



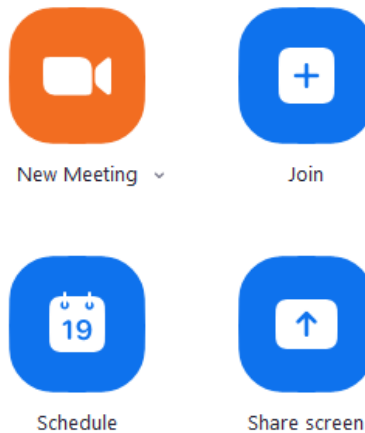
Concrete Structures: New Trends for Eco-Efficiency and Performance

The 2021 *fib* Symposium will take place from 14th to 16th June 2021 in Lisbon, Portugal.

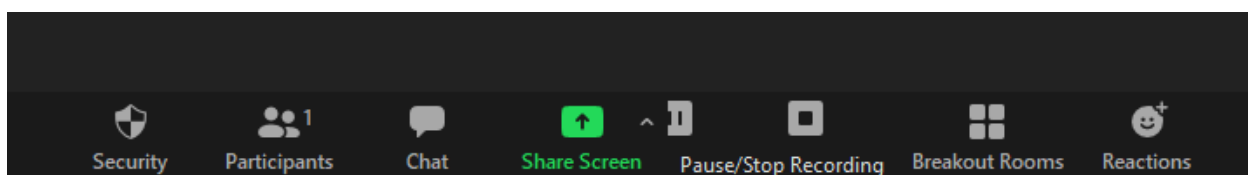
How to record a video presentation on Zoom

1. SET UP

- a. Prepare your presentation slides using the PowerPoint template provided on Easy Chair (and in the Symposium website) together with a corresponding script.
- b. Open the Zoom application and select **New Meeting** (upper left button in the image below).



- c. Do not forget to: **Unmute yourself**.
- d. Then, **Start video** by **Clicking on Record**.
- e. **Share Screen** by clicking on the **Share Screen** button (image below) and select the screen where you have your PowerPoint presentation open.
- f. Do not forget to choose the presentation mode in PowerPoint.



2. RECORDING

- g. Make your presentation normally, clicking through the slides. If your video option is turned on, a video of you as presenter will show. If you do not have the video turned on you will just record the slides and your voiceover.
- h. After you have finished the presentation click on **stop recording**.
- i. Click on **end meeting for all** to start the zoom recording conversion.

Suggestion: make a short presentation test (1 min) before recording the symposium's presentation.

3. SAVE THE VIDEO

- j. If you opted to save the recording on to your computer, the file will be saved in the folder PC/documents/zoom and will automatically be named with the date and zoom meeting details. You may rename the file. Double click on the 'zoom' file to view your recording.
- k. Upload the mp4 file at [EasyChair](#).