

The Union

52<sup>ND</sup> WORLD CONFERENCE ON LUNG HEALTH  
19—22 OCTOBER 2021

**LUNG HEALTH  
FOR ALL  
SOLUTIONS  
FOR A NEW ERA**

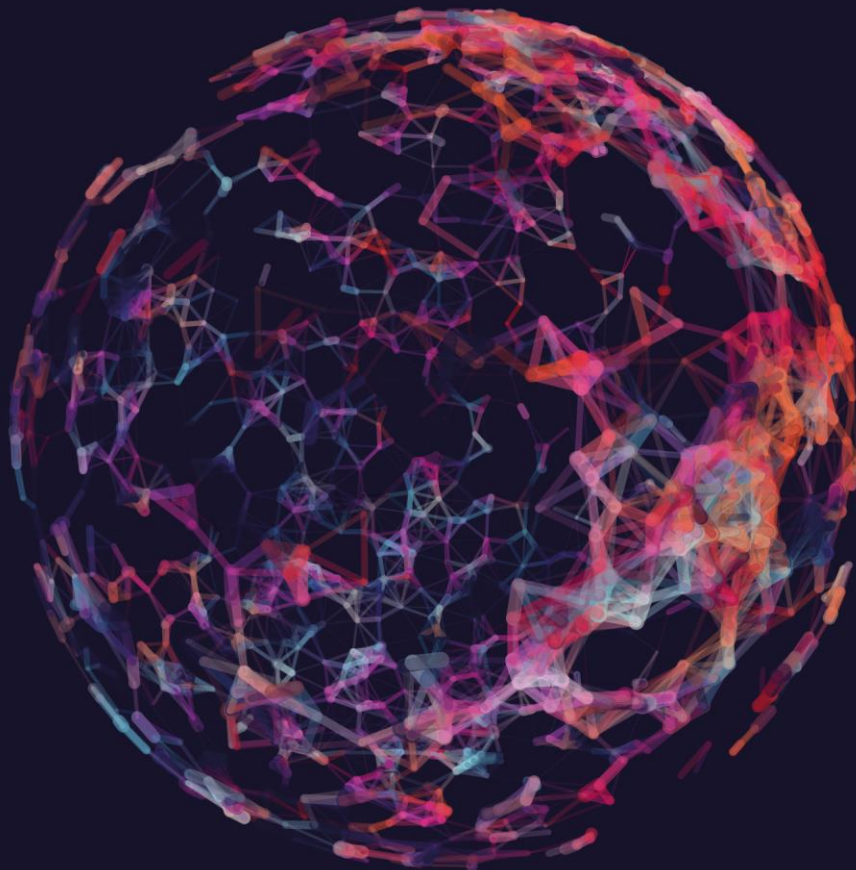


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# RECORDING TECHNICAL DETAILS

For speakers



# SPEAKER RECORDING TUTORIAL

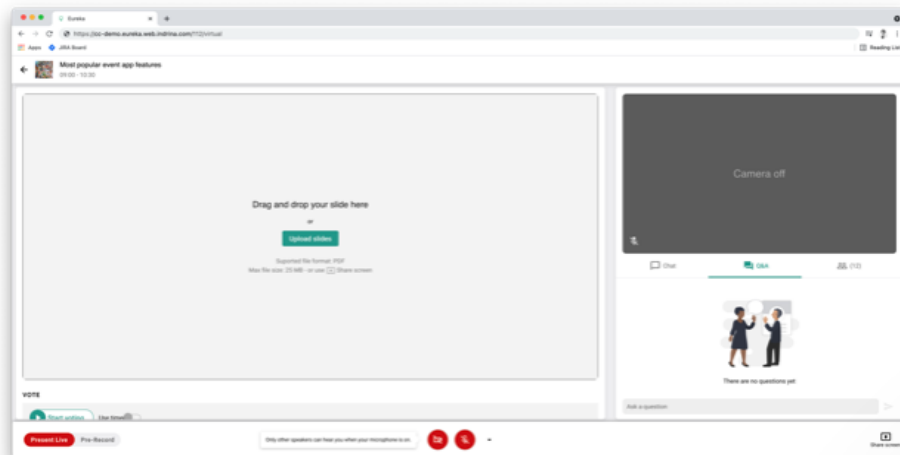
First of all, we want to thank you for helping make The Union World Conference a success. Your involvement is our most valuable asset.

