

## Recording of an ePoster presentation for POSTERTALK

The following step-by-step instructions explain quickly and easily how you can record your ePoster presentation. There are a variety of ways you can record a video presentation. POSTERTALK would like to introduce you in detail to 2 of them (**recording with PowerPoint and recording with Zoom**).

In preparation for recording of your ePoster presentation, we would like to ask you to observe the following general information for the best possible result:

### **Sound / background noise:**

- Make sure to minimize background noise while recording. Pay attention to various tones of your mobile devices as well as any e-mail programs that must be muted.
- Ideally, you should prefer an external microphone rather than the built-in computer microphone. This variant has proven itself in many cases and contributes significantly to a better audio quality of the ePoster presentation.
- Please also make sure that you do not touch the microphone while recording.

### **Video image:**

- A video image of you is not necessary for your ePoster presentation with POSTERTALK. Your voice is absolutely sufficient for the discussed poster.

## Recording with PowerPoint

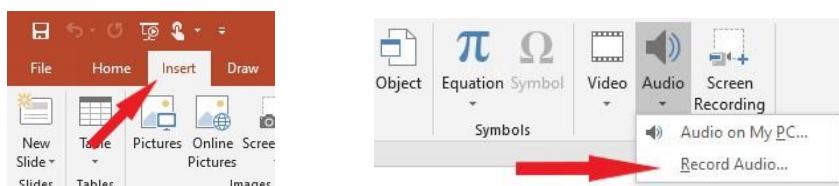
PowerPoint offers several options for adding audio comments to an ePoster presentation. The following options are described here using Microsoft Office 2016 as an example.

### 1. Add a sound recording to the ePoster

You create first your ePoster as a PowerPoint slide, as usual, and save it as a PPTX file. Please pay attention to the technical requirements (format / poster size).

#### a. Record an audio file directly in PowerPoint

Open the ePoster that has already been created in PowerPoint. Select the "Insert" tab and the "Audio" → "Record Audio" option.



Then click on the red record icon and wait 1-2 seconds before you start speaking.



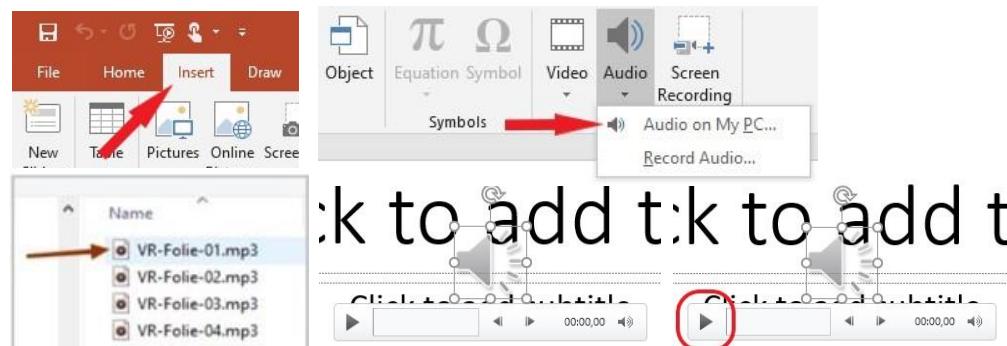
Say the desired text and end the recording by clicking on the blue stop symbol. If necessary, you can listen to the recording immediately by clicking the Play button.

After the recording has been successfully completed, a loudspeaker icon will automatically appear on your ePoster. You can move it anywhere you like.

You can listen to the recording by clicking on the loudspeaker icon and the play button. If you wish, you can delete the audio file by clicking the mouse and pressing the "Delete" button.

#### b. Import an existing audio file

You can of course also use an external program to create an audio file for the ePoster. This is how you can import the audio file created in advance.



**Important: In both cases you also must create a video file and upload it to the POSTERWALK system together with the PPTX file.** Please select "File" → "Export" in the menu bar and then click on "Create video". Finally, please note that you save the video as an MP4 file.

