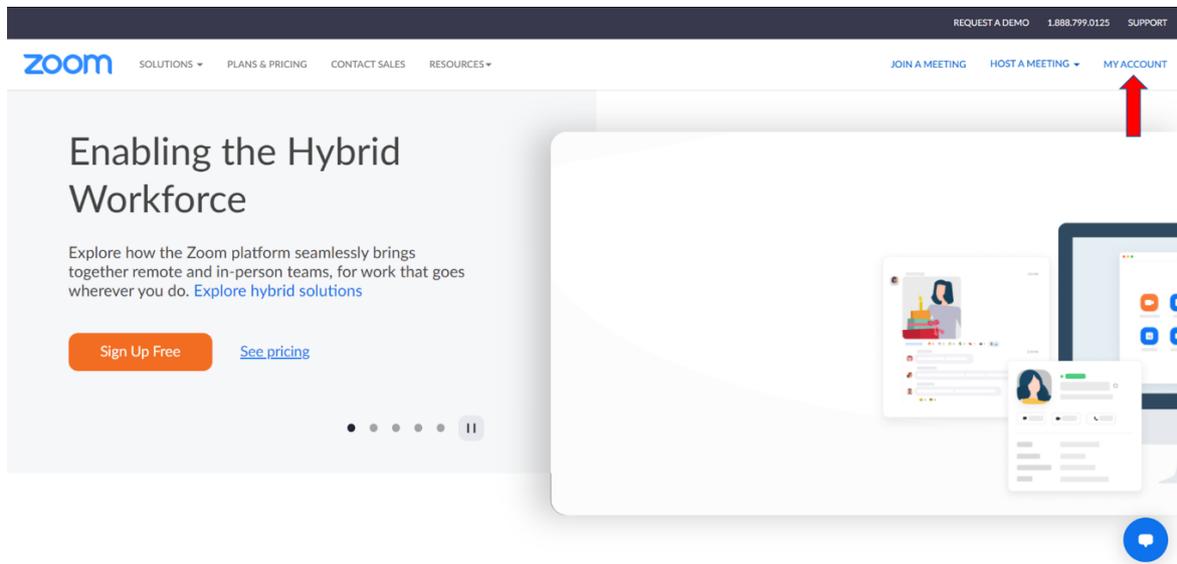
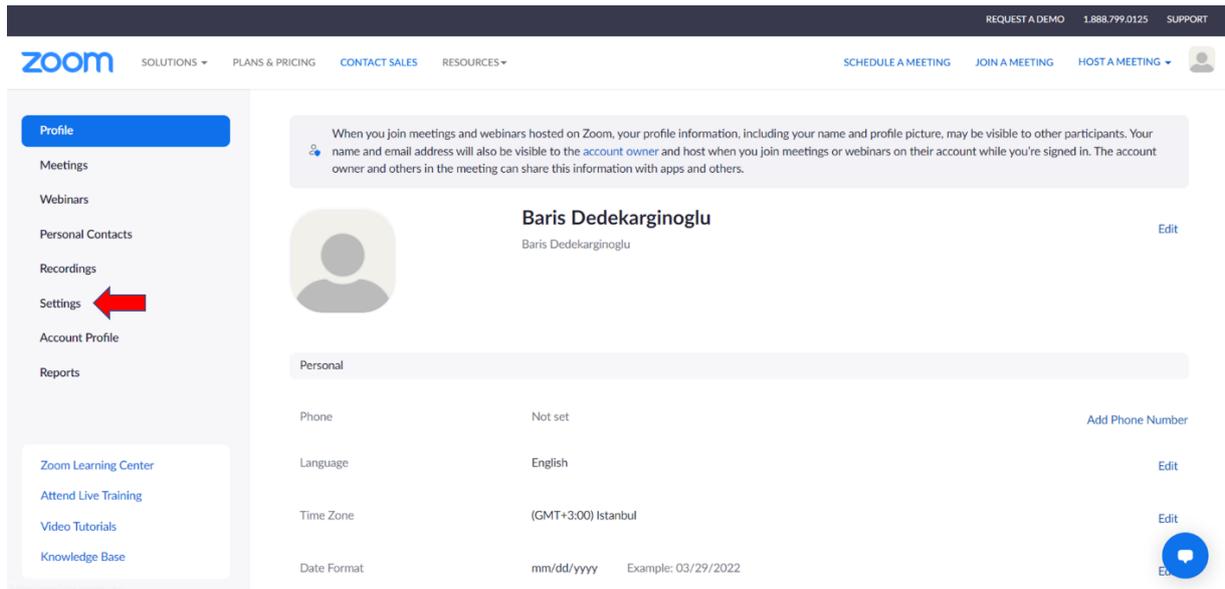


