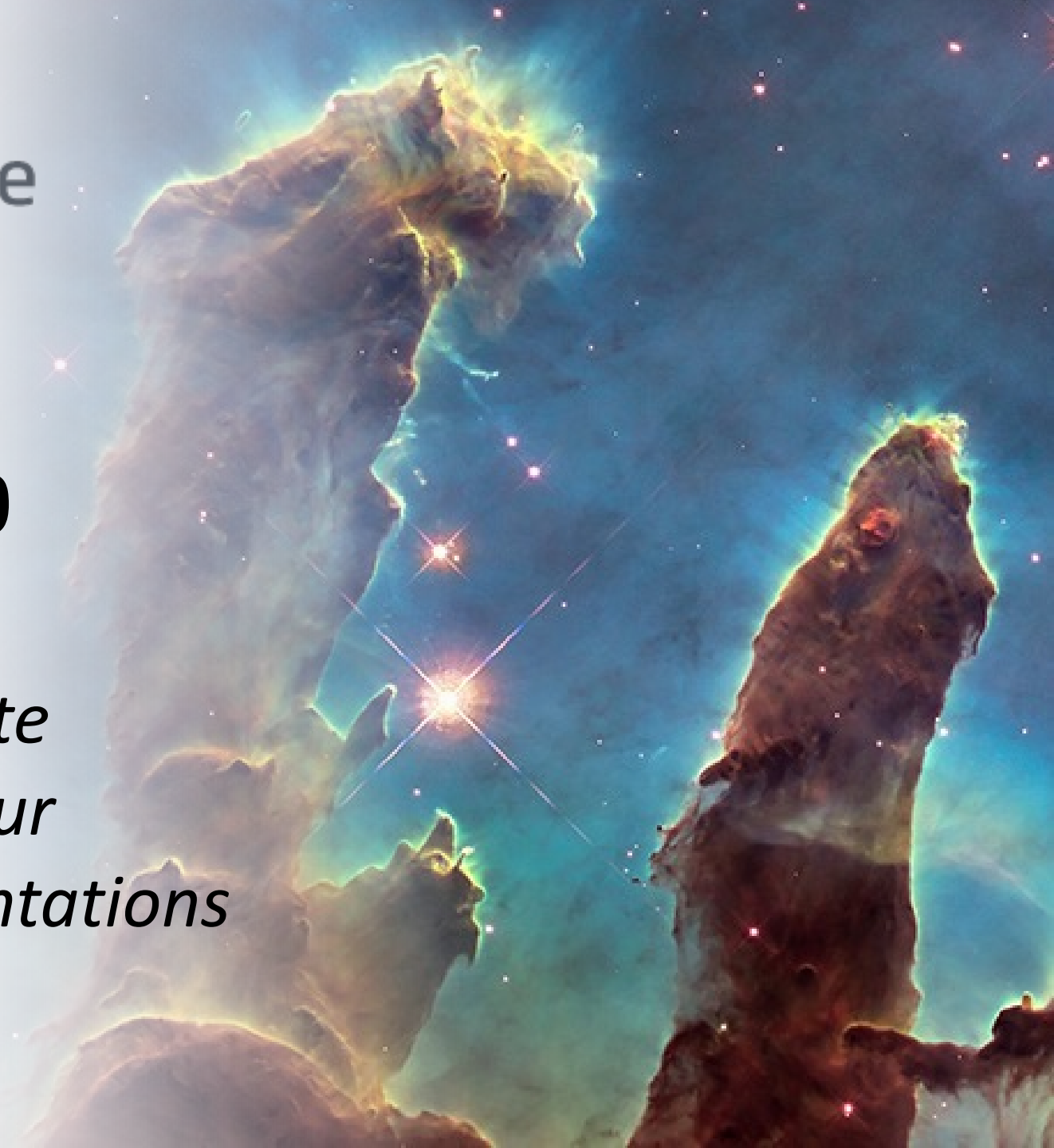


18th
swiss
geoscience
meeting
2020 zurich

SGM 2020

*How to create
& upload your
Video Presentations*



SGM 2020

Both, **Talks** and **Poster Presentations** are submitted as pre-recorded **Video Movies**.

