Recording your Presentation for CampusEnergy2022

IDEA requires presenters in the Main Program to prerecord a version of their presentation, in addition to presenting in person in Boston.

This prerecord is due to IDEA on or before **Tuesday, January 25**.

There are two reasons we are requiring this prerecord. First, your prerecorded presentation is what our virtual attendees will view when they login to our event platform. Second, this recording will also be shared post-event with all attendees for 90 days following the event, so those who might have missed your session can log in to our event platform and view it. Think of it as expanding your visibility with everyone in attendance, not just those who attended your in-person session.

PLEASE REMEMBER: Do not record your presentation until your slides have been approved by IDEA. Slides are due to IDEA by **Friday, January 7**.

Once recording is completed, please upload your presentation to the **CampusEnergy2022 Speaker Resource Center** and click the "log in" button on the top right-hand corner of the page to access the Resource Center. Once there, you will see a tab for "My Tasks". Select the task "Upload Presentation Materials" to upload directly to our website.

If your presentation is greater than 250 MB, please upload to IDEA's WeTransfer site: https://internationaldistrictenergyassociation.wetransfer.com/to

So how do you record your presentation?

You do not have to be Steven Spielberg or hire a film crew to produce your prerecorded session. The easiest way to record is to utilize the recording options available in Zoom. Scheduling and recording Zoom calls/meetings is how IDEA has recorded dozens of webinars over the past two years with great success.

Zoom is ubiquitous to so many of us now, so we won't go into the particulars of setting up a Zoom account. If you need assistance in setting up a Zoom account or are not familiar with the platform, please contact Jason Beal directly at jason.idea@districtenergy.org.

The instructions below are how to set up a meeting and recording between multiple presenters. If you are the only speaker in your session, we **strongly recommend** that you have a co-worker record the session for you and follow the instructions below. This will help you focus on the presentation and slide share. That means you set up a Zoom meeting with that co-worker, having them turn their camera off to stay off screen while they record your session for you.

If you will be doing the recording and screen share yourself and are not sure how to record, please contact Jason Beal for instructions.

Recording with Multiple Presenters

If you are recording a session with multiple presenters (or if you are a lone presenter but having a co-worker record for you), you simply need to schedule a Zoom meeting with all the participants, establish who will screen share the slides and record the meeting.

A few recommendations:

1. If you are presenting with multiple individuals, we recommend you combine the slides from each presenter into one PPT file. This will eliminate the back and forth of switching between each presenter's screen as they share their slide decks. The presenters who are not in control of their own slides will simply say 'next slide' and the person controlling the deck will advance the slides.
2. Even if you have multiple presenters, IDEA suggests 'hiring a cinematographer', a co-worker, colleague, friend or family member whose sole responsibility is to hit the record button and perform quality control (let you know that the screen share isn't working, for example).

Scheduling a Zoom Meeting

You can schedule the meeting through Outlook (if the Zoom plugin has been installed) as shown in Image 1, 2 and 3 below.