CONV-22 Presentation Recording Guidelines

- ❑ All presentations will be recorded ahead of time and uploaded online in order to avoid transmission problems later on.
- ❑ Poster presenters are asked to add a QR code to their poster which is linked to their presentation recording.
- ❑ To minimize compatibility issues, presenters are recommended to use recording options of Zoom for their presentations.
- ❑ **IMPORTANT:** Recordings should feature the active speaker with shared screen.
- ❑ Uploaded recordings should **NOT** be password protected so that participants of CONV-22 can access the presentations via provided links if needed.
- ❑ If you have the free version of Zoom, the default local recording settings allow you to make a recording with the active speaker view and shared screen. **After completing your recording, please upload it to an online server of your choice (such as Google Drive) and provide the link to baris@ichmt.org.**
- ❑ If you have a paid version of Zoom (Zoom Pro, Business or Enterprise), you can use the cloud recording option of Zoom with required settings. To set up your recording in this fashion, please follow the steps below:
 - Open zoom.us and login to your account.
 - Click on “MY ACCOUNT” on the top-right part of the screen.

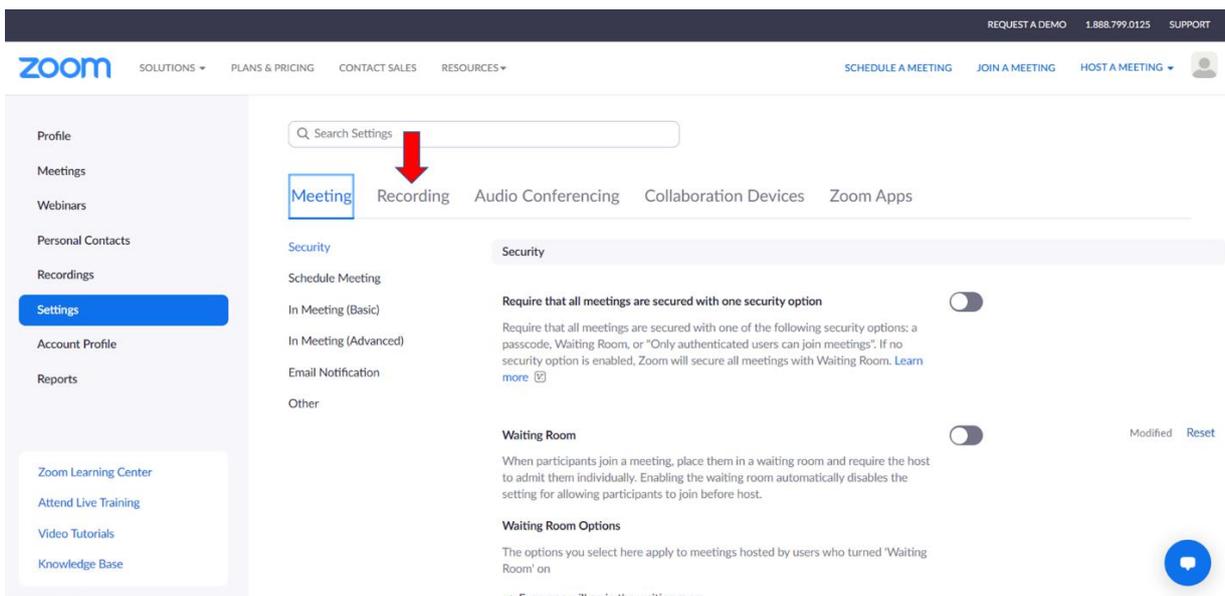


- Click on “Settings” on the left part of the screen.



