# <u>Virtual E-poster Recording Guidelines</u>
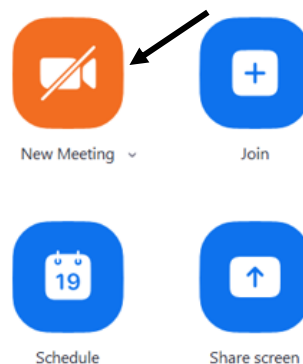# <u>For Poster Presentation</u>

The presentation must be recorded in a video format (.mp4).
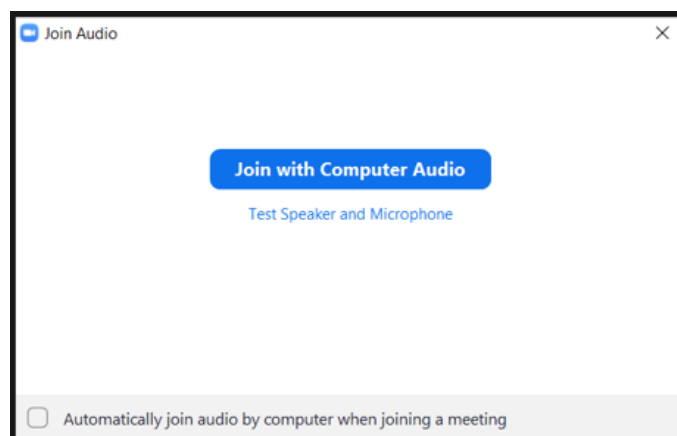
- Presentation **should not exceed** 5 minutes.

- You may record your presentation using any software of your choice.

- Choose a sound-proof environment before recording your presentation.

- Test your software/application for sound and volume settings and ensure they are in working condition.

- Make sure the complete you are recording within the prescribed time limit and check the audio-visual clarity of the same once recording in done.