Talks: Length according to Session Program

Posters: Length according to Session Program
(allows short PowerPoint presentations)

Instructions on how to create and upload your
Video Presentations → ***next pages***

Create a Recorded Presentation

2 simple ways of recording a video presentation:

1. Create a video presentation using **Microsoft PowerPoint 365:**

Visit this link: <https://vimeo.com/454506984/7b2dd69564>

WARNING: the exact procedure and options might vary slightly depending on the version of PowerPoint you have!

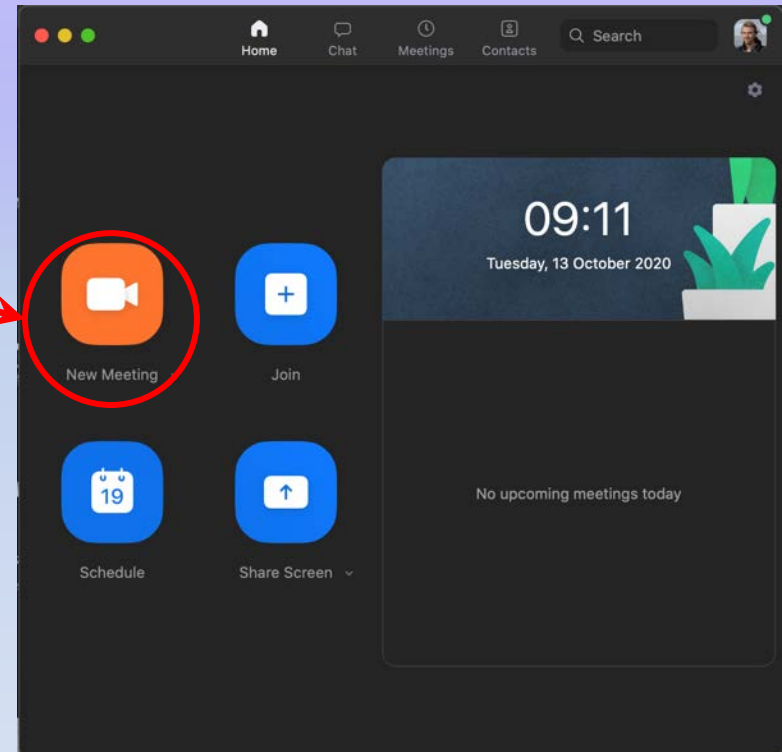
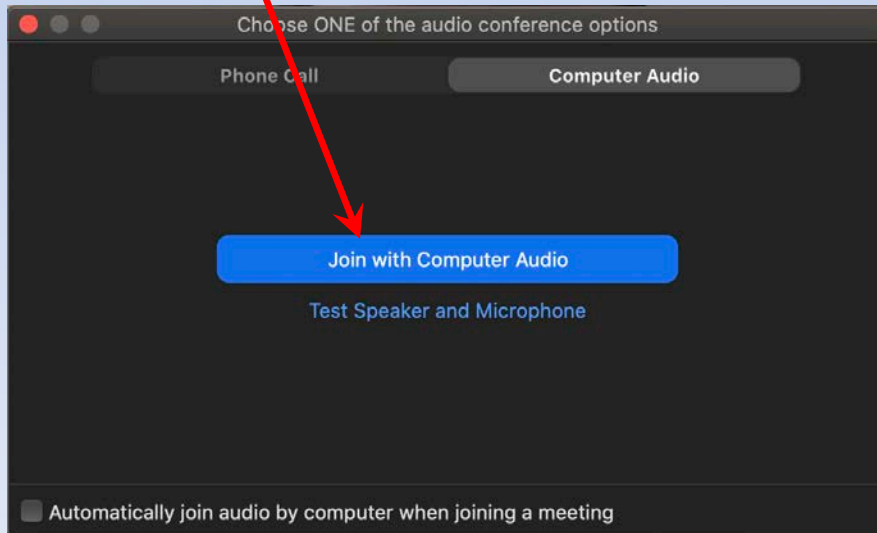
2. Create a video presentation using **Zoom:**

Visit this link: <https://vimeo.com/456352405/e744a924e8>

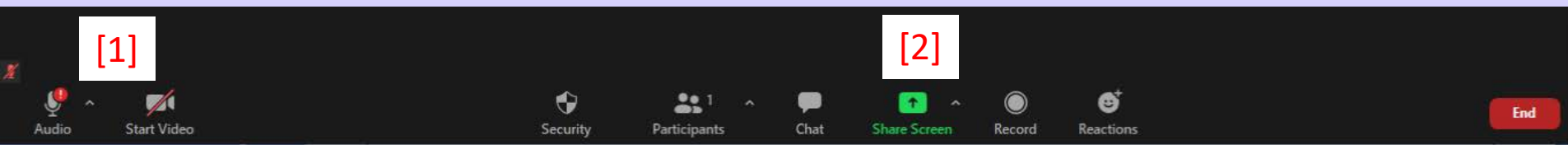
or check the next pages...