You can also find the above methods as a video tutorial [here](#).

## 2. Record a PowerPoint slide as a slide show

Also here, you first create your ePoster as a PowerPoint slide, as usual. Please pay attention to the technical requirements (format / poster size). Then switch to presentation mode, add a soundtrack to your ePoster and save it in video format.

Select Slide Show tab and click on "Record Slide Show" → "Record From The Beginning ...".



Click the red record icon and wait 1-2 seconds before you start speaking.

You can use the integrated PowerPoint pointer while recording. To convert your mouse pointer into a pointer:

- Right click on the slide → "Pointer options" → "Laser pointer"
- On the other hand, you can use the following shortcut: STRL + click the left mouse button and move it over the ePoster. As soon as you hold down STRL and the left mouse button, you have the laser pointer.

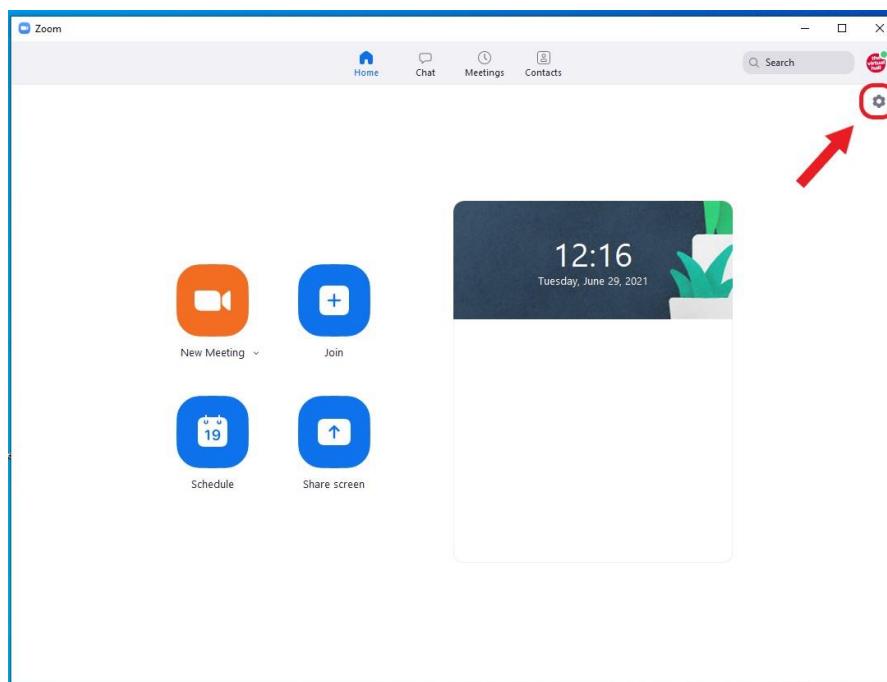
**Important: You must also create a video file and upload it to the POSTERWALK system together with the PPTX file.** Please select "File" → "Export" in the menu bar and then click on "Create video". Finally, please note that you save the video as an MP4 file.

## Recording with Zoom

To record your ePoster presentation with Zoom, you need the Zoom application on your computer. Please go to <https://zoom.us/download>, download the “Zoom Client for Meetings” and install the application on your computer. (Windows 10 and Zoom Version: 5.5.0 were used when creating the instructions. The application is of course also valid for other operating systems (e.g. MacOS))

As soon as the Zoom application is installed on your computer, you must log in or, if you do not already have an account, register. A free account is sufficient for recording purposes.

Open the Zoom application and click the gearwheel icon in the top right corner of the window.