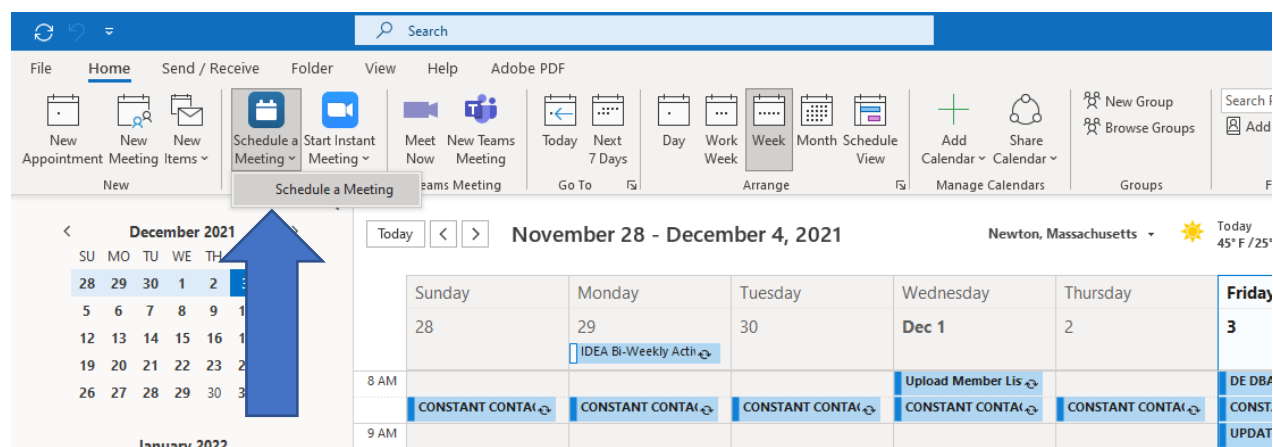**Image 1: Schedule the Zoom Meeting**

Image 2: Set the Parameters for the Meeting

Tick the boxes to have video on for the host and participant. If you are having someone record for you who is not part of your presentation, tick off the Video:Host box to off as you will not want them on screen.
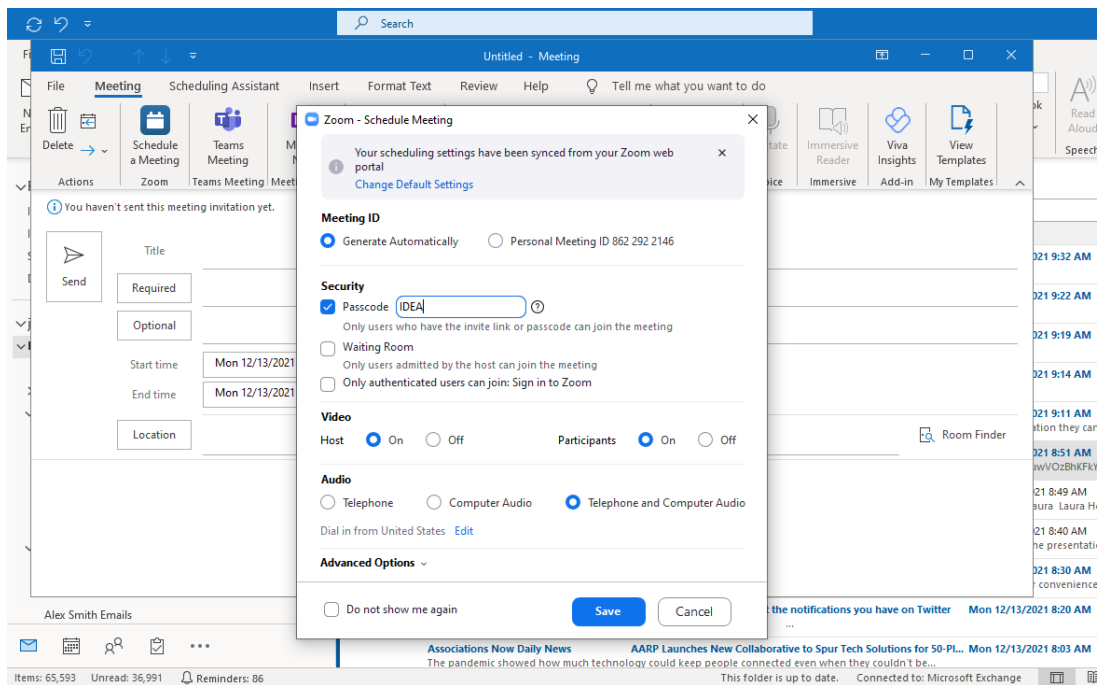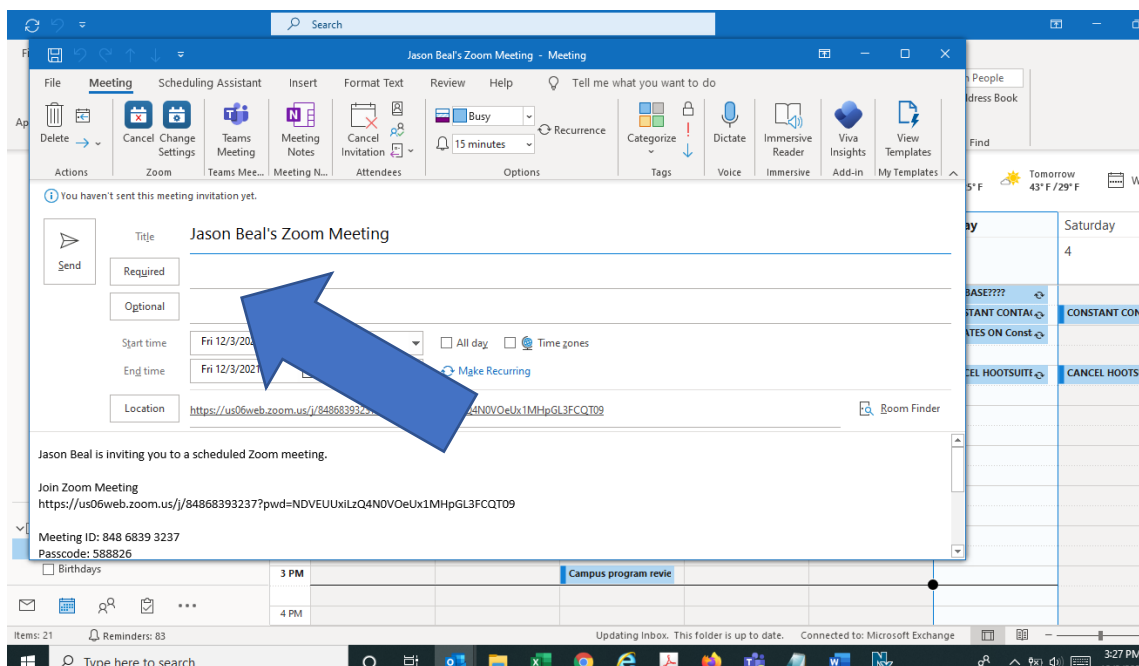
Image 3: Sending the Invite