This presentation covers recording for speakers presenting in:

- the Union Conference Programme
- the TBScience Programme
- Satellite Sessions
- Community Connect

## SPEAKER DASHBOARD

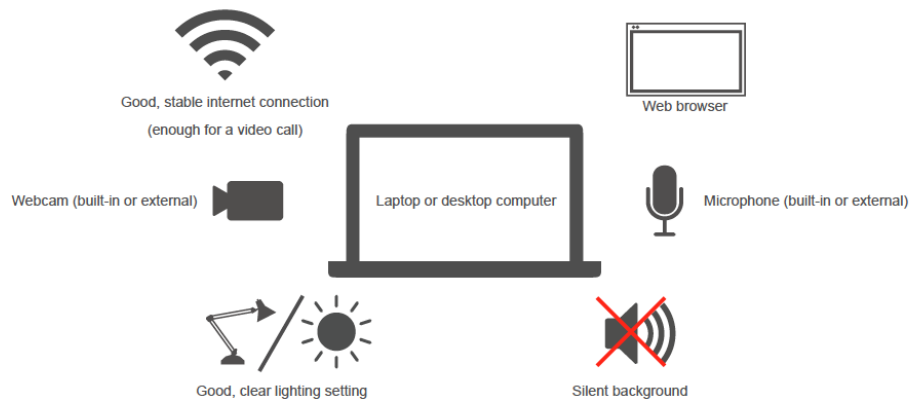
Upon entering the speaker dashboard for a session for the first time, it looks as follows:



# PRE-RECORD YOUR PRESENTATION

## Getting setup

In order to successfully record your presentation you will need the following:



# PRE-RECORD YOUR PRESENTATION

## Delivery tips

Speak clearly into the microphone



Look at the camera, rather than the screen

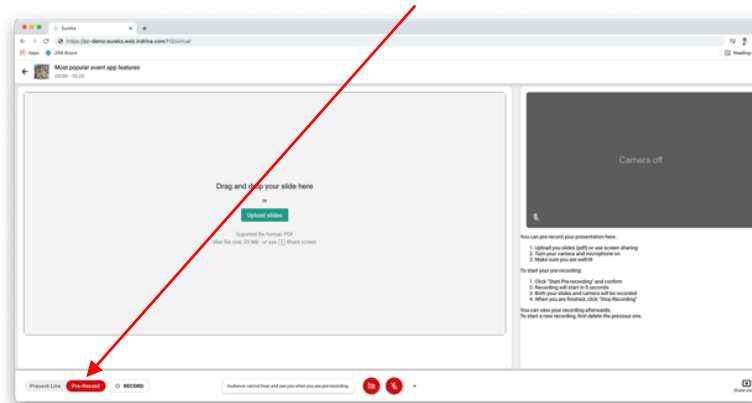


If you get stuck, just keep going  
(as you would do in front of an audience)



# PRE-RECORD YOUR PRESENTATION

From the pre-record view, you can record your presentation. Pre-recording will capture both your presentation slides and webcam.





# UPLOAD YOUR PRESENTATION SLIDES

Set up your recording by displaying your slides in two ways:

## Upload PDF

If your presentation has no animation, please export your slides as a PDF. You can upload them by clicking 'Upload slides' and selecting the file. You can then click through them with the 'Next' and 'Previous' buttons.

## Share screen

If you're using another format, have animation/video in your slides, or want to share other programs on your screen, you can record your screen by clicking the 'Share screen' button in the bottom right corner. You can share your entire screen, a window, or a Chrome browser tab. Audio from video is only supported when sharing a Chrome tab with "share audio" enabled.



## PRE-RECORD YOUR PRESENTATION

If the screen share button does not respond, check your browser settings:

Mac: click System Preferences > Security & Privacy > Privacy > Screen Recording and add Chrome.

Windows: if screen sharing is not working, this might be due to a missing screen sharing extension in your browser. You can check this by typing `chrome://extensions/` into the address bar of your browser.

If the screen sharing extension is already there, it might not be enabled. In that case, you can switch it on. If the screen sharing extension is not there, please visit the Chrome Web Store to install one for free.

## PRE-RECORD YOUR PRESENTATION

Once you are ready to record, click Record in the bottom-left corner. A pop-up window will explain what will happen next. After reading it, click Start recording.

A timer will then start counting down from 5, after which the recording starts. Do not start talking right after you start or stop pre-recording. It's best to include a small pause, to avoid parts of the recording being cut off.

During the recording, you can keep track of the time inside the red Recording tag on the bottom-left corner. You can end the recording at any time by clicking Stop recording. The recording will automatically stop after 60 minutes.

## PRE-RECORD YOUR PRESENTATION

Once the recording is finished, you can review it. The recording will be available to the chair in their dashboard for review and playback during the session.

If you are not satisfied and want to record another attempt, first click 'Delete this recording'. After confirming, the recording will be deleted, you can then start over.

Deleted recordings cannot be recovered under any circumstance.

**Note: it is important to ensure your recording is no longer than the provided time period. Presentations that are longer than their allotted time will need to be re-recorded. Presentations that do not meet their allocated time may be removed from the programme.**

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THANK YOU!

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