



Guidance for speakers delivering pre-recorded presentations

To make UKCLC 2020 as much as possible a “live” experience, we recommend giving a live presentation. However, for various reasons this may not be possible and you are free to send us a pre-recorded presentation that we will stream live during the conference. We would ask you to please submit your recording to UKCLC2020@contacts.bham.ac.uk via [WETRANSFER](#) no later than 20 July 2020.

1. Steps to follow for recording and submitting your presentation

We recommend you to use the free Zoom client to record your presentations. The guidance below has been written for colleagues who have not used Zoom previously. Please note that we will not be able to edit any submitted films.

1. If you have not already done so, please [register with Zoom](#) for their free service and download the Zoom client
2. Follow ‘User’ [guidance](#) to enable a ‘Local Recording’
3. Before you begin please test your audio and video – you can do this during or before you set your meeting up – instruction [here](#).
4. Go to your Zoom account Settings (icon at the top right when you open the Zoom programme) > click ‘Recording’ on the left hand menu > tick against the option ‘Recording a separate audio file for each participant who speaks’
5. When you are ready to record, you can set up and [start a ‘meeting’](#) with yourself as the only participant of course!
6. As in point 2 above, [the guidance](#) also shows you how to record once you are in your meeting

7. If you are planning to use any slides or other visual aids, you can [‘share your screen’](#) while presenting. For example - you can share your Powerpoint presentation.
- 8. Important:** Please note the conference programme cannot accommodate presentations longer than 20 minutes in duration. Please ensure you keep within this strict time limit.
9. After you stop the recording and end the meeting, Zoom will then download both the video and audio only files for you
10. Please rename the files with your own name
11. Submit the files via WeTransfer.com, a free file sharing site where you simply have to type in the target email address (UKCLC2020@contacts.bham.ac.uk) and upload the file — we will receive a link; there is no need to setup an account.¹

1. Further advice and guidance

- We would recommend you record using a lap top or desk top PC, rather than a mobile device.
- Make sure you are audible: if you do not have an earphone and speaker set, be close to your computer and face the camera while you speak
- Before recording, please consider what can be viewed behind you; make sure that there are no personal items or distractions in the background
- Please ensure there will be no interruptions or invasive background noise while you present.
- Lighting. If you are filming in front of a window make sure you are not in silhouette or in darkness – try to make sure the main light source isn’t coming from behind you

¹ If you used the Cloud recording tool of Zoom, please feel free to send us the Zoom link.