In the 'Required field' type in the email addresses of the other presenters and settle on a date/time to record your Zoom meeting.

Recording Your Call

Once everyone has entered the Zoom call, you will see the usual Zoom screen with all the presenters in the room. At the bottom of the screen, you will see the option to **Share Sceen** and **Record** (share screen is highlighted on screen in green, Record button shown with blue arrow)
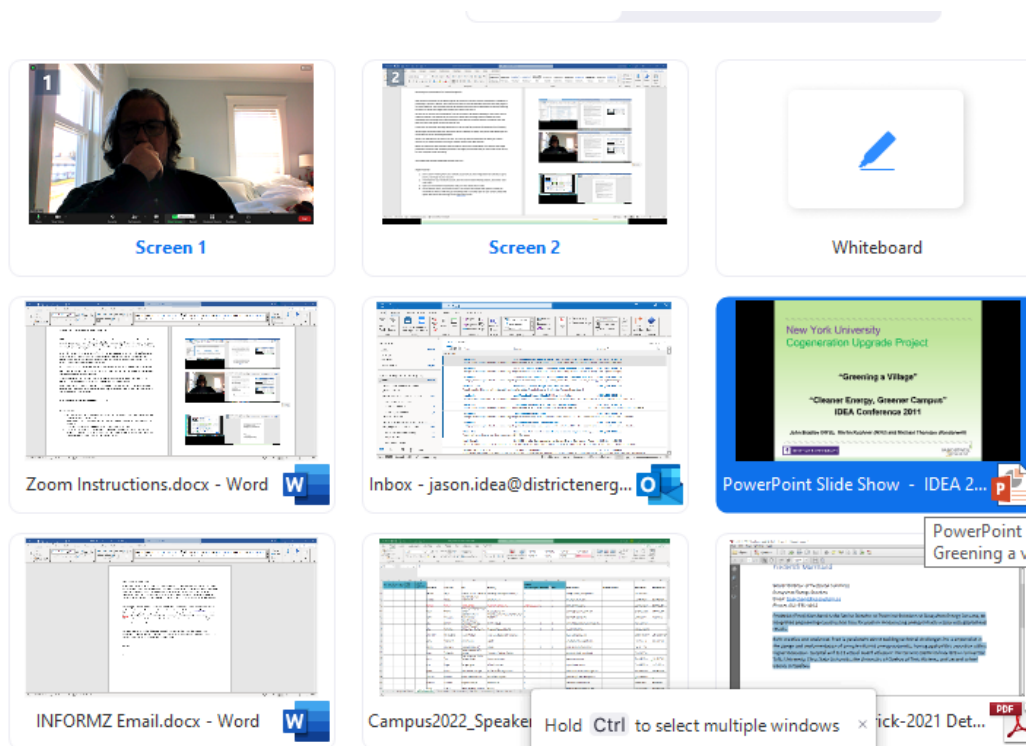
Image 4
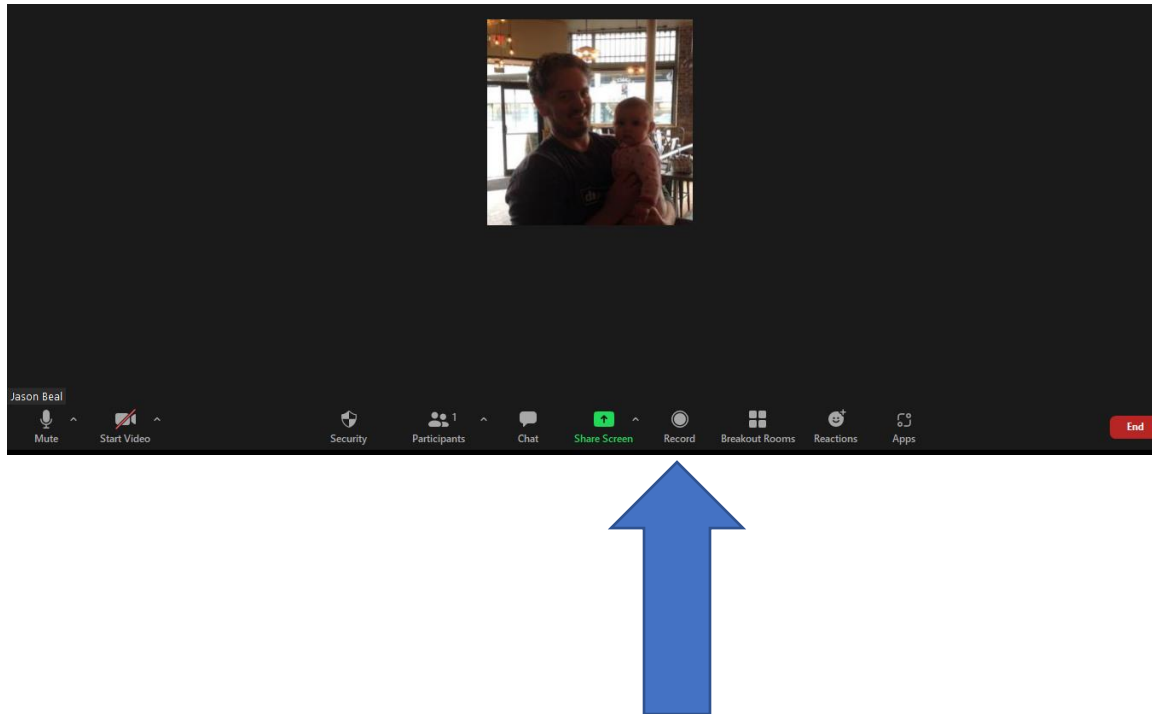
Next, whoever is sharing the PPT slides for the session, should open their PowerPoint Presentation