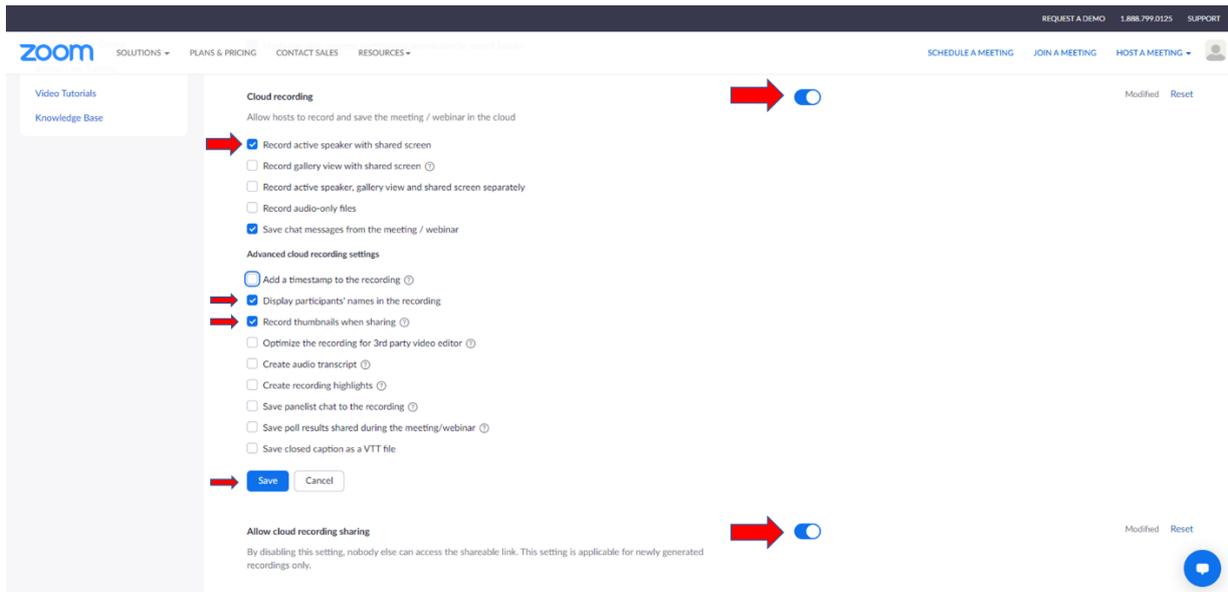
The screenshot shows the Zoom account profile page for Baris Dedekarginoglu. The left sidebar contains navigation options: Profile, Meetings, Webinars, Personal Contacts, Recordings, Settings (highlighted with a red arrow), Account Profile, and Reports. Below the sidebar are links for Zoom Learning Center, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area displays the user's name and email, a profile picture, and a 'Personal' section with fields for Phone, Language, Time Zone, and Date Format. A red arrow points to the 'Settings' option in the sidebar.

- Click on "Recording".



The screenshot shows the Zoom settings page. The left sidebar is the same as in the previous screenshot, with 'Settings' highlighted. The main content area has a search bar and a navigation menu with 'Meeting' (highlighted with a blue box) and 'Recording' (highlighted with a red arrow). Below the navigation menu, the 'Recording' settings are visible, including sections for Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'Waiting Room' section is also visible, with a toggle switch and a 'Modified' button. A red arrow points to the 'Recording' option in the navigation menu.

- Enable "Cloud recording" and check the "Record active speaker with shared screen" option.
- Under "Advanced cloud recording settings", check "Display participants' names in the recording" and "Record thumbnails when sharing" options.
- Click "Save".
- Enable "Allow cloud recording sharing".



Cloud recording Modified Reset

Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen ⓘ
- Record active speaker, gallery view and shared screen separately
- Record audio-only files
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

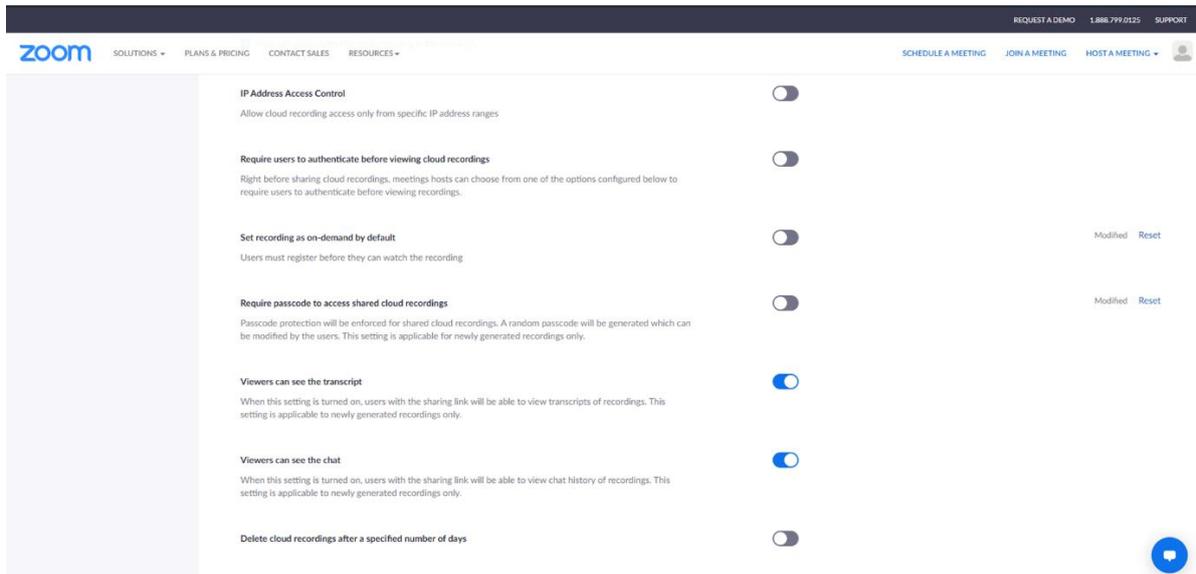
- Add a timestamp to the recording ⓘ
- Display participants' names in the recording
- Record thumbnails when sharing ⓘ
- Optimize the recording for 3rd party video editor ⓘ
- Create audio transcript ⓘ
- Create recording highlights ⓘ
- Save panelist chat to the recording ⓘ
- Save poll results shared during the meeting/webinar ⓘ
- Save closed caption as a VTT file

