

STS 2021
January 29–31
**EMBRACING
INNOVATION**

Learn more!
sts.org/annualmeeting

INTERACTIVE
LIVE
ON DEMAND

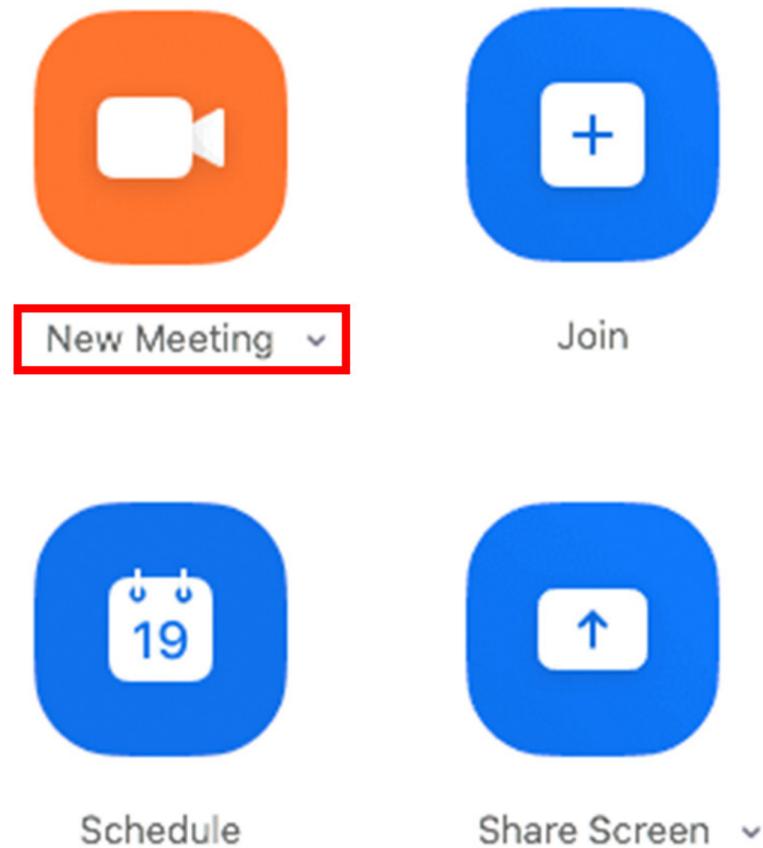


The Society
of Thoracic
Surgeons

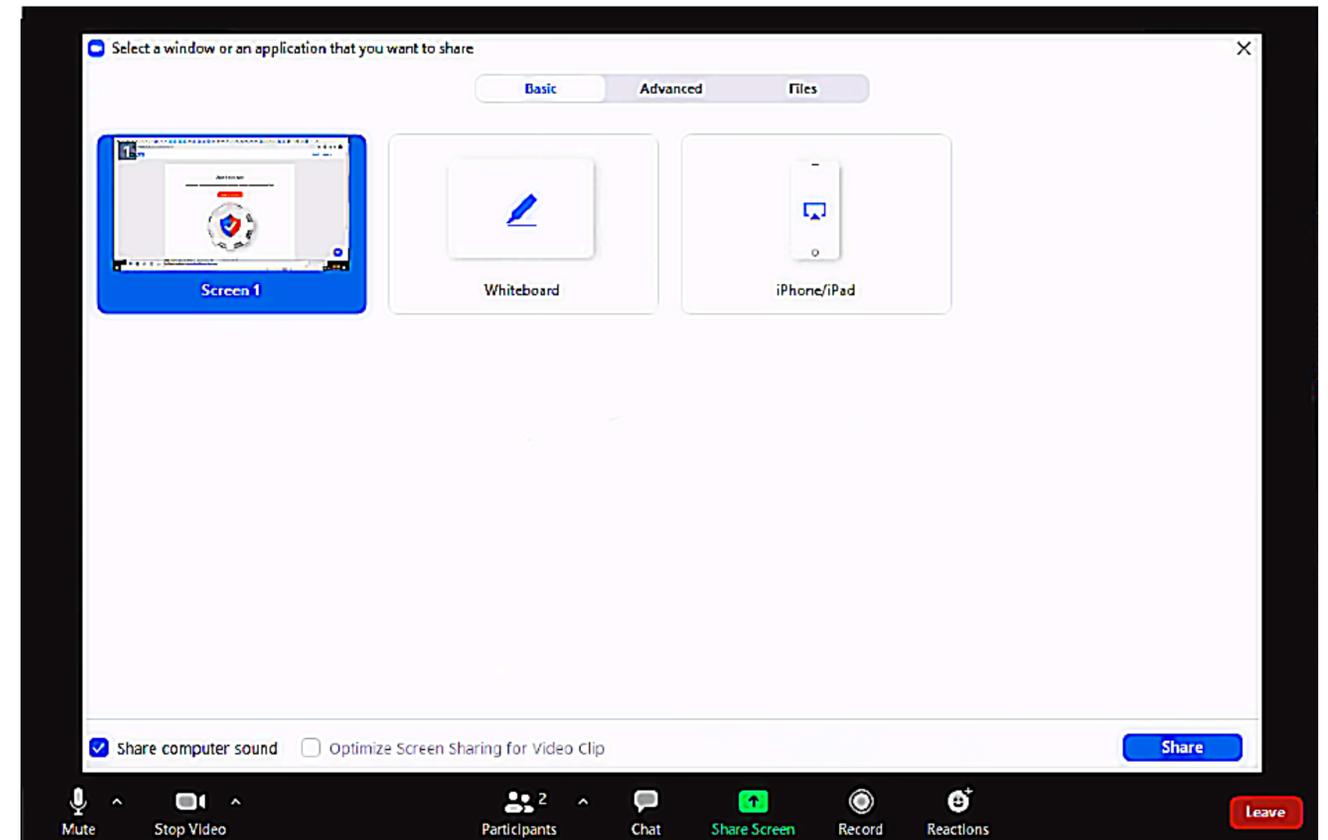
RECORDING YOUR PRESENTATION USING ZOOM

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- Open the Zoom Application.
- Select "**New Meeting**", you can choose to start the meeting/ recording with or without your camera by clicking on the arrow to access a pull down menu.