and put it into 'Slide Show' mode. IDEA highly recommends that whoever is sharing the slides uses dual monitors as it's a bit easier to toggle back and forth between Zoom and your slides.

For the individual sharing the screen, on the bottom menu of Zoom, click 'Share Screen' (shown in green in image 4). The screen will refresh with options of what you would like to share (it will bring up everything that is currently open on your screen). Select the version that shows the PPT logo on the right-hand corner (see image 5 below, highlighted in blue) and select share.
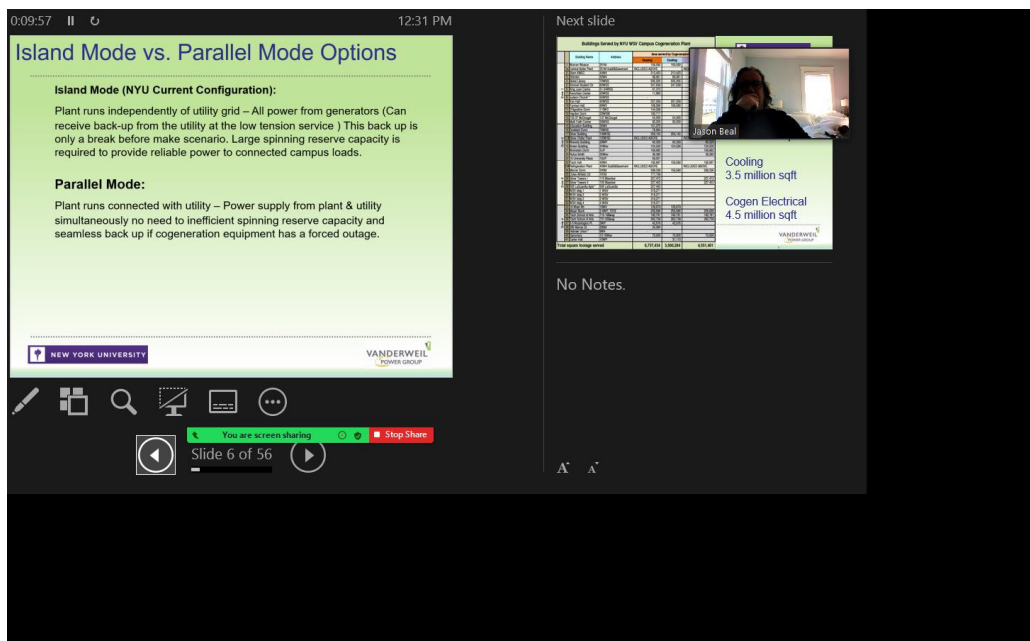
Image 5