Save Cancel

Allow cloud recording sharing Modified Reset

By disabling this setting, nobody else can access the shareable link. This setting is applicable for newly generated recordings only.

- Disable "IP Address Access Control", "Require users to authenticate before viewing cloud recordings", "Set recording as on-demand by default", "Require passcode to access shared cloud recordings" and "Delete cloud recordings after a specified number of days" options.



IP Address Access Control Modified Reset

Allow cloud recording access only from specific IP address ranges

Require users to authenticate before viewing cloud recordings Modified Reset

Right before sharing cloud recordings, meetings hosts can choose from one of the options configured below to require users to authenticate before viewing recordings.

Set recording as on-demand by default Modified Reset

Users must register before they can watch the recording

Require passcode to access shared cloud recordings Modified Reset

Passcode protection will be enforced for shared cloud recordings. A random passcode will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.

Viewers can see the transcript Modified Reset

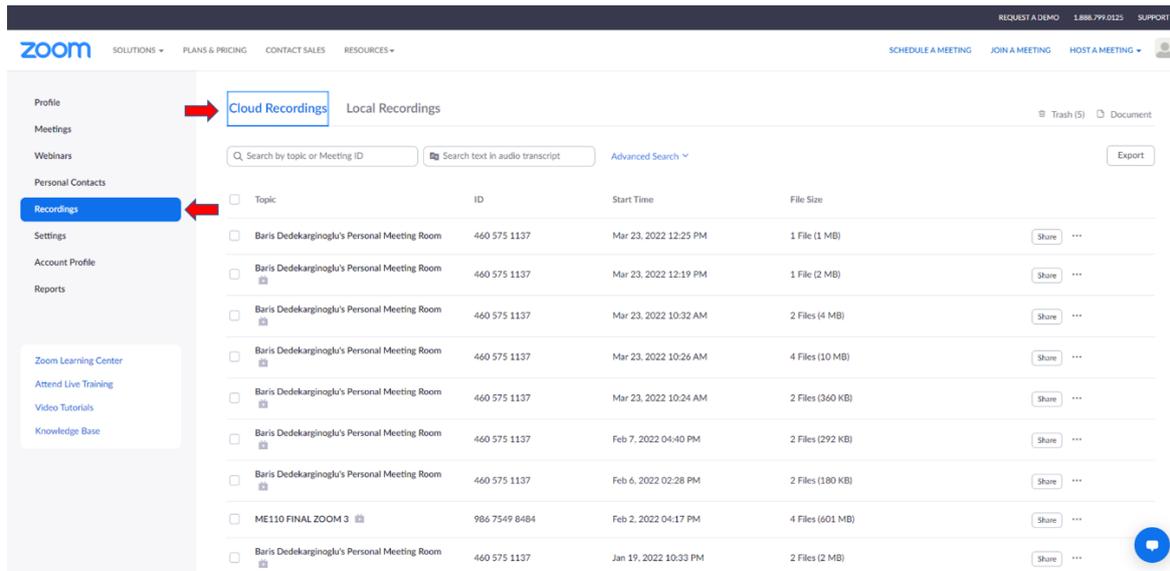
When this setting is turned on, users with the sharing link will be able to view transcripts of recordings. This setting is applicable to newly generated recordings only.

Viewers can see the chat Modified Reset

When this setting is turned on, users with the sharing link will be able to view chat history of recordings. This setting is applicable to newly generated recordings only.