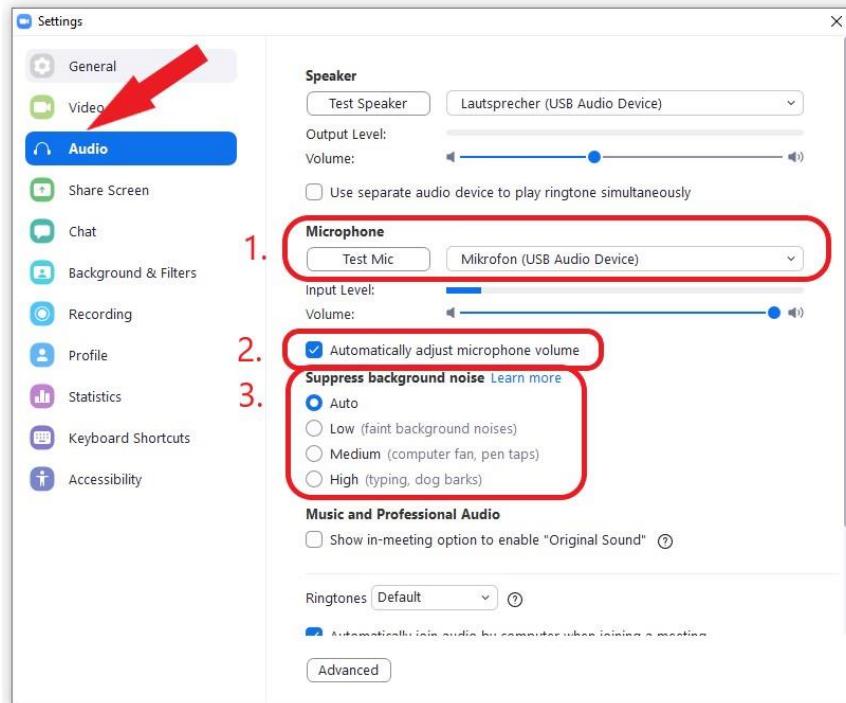


Here you can access the basic settings that we will adjust for recording the ePoster presentation so that you get the best possible result. In the next few steps, we will go through the **audio / sound settings**, the **settings for screen sharing** and the **recording settings**. The adjusted settings are automatically saved by the Zoom application.

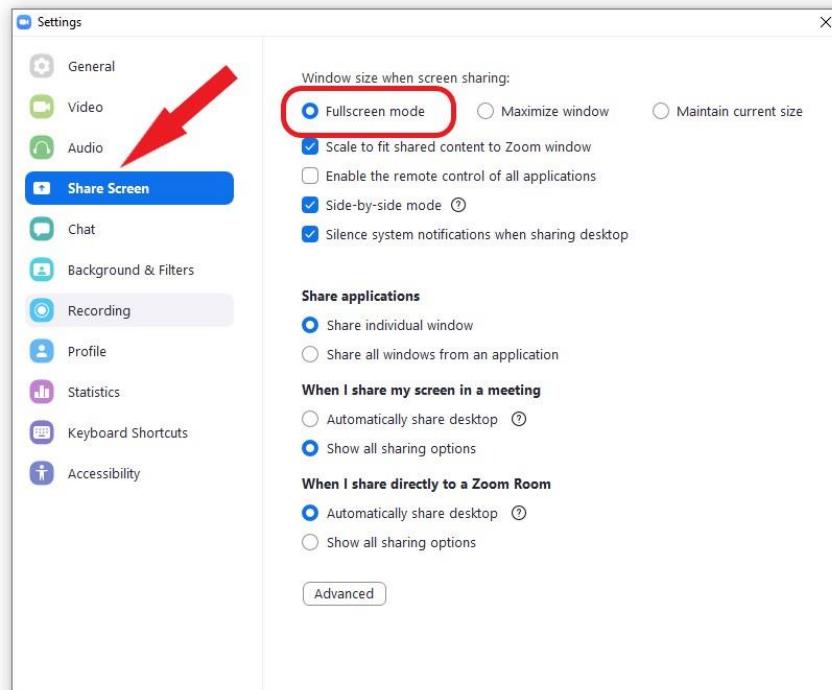
Also here, you do not have to record your own video image for your ePoster presentation for POSTERTALK; the soundtrack with your voice is sufficient. Therefore, you do not need to adjust any video image settings. Please switch off your video image during the ePoster recording.

