



### Recording With Zoom

We recommend using the free Zoom platform to record your presentation for the Early Career Marathon. You will need your own account to log into. Setting up an account is free, and [can be done on the Zoom website](#). Zoom is an app-based platform and you will need to [download the Zoom app](#) to your computer.

### Presentation Tips

- Set up your computer in a well-lit room, with a plain, uncluttered background.
- Make sure the room you are in will not have any visual or noise distractions.
- Test your sound when you log into Zoom via the popup when you open the app.
- Silence both phone and computer notifications.
- Try to wear a shirt that is neutral - avoid patterns, especially stripes.
- Add less text and more visuals to your presentation slides.
- Position your computer so that the camera is at eye level and you don't have to look down into the screen – setting it on a book or two usually does the trick. Sometimes it helps to sit a bit further back than what would be comfortable for typing on the keyboard.
- Test out the various settings in **Preferences**. You can test your audio and video, turn on virtual backgrounds, and turn on the *touch up my appearance* setting. If you want your face to show during screen sharing, be sure to check *record video during screen sharing* in the *Recording* section of *Preferences*.
- Consider using the Early Career Marathon Zoom background, [found here](#).

### Recording Your Presentation

- Start a new meeting using the orange **New Meeting** button on the desktop app, or by clicking **Host a Meeting, With Video On** on the Zoom homepage.
- Ready your slides for presenting: if you are presenting with PowerPoint navigate to **Slide Show, Set Up Slide Show** and choose **Browsed by an individual** and **ok**. Now click **Play from Start** and set the window to full screen. Now your presentation will be ready for you to share your screen seamlessly. The first slide must be the Early Career Marathon Title Slide, [found here](#).
- In you would like your face to remain visible during your presentation, navigate to **Settings** in Zoom, then **Recording**, then check **Record video during screen sharing**
- Once you have positioned yourself on the screen and readied any slides click **Record** towards the middle of the toolbar at the bottom of the screen. We recommend recording to the cloud. Once you're done presenting, recordings can be found in your Zoom account under **My Account** and then **Recordings**
- The Operations Center will trim the beginning and end of your presentation, but cannot edit out any mistakes in the middle, the final submitted video should be exactly what you want presented to IAAP members.
- Presentations should be approximately 15 minutes.

### Submitting Your Video

- Submit your video [via the IAAP website](#).
- **All presentations must be submitted before AUGUST 15.**