Delete cloud recordings after a specified number of days Modified Reset

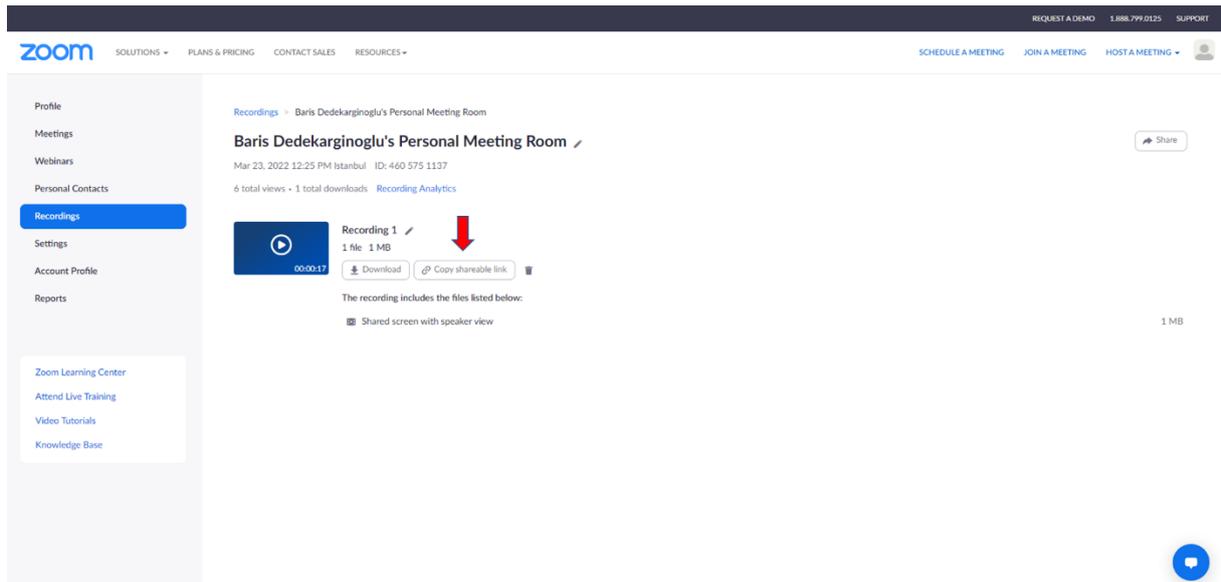
- ☐ To access and share your recording, open zoom.us and click on "MY ACCOUNT". Then click "Recordings" on the left side of the screen and go to "Cloud Recordings".



The screenshot shows the Zoom Cloud Recordings interface. On the left sidebar, the 'Recordings' option is highlighted with a red arrow. The main area displays a table of recordings for 'Baris Dedekarginoglu's Personal Meeting Room'. A red arrow points to the 'Cloud Recordings' tab at the top of the main area.

Topic	ID	Start Time	File Size	Share
Baris Dedekarginoglu's Personal Meeting Room	460 575 1137	Mar 23, 2022 12:25 PM	1 File (1 MB)	Share
Baris Dedekarginoglu's Personal Meeting Room	460 575 1137	Mar 23, 2022 12:19 PM	1 File (2 MB)	Share
Baris Dedekarginoglu's Personal Meeting Room	460 575 1137	Mar 23, 2022 10:32 AM	2 Files (4 MB)	Share
Baris Dedekarginoglu's Personal Meeting Room	460 575 1137	Mar 23, 2022 10:26 AM	4 Files (10 MB)	Share
Baris Dedekarginoglu's Personal Meeting Room	460 575 1137	Mar 23, 2022 10:24 AM	2 Files (360 KB)	Share
Baris Dedekarginoglu's Personal Meeting Room	460 575 1137	Feb 7, 2022 04:40 PM	2 Files (292 KB)	Share
Baris Dedekarginoglu's Personal Meeting Room	460 575 1137	Feb 6, 2022 02:28 PM	2 Files (180 KB)	Share
ME110 FINAL ZOOM 3	986 7549 8484	Feb 2, 2022 04:17 PM	4 Files (601 MB)	Share
Baris Dedekarginoglu's Personal Meeting Room	460 575 1137	Jan 19, 2022 10:33 PM	2 Files (2 MB)	Share

- ❑ After selecting your recording, you can obtain the link by clicking on "Copy shareable link". The link will be copied to your clipboard, which you can then share.



The screenshot shows the details page for a specific recording. The recording is titled 'Recording 1' and is 1 file, 1 MB in size. A red arrow points to the 'Copy shareable link' button. Below the recording information, it states 'The recording includes the files listed below:' and shows a list of files, including 'Shared screen with speaker view' which is 1 MB in size.

Recording 1
1 file 1 MB

Download Copy shareable link

The recording includes the files listed below:

- Shared screen with speaker view 1 MB