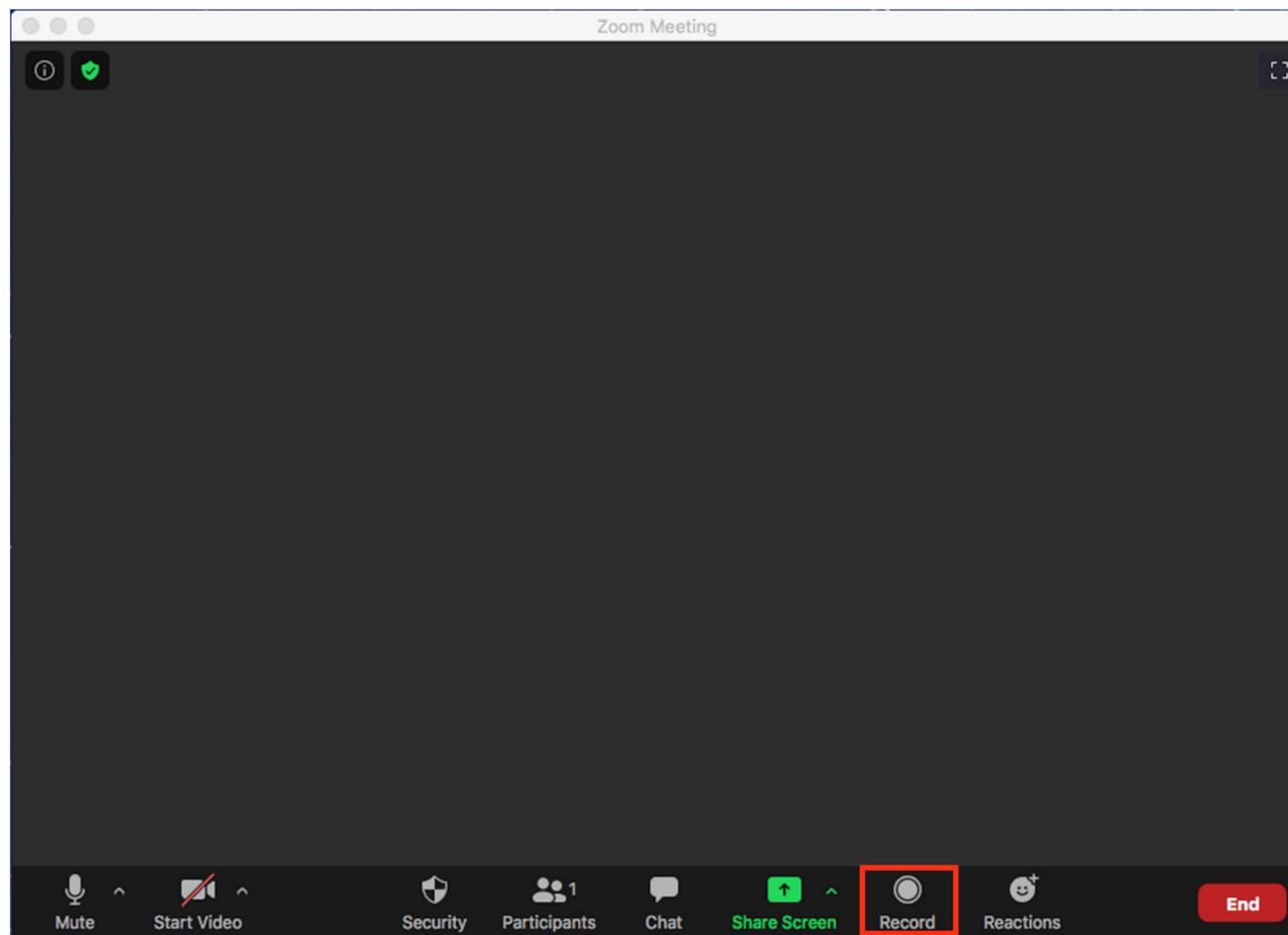
- Click "**Share Screen**" in the Zoom window.



