



Presentation Recording Instructions

We will use Zoom to record paper and poster presentations. Presenters will be assigned a JMP host that will set up the recording session. You will not be able to record on your own, all recordings must be scheduled using a JMP Host.

Best Practices for Recording

- Use a headset microphone or other off-computer mic that is close to your mouth, if available. The built-in microphone is OK if it's the only choice.
- Do not plan to edit the recording; be prepared to get through the recording in one "take."
- Presentations should not last more than 10 minutes over their designated time (30 minutes for papers; 10 minutes for posters). It is fine for presentations to be shorter than the allotted time.
- Deliver content that is crisp, to the point with good demos.

Demo Environment

- Clear the computer desktop and make sure there is no confidential information (such as computer names, file names, etc.) visible during capture.

Recording Space

- Power on the headset and/or position the microphone/webcam. **Tip:** If using a headset, place the microphone at or just above nose level and bend it slightly away from your mouth to avoid loud breath sounds, "pops" on consonants and unwanted noises.
- Avoid recording in a mostly empty room. If possible, position some soft items (blankets, pillows) around and behind the monitor. Be sure to make sure these items are not in view on the camera.
- Disable electronic notifications including email, instant messaging, etc. Don't forget to silence phones and smartwatches. Turn off external devices that might create extra noise (for example, fans or heaters).
- Hide items with a copyright (for example, a cup with a team logo).

Clothing

- Avoid wearing solid white or black. Don't wear something with a logo (a JMP logo is fine).
- Avoid tight patterns such as houndstooth, gingham and stripes; they tend to cause a moiré effect on camera.
- Don't wear jewelry that might make noise.





Windows and System Setup

1. Set the display to 1920 x 1080. If that's not feasible (for example, if recording on a laptop) set the resolution to 1280 x 720.
2. Auto-hide the Windows taskbar. **Note:** If using Remote Desktop, the taskbar of the recording computer is hidden by default.
 - Right-click on a part of the taskbar that has no icons and select "Taskbar Settings" from the popup menu.
 - In the Settings window for Taskbar, select "Automatically hide the taskbar in desktop mode." (Or, if applicable, use the corresponding setting for tablet mode.)
3. Close Outlook, Skype and any other applications that generate popup notifications.