**Audio / sound settings:** Select the audio settings left-aligned and check (1) the microphone settings. Here you can choose which microphone is to be used (computer-integrated or an external one) and

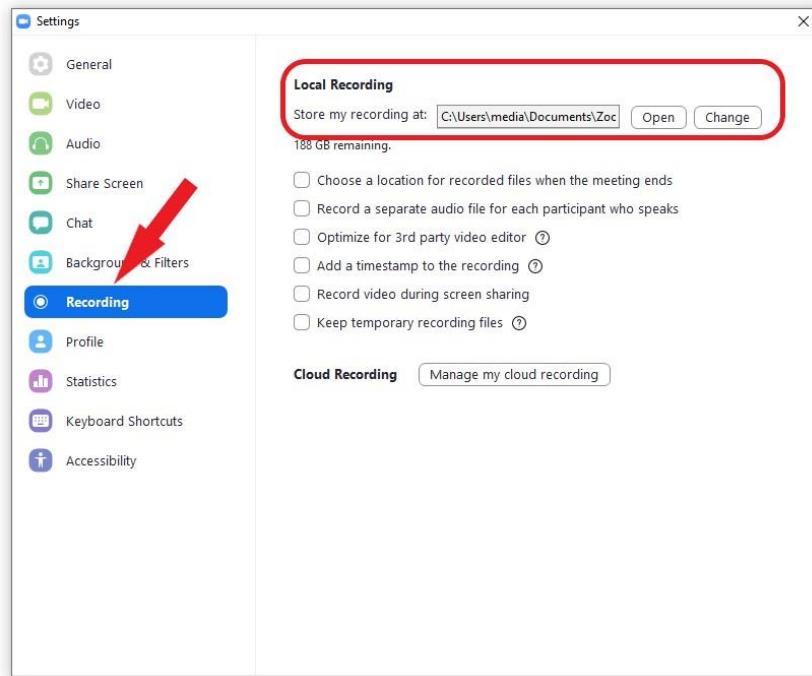
(2) adjust the volume using the slider. Here you should put a “check mark” next to “Set volume automatically”. Please also check that (3) the background noise is automatically suppressed.



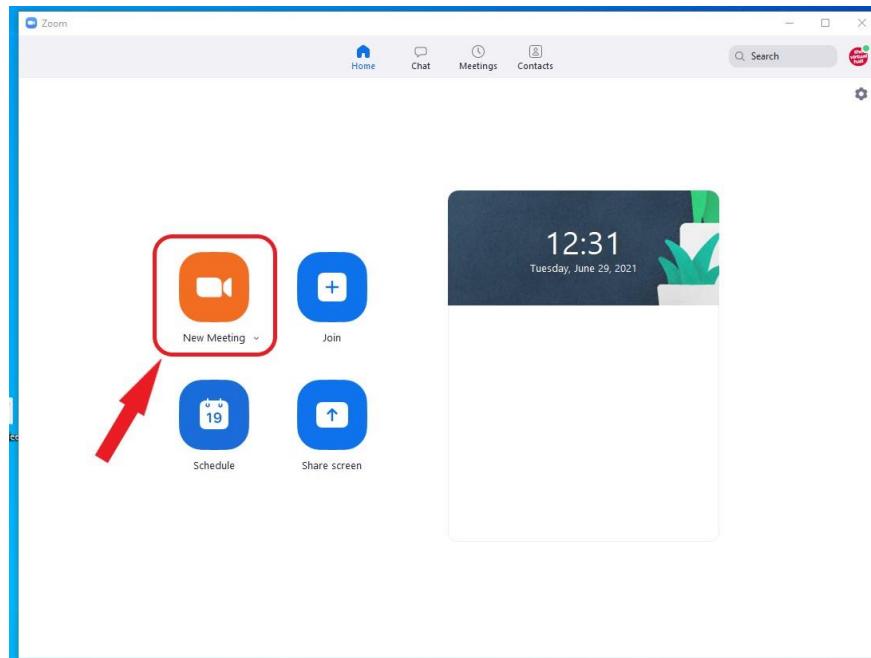
**Settings for screen sharing:** Select Screen Sharing left-aligned. Please see which "checkmarks" are set in the graphic below. It is important that the window size of the screen sharing should be in full screen.