For your convenience, we have provided instructions below on **how to record your presentation in Zoom**.
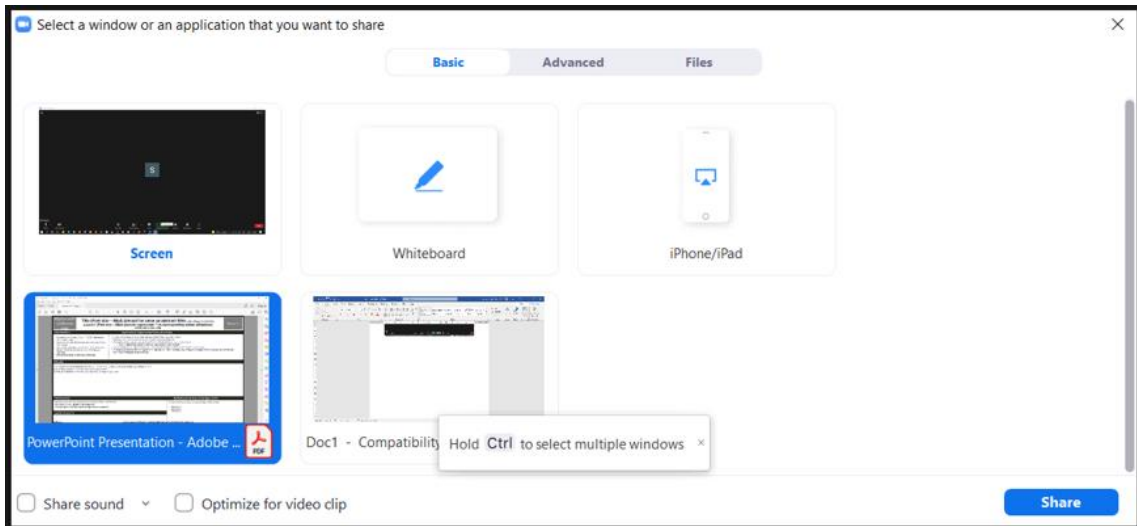
1. Download Zoom application, log in or create an account.
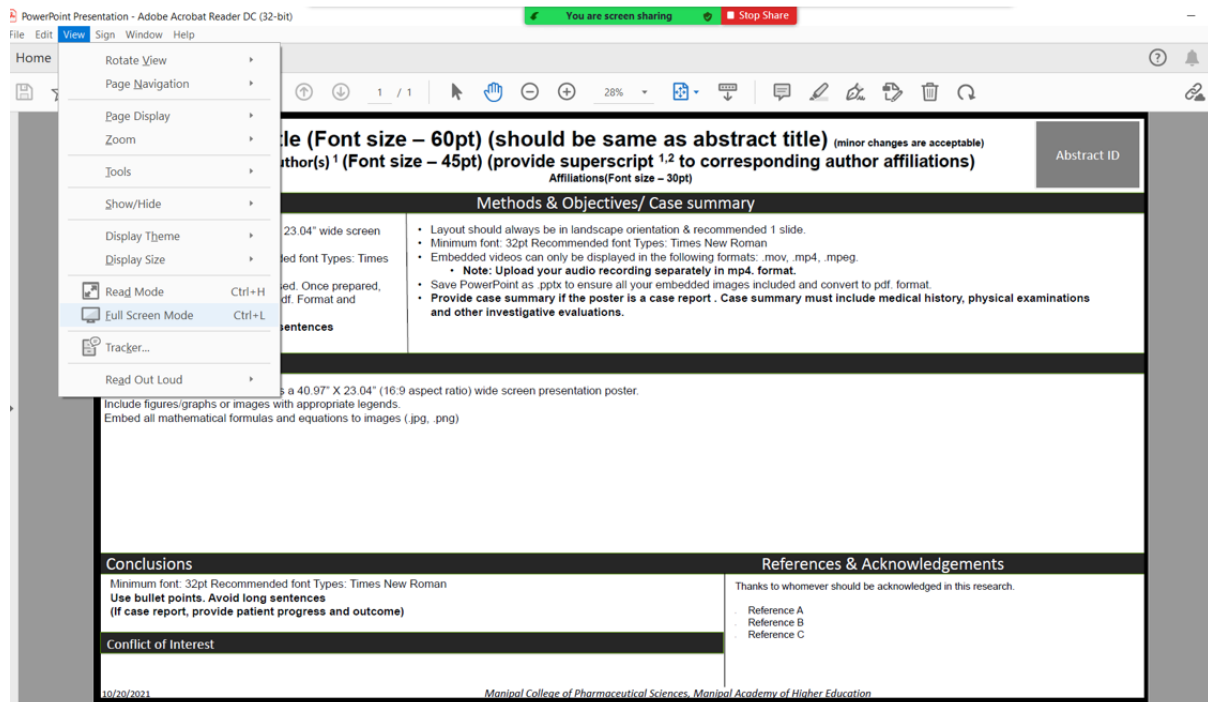
2. Once you are signed in, click on *New Meeting*
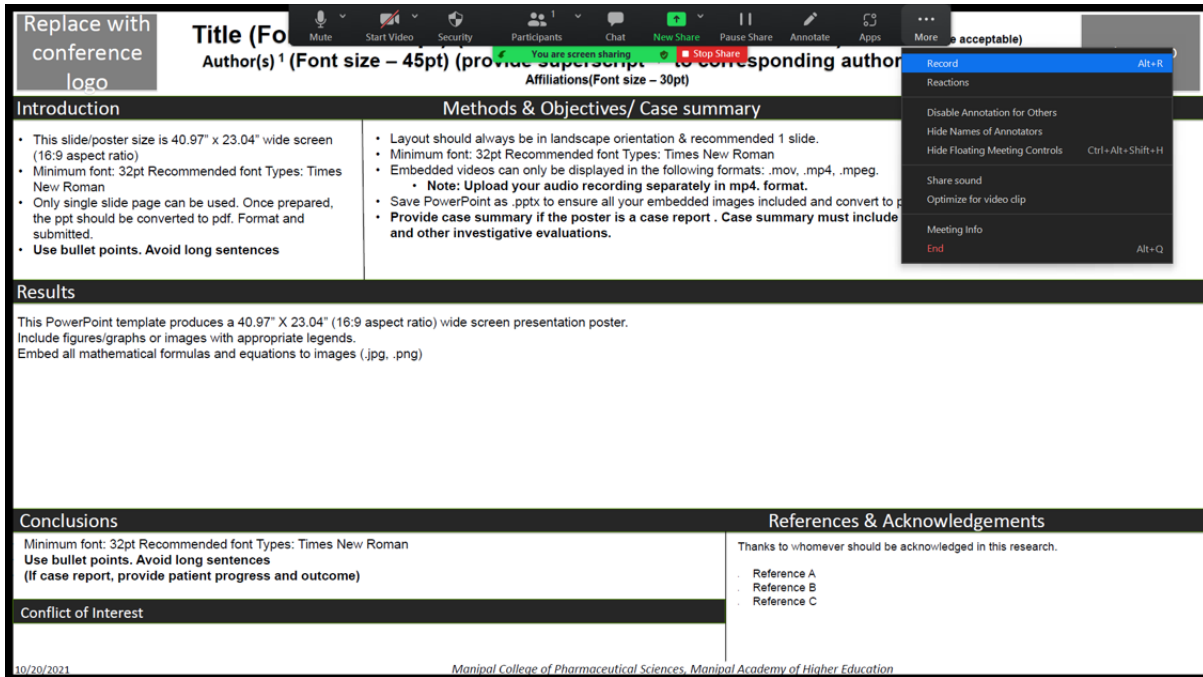