DO NOT select "Screen 1" or "Screen 2" (if using dual monitors) as options. If you have email notifications that come through on your screen, they will be shown during your presentation.

Also, do not select the 'presenter' view of PPT (see image 5A) - that is the version you want to use to move your slides forward, you do not want this version to show on screen.

Image 5A

Whoever is recording the presentation (as mentioned, we recommend the screen sharer is not also the person recording the session), can then click the Record button.

As you will see in blue below on Image 6, we suggest selecting 'Record on this Computer' as it will record the file right to your hard drive. It also gives you more flexibility in moving the screen a bit (by moving the Zoom slider) to include all the presenters on the side, as shown in image 6A.
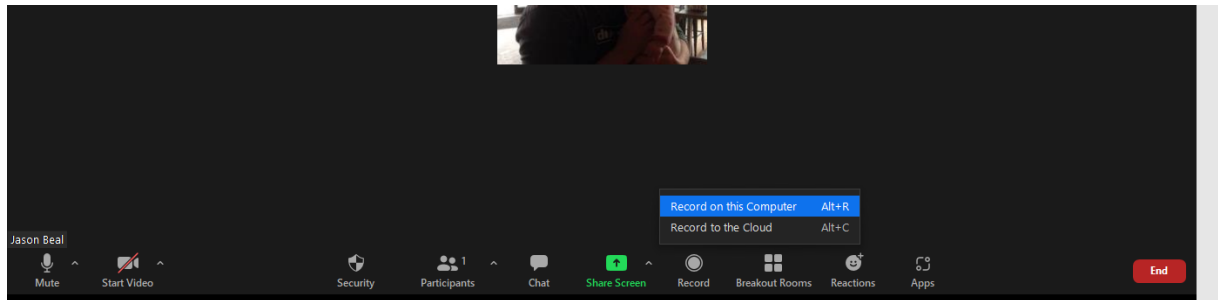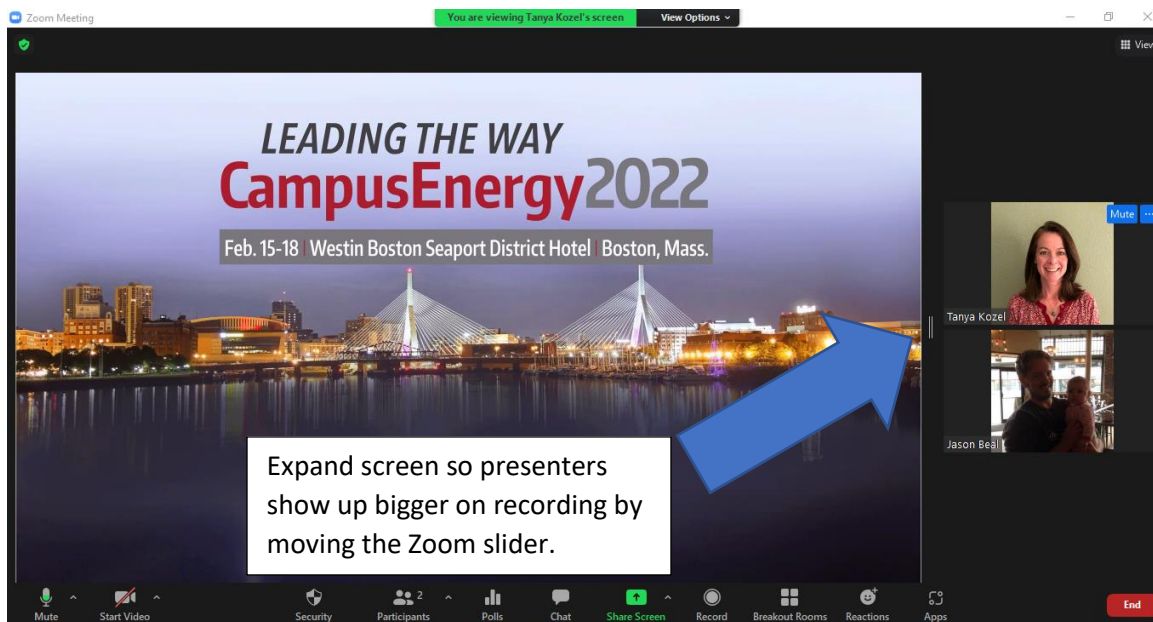
Image 6