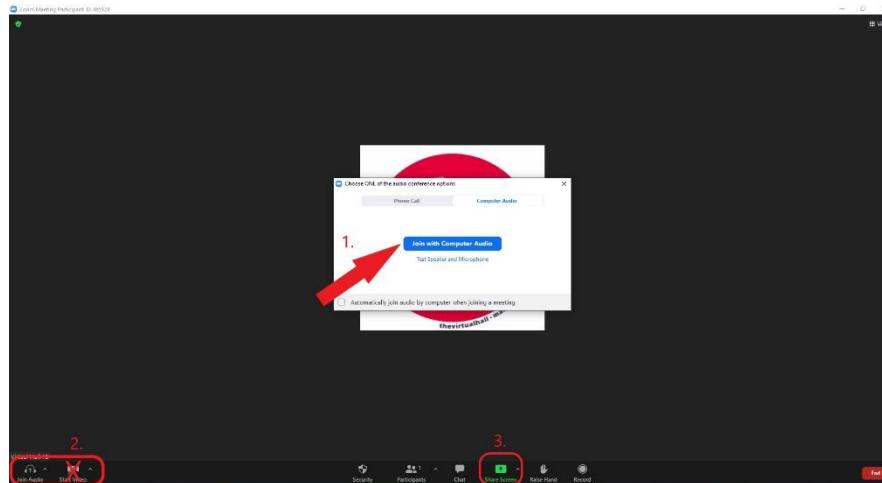
**Recording settings:** As the last basic setting, select the Record on the left side. Here you determine the storage location of the ePoster recording. All other “ticks” must be removed.



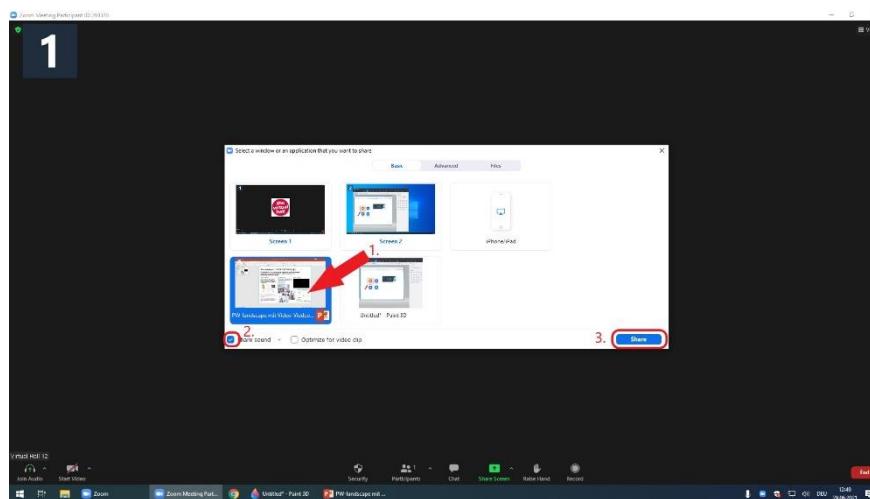
When you have completed the basic settings, close the window and return to the overview. Please start a new meeting here to record the ePoster presentation.



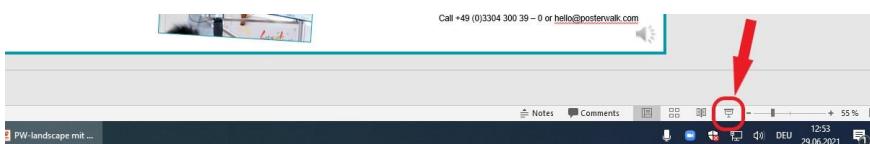
A new window will open automatically. Here you need to adjust some settings: (1) Please join via computer audio. (2) As described above, we do not need the video image of you, so please click on the video symbol at the bottom of the taskbar to disable the video image. (3) Now click on the green “Share screen” icon. Ideally, you should have opened your ePoster file (PDF / PPTX) in the background.