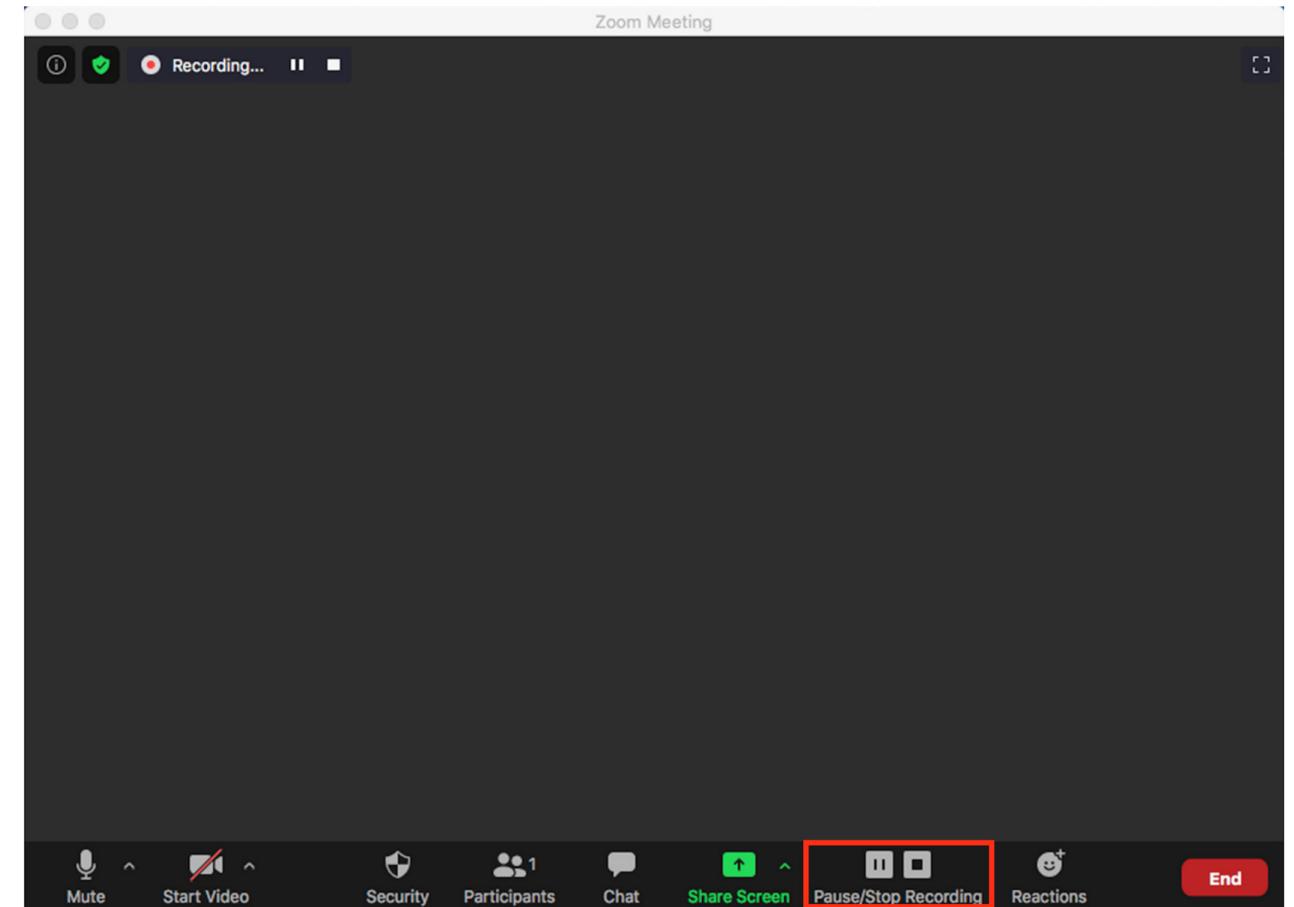
- If you have audio in any video within your presentation make sure in the Share screen to check "**Share computer sound**" in the lower left of the window.
- Choose the screen you want to share.
- Select your presentation on the screen in slideshow mode so it fills the screen.

RECORDING YOUR PRESENTATION USING ZOOM Cont.

- At the bottom right of the Zoom window you should see a button marker "**Record**". Click it and then select "**Record on this Computer**"



- You are now recording. You can pause and/or stop the recording with the buttons on the Zoom window.



- After you stop the recording, end the meeting and Zoom will create an MP4 video file for you to upload. This may take a few minutes. *Please do not cancel the rendering process while the video is finalizing or you will lose your recording.*
- Your recording will save to **C:\Users\yourname\Documents\Zoom** unless you have setup an alternate location

RECORDING YOUR PRESENTATION USING ZOOM Cont.

- We recommend making a short test video and checking your results before recording your full presentation. Please note we would like you to record your talk with your web cam turned off. Your final recording should be slides and audio only and look as follows:
- Starting on **December 16th** you will be able to upload your recording within the CadmiumCD Harvester by clicking on the task "Upload MP4 Recording". It will direct you to a secure FTP site where you can upload your recording.



For further assistance please email:
STSvirtual@projection.com

- If you have another recording software you are familiar with please feel free to use it. The recording should be in MP4 format, with a resolution of 1920x1080.