Image 6A:

Once the recording starts, you can move the screen a bit to maximize the presenter's image on the screen (see blue arrow). You can also watch this short video to learn how.

Once presentation is completed, stop recording. The file will be converted (image 7) and should be saved in your hard drive, in your Documents/Zoom folder (see image 8).

Image 7

Image 8
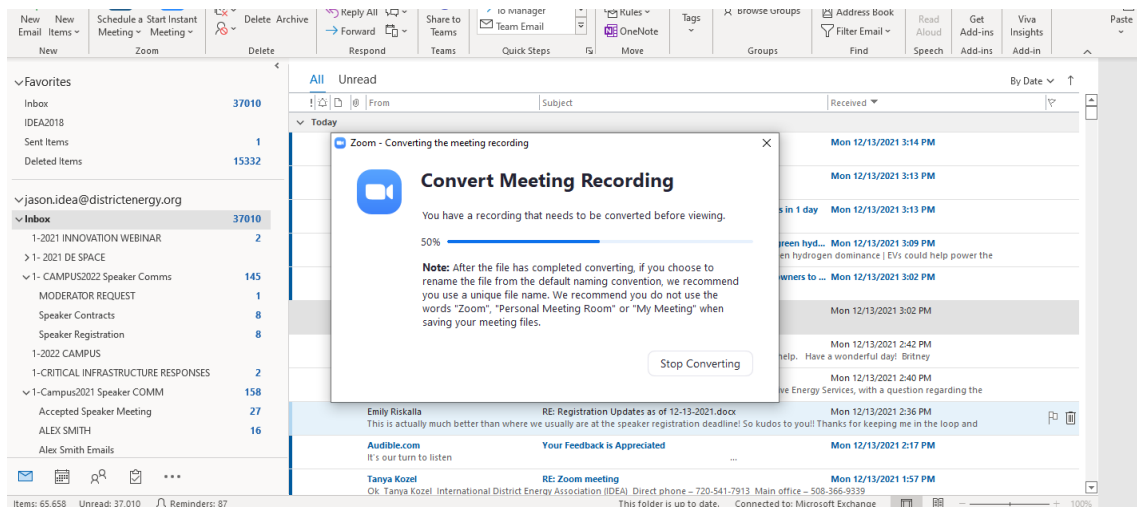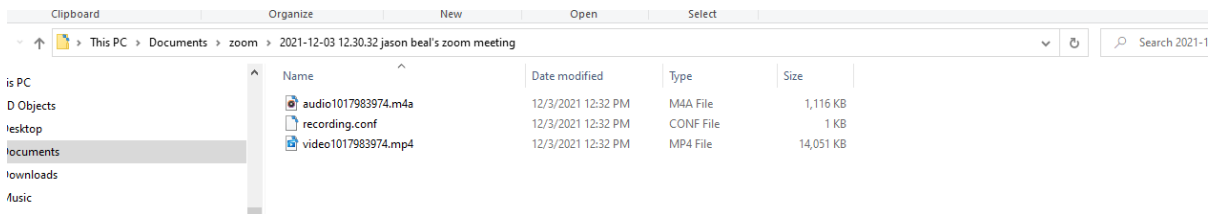

You're done! Simply send the .mp4 file to IDEA per the instructions at the beginning of the document.