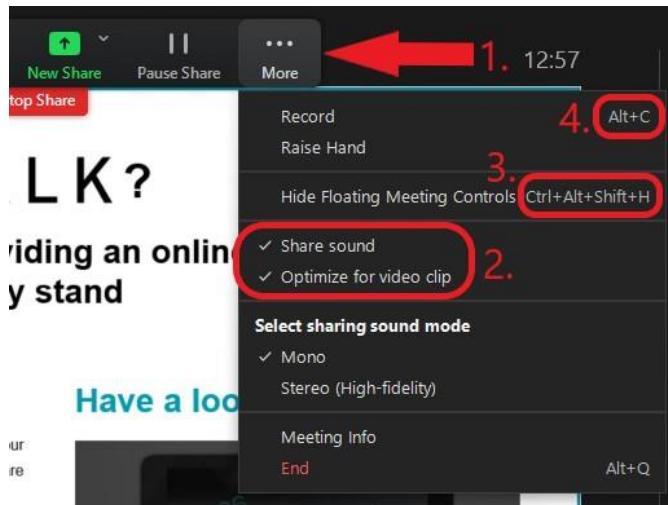
(1) Click the window or application you want to share. In the second step (2) the checkmark next to "Share sound" must be activated and then you can (3) click on "Share".



Then, it is important to switch the ePoster to full screen / presentation mode.



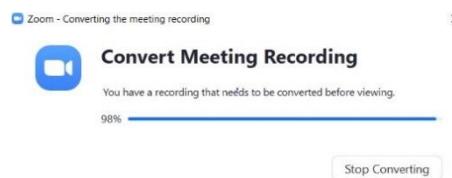
Now click on "More" (1) on the meeting control bar and make sure that a "checkbox" is set for "Share sound" and for "Optimize for the video clip" (2). Hide the meeting control bar (Ctrl + Alt + Shift + H) (3) and start recording (Alt + R) (4).



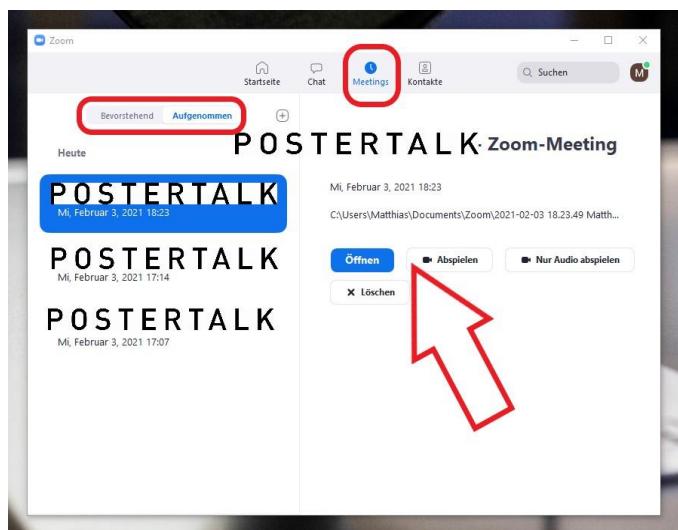
During the recording with zoom you have the possibility to highlight parts of your eposters with the laser pointer integrated in the PowerPoint.

To stop recording, we recommend the Alt + C shortcut. So you have a clear cut of the ePoster presentation at the end. This ends the entire meeting.

When the recording is completed successfully, Zoom will automatically convert the video file to the correct format.



The file with the recording can be found as follows: Open the Zoom application. Select “Meetings” from the top menu bar and click “Recorded”. Here you can find all the meetings recorded with this Zoom account. Select the correct file and upload it via the POSTERTALK submission platform.



You can also find the above methods as a video tutorial [here](#).