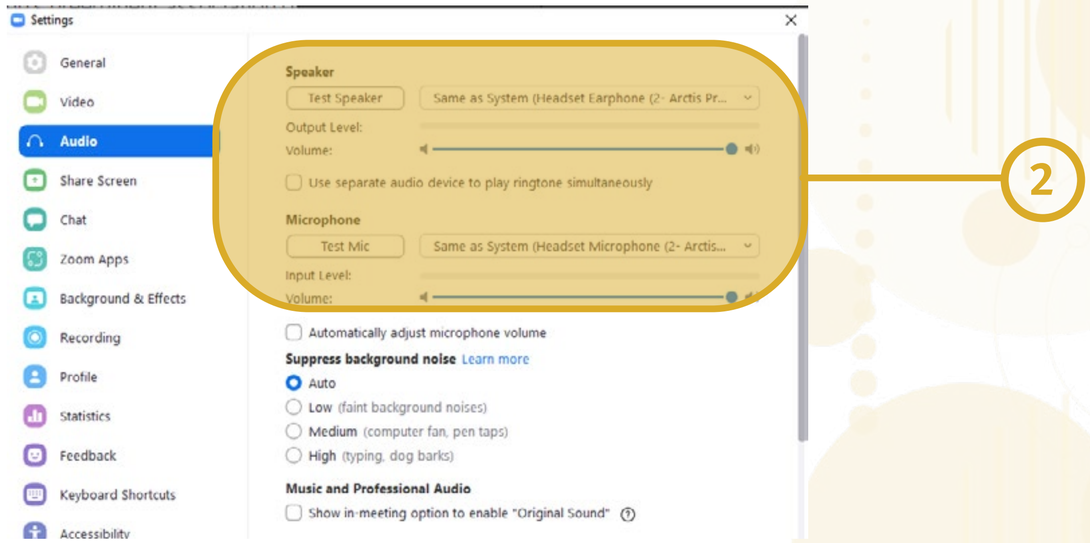


1. Have your presentation open and ready to go. In the Zoom meeting click the “Share Screen” button in the middle of the tool bar

2. The open presentation should appear in the list shown here, when you are ready to stop sharing click the red “Stop Share” button below the tool bar

ADVANCED ZOOM TIPS





1. Make sure your camera is set to HD mode if possible (this is hardware dependant) this will ensure a sharper picture. You can find this by clicking the arrow in the top right corner of the “Start Video” button and then clicking “Video Settings”

2. While in the settings menu, you can test your microphone levels in the audio settings to make sure it is working correctly and the levels are good

ADVANCED ZOOM TIPS

1. Before recording the final version, try a short practice run and watch the video. Test screen sharing and familiarise yourself with the buttons and their locations for a smooth experience.