3. Click *"Test Speaker and Microphone"*.

4. After confirming your speaker and microphone are working properly, click *"Join with Computer Audio"*.

5. This will open the zoom screen. Ensure that the video is off and re-check audio settings. The icons are present on the left-hand corner of the screen.

6. The lower end of the screen is the task bar. Click on share screen.

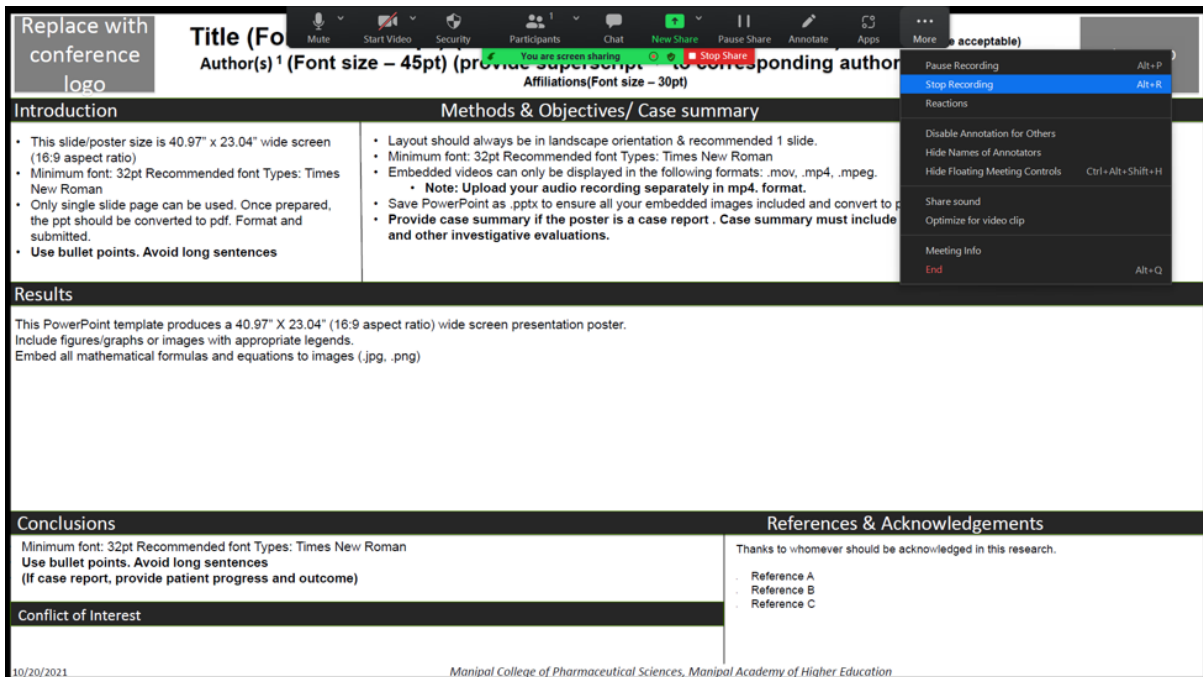7. Ensure that your poster is present in pdf format. Select your e-poster and click *"Share"*.



