



The Standards People

UCAAT 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 UCAAT 2021'](#).
- ✔ Download and install on your PC the [basic free zoom](#) account (version **5.5.4. or later**) ahead of time.

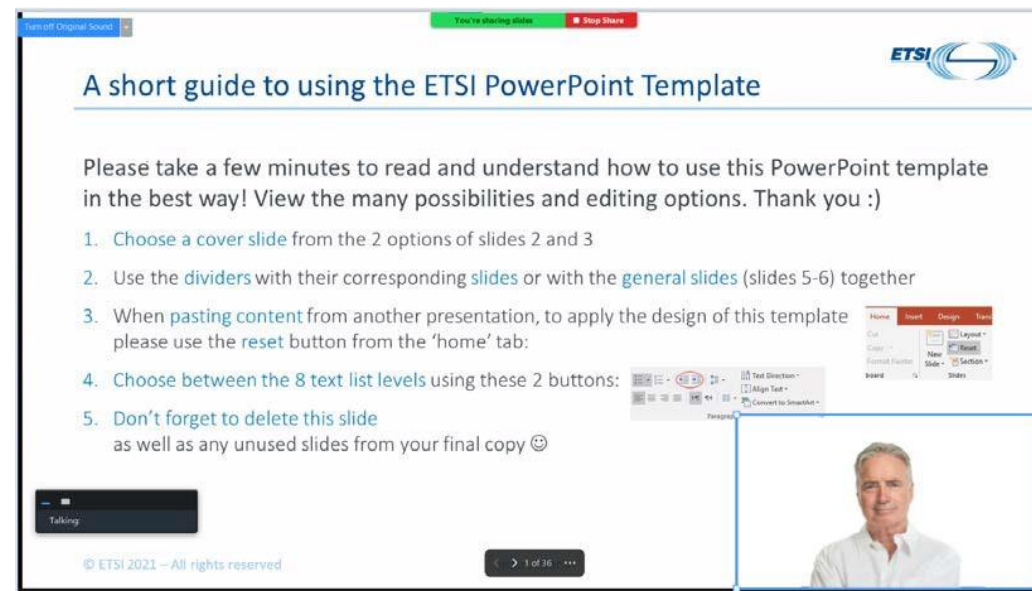
Internet Connection

- ✔ 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:



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 UCAAT 2021’](#)).

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.