ETSI Security Week 2021
How to prepare your recording session via Zoom

Technical Aspects

Recording with zoom

- Self-scheduling appointments via MS Bookings: Choose your preferred time slot;

- A member of the ETSI Events Team will then send you a zoom meeting invitation;

- Please check our 'Zoom Set up Guide for the ETSI Security Week 2021'.

- Download and install on your PC the basic free zoom account (version 5.5.4. or later) ahead of time.

Internet Connection

- Use a good WIFI internet connection or a wired internet connection.

- Avoid having other devices connected to your internet connection/WIFI as this may interfere with your internet connection.

- Close VPN connections and all other programs on your laptop to avoid interferences with your recording.

Preparing your content (1/2)

▽ Please use the presentation template sent to you by a member of the ETSI Events Team.

▽ Please adjust your text to allow your video insert at the bottom right corner on every single slide. Your video will be inserted in that space during your zoom recording.

See mock-up:

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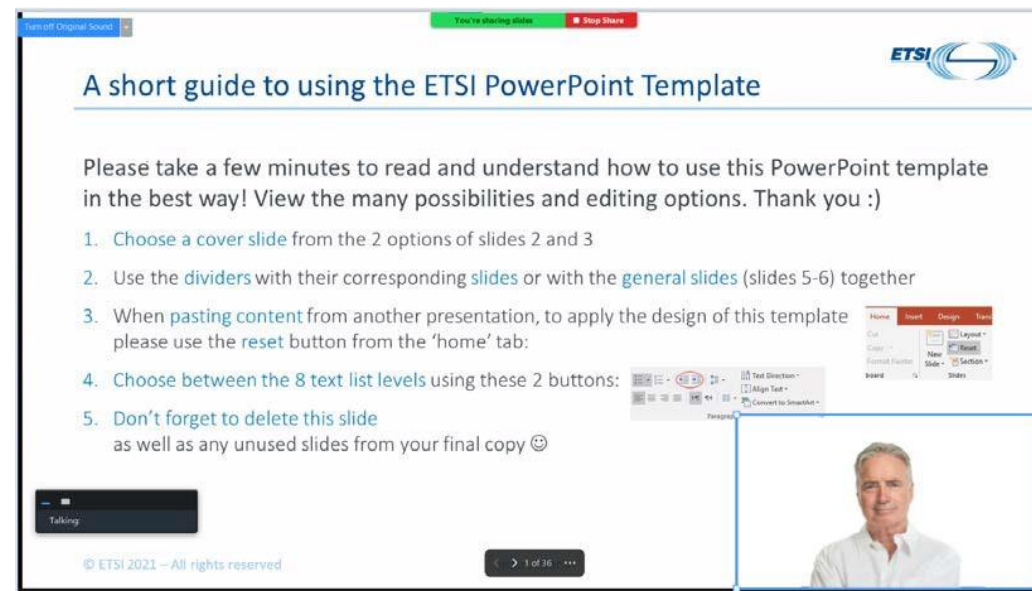
Preparing your content (2/2)

- Please make sure you respect the duration of your presentation;

- Sales and marketing presentations are not appropriate for this event;

- Keep the slides as simple and clear as possible, avoid too much text to keep it visually acceptable for the audience;

- Avoid using animated slides as the different steps of the animation will not be shown in Zoom;

- Avoid font size smaller than 14;

- Make sure you have permission to use any images you plan to use. Graphics should be easy to read;
    - Should you have to insert detailed graphics and formulas, we advise to convert them into images to avoid distortions.

- Avoid playing videos within the PowerPoint;

- Test your slides as a virtual background integration with video using Zoom. -> in zoom click on Share screen -> then Advanced -> and then choose "PowerPoint as Virtual Background" (refer to 'Zoom Set up Guide for the ETSI Security Week 2021').

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How to prepare yourself for the recording

- Be prepared, rehearse your presentation, using your slides and your video before recording to strictly respect the allocated recording time;

- Audio: carry out an audio/sound check to avoid poor audio effects (no echo etc.): Mute your phone, close your apps in order not to have notifications;

- Avoid using a headset or headphones if possible;

- Ensure that you do your recording in a quiet environment where you will not be disturbed; Avoid desk, keyboard or chair noises during the recording;

- Activate and watch your camera during your recording to keep the audience engaged. The camera should be at eye level;

- Check the lighting: this is important to make sure you appear correctly (no backlight);

- We recommend to wear a top which colour contrasts with the slide background colour.

Any questions? Please contact events@etsi.org