8. Once the PDF file is open, select *"Full screen mode"* in View. Hover over the *"You are screen sharing"* bar, select *"More"* and click on *"Record"*.
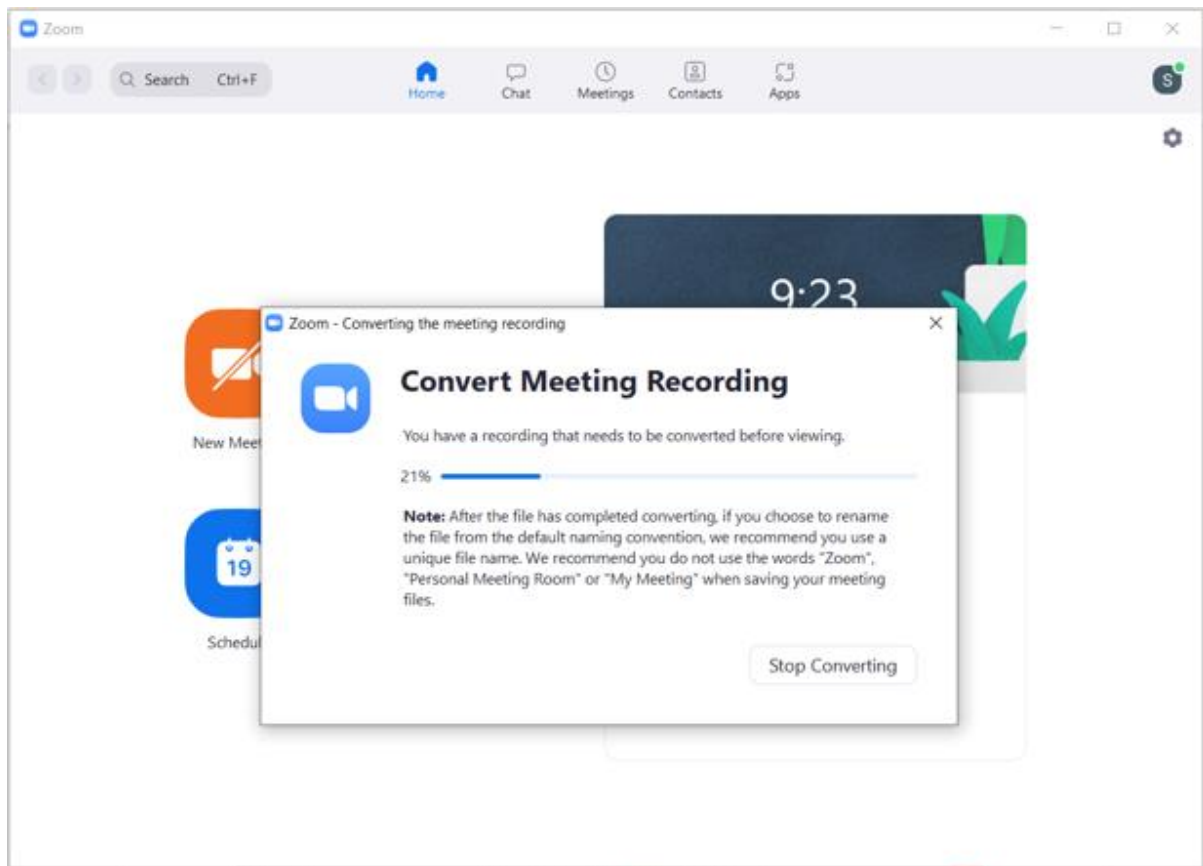
9. **When you have completed recording** your presentation, hover over the **"You are screen sharing"** green bar to view the task bar. Click **"More"** and then select **"Stop Recording"**. This will stop the recording.



10. Stop **"Share screen"**. End the meeting and close the application to convert the recording to an .mp4 file. The application will automatically perform the function.

Save your .mp4 file and submit at  scientific.cns@manipal.edu

Also include the following subject line in the mail: **"xxx – Presentation for CNSCON-2021"**
Where, xxx is the allotted Abstract ID.