Record a Presentation with Zoom

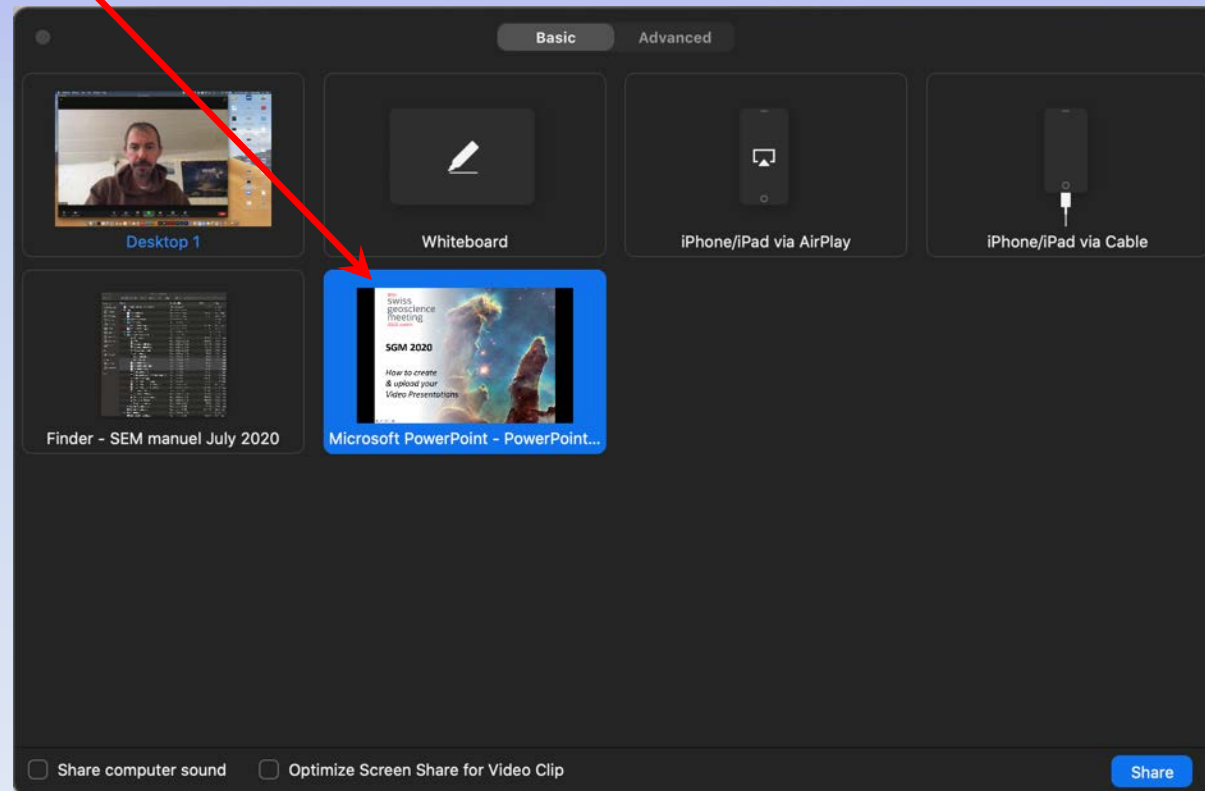
1. Download a **Zoom-client for Meetings** from <https://zoom.us/download>
2. If you don't have a Zoom account, create one here: <https://zoom.us/signup> (it's free)
3. Install and open it
4. **Sign in** using your Zoom account credentials
5. Create a **New Meeting** and **Join with Computer Audio**



Record a Presentation with Zoom



6. Ensure that both options **“Audio”** and **“Start Video”** [1] are activated.
7. In Zoom, click on the button **“Share Screen”** [2] and **select either your full screen or only the application “PowerPoint” (or “Keynote”, or your presentation PDF).**
8. Start your PowerPoint, Keynote, or PDF in full screen mode.
9. Your computer screen should resemble this:



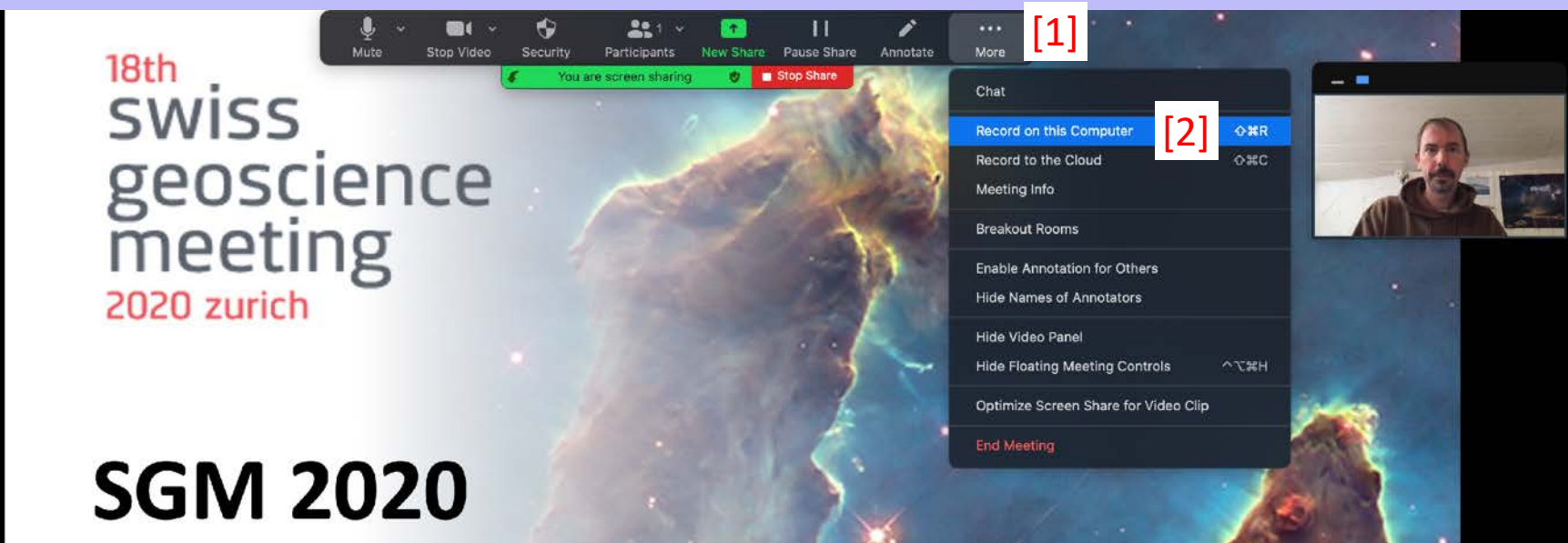
Record a Presentation with Zoom

8. Once you start sharing your presentation in full screen mode, your computer screen should resemble this... You can **move the video to your preferred corner**.



Record a Presentation with Zoom

10. When you are ready to record, click on button “More” [1], and select “Record on this computer...” [2]. If you cannot see the buttons, try hovering the mouse on the green and red “sharing screen / stop share” message.



Record a Presentation with Zoom

11. At the end of your presentation select again “More...” and click “**Stop Recording**” [3]

12. Click “**Stop Share**” [4]

13. Click then “**End meeting**” [5]

14. An **MP4 video-file** will be **created and stored automatically** in your user folder (see your Zoom program preferences for exact location of recorded meeting).

Upload the Video File

15. The video file is usually located in `\Documents\Zoom\Date_Time_Name_...\`
Check the Zoom preferences (under “recording”) for the exact location of the recordings.

Talks:

16. Rename the file: `Session_##_Name_of_first_author.mp4` where `##` is your symposium number.
17. To get the upload information (`link` and `password`) write an Email to reusser@erdw.ethz.ch

Poster presentations:

16. Rename the file: `Poster_##.##_Name_of_first_author.mp4` where `##.##` is your symposium and poster number.
17. To get the upload information (`link` and `password`) write an Email to reusser@erdw.ethz.ch