



# How to record your poster presentation using Zoom

International Congress on Fire in the Earth System: Humans and Nature

## How to download and login:

1. Please go to [www.zoom.us](https://www.zoom.us)
2. Go to the Download Centre in Zoom and download Zoom Client for Meetings.
3. If you already have a Zoom account select “[Sign in](#)”. If you don’t, select “Sign Up” and fill in the required information.
4. Sign in using the credentials you have previously selected

# Download Center

[Download for IT Admin](#)

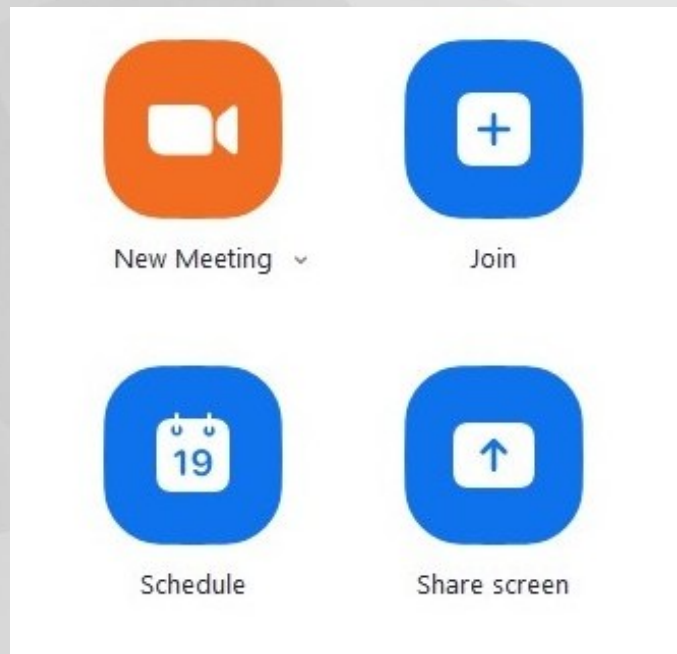
## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

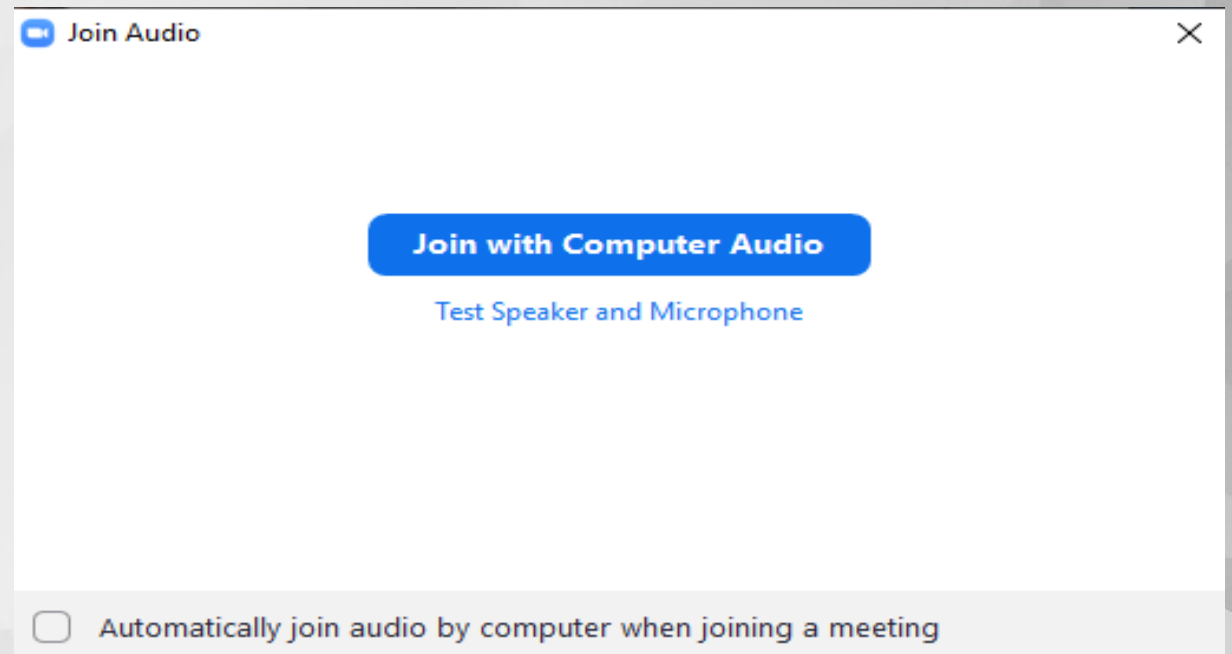
[Download](#)Version 5.6.1 (617) (32-bit)

[Download 64-bit Zoom client](#)

From the main menu please select “New Meeting”

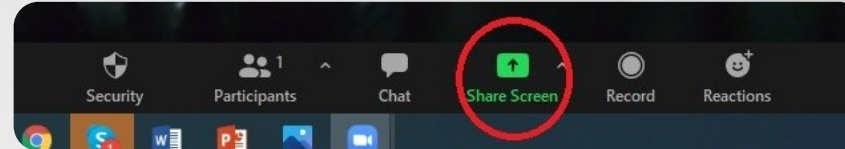


You will soon see yourself on camera and a pop up window will come up asking you whether you want to join with computer audio. Please select “Join with computer audio”



# The next step is being able to share your screen.

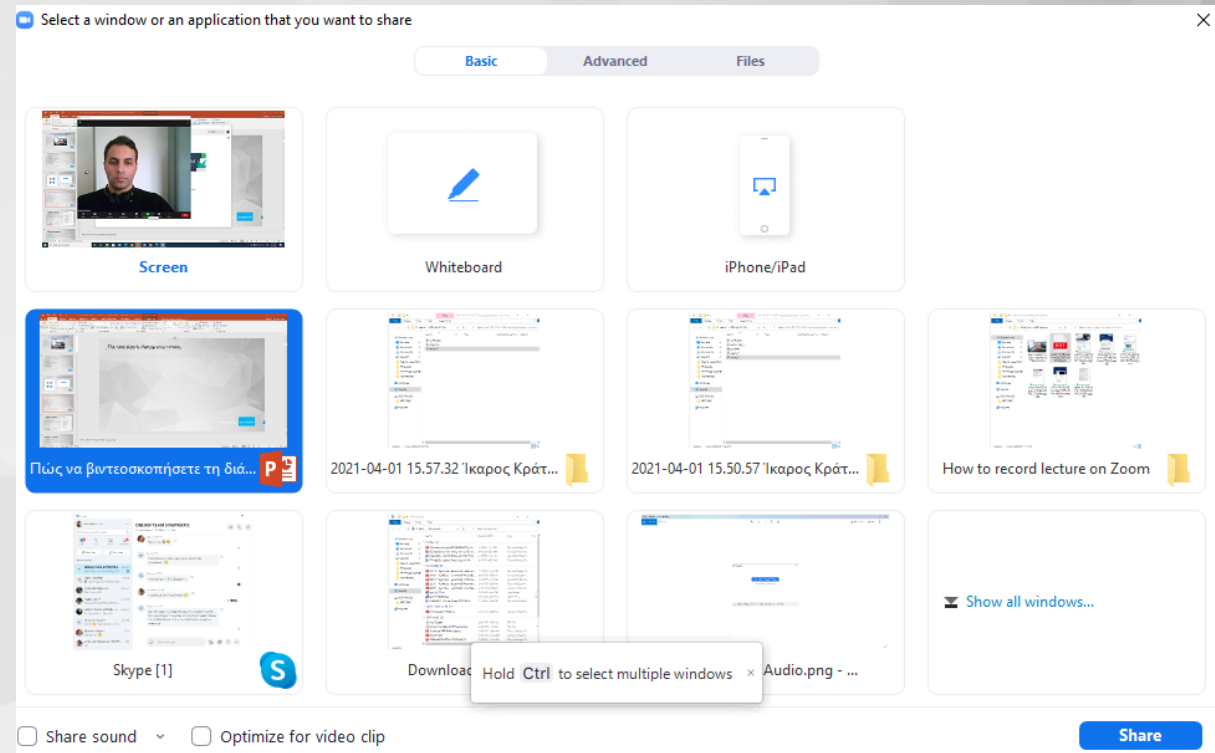
From the menu at the bottom of your screen please select “Share Screen”.



You will be prompted to select which part of your screen you wish to share with your audience.

- Please select the ppt presentation you have prepared for your lecture.

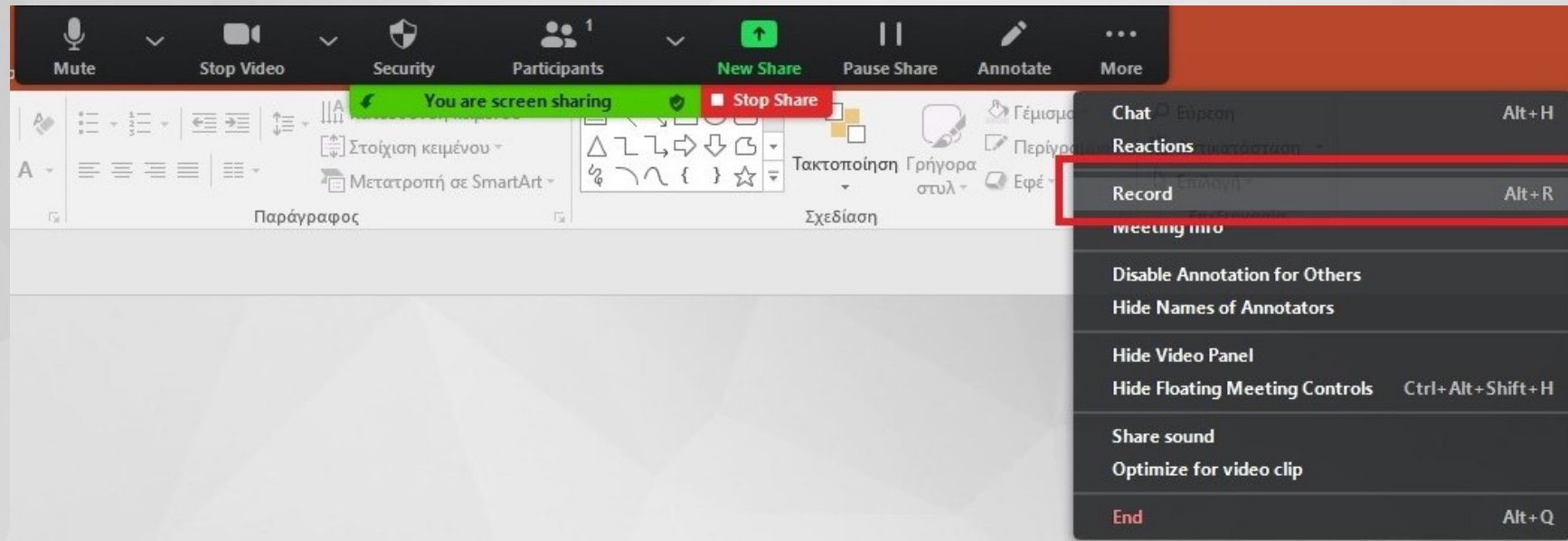
You may wish to choose your whole screen but please be advised there may be things you do not wish your audience to view or pop up windows might disrupt your presentation.



# The next step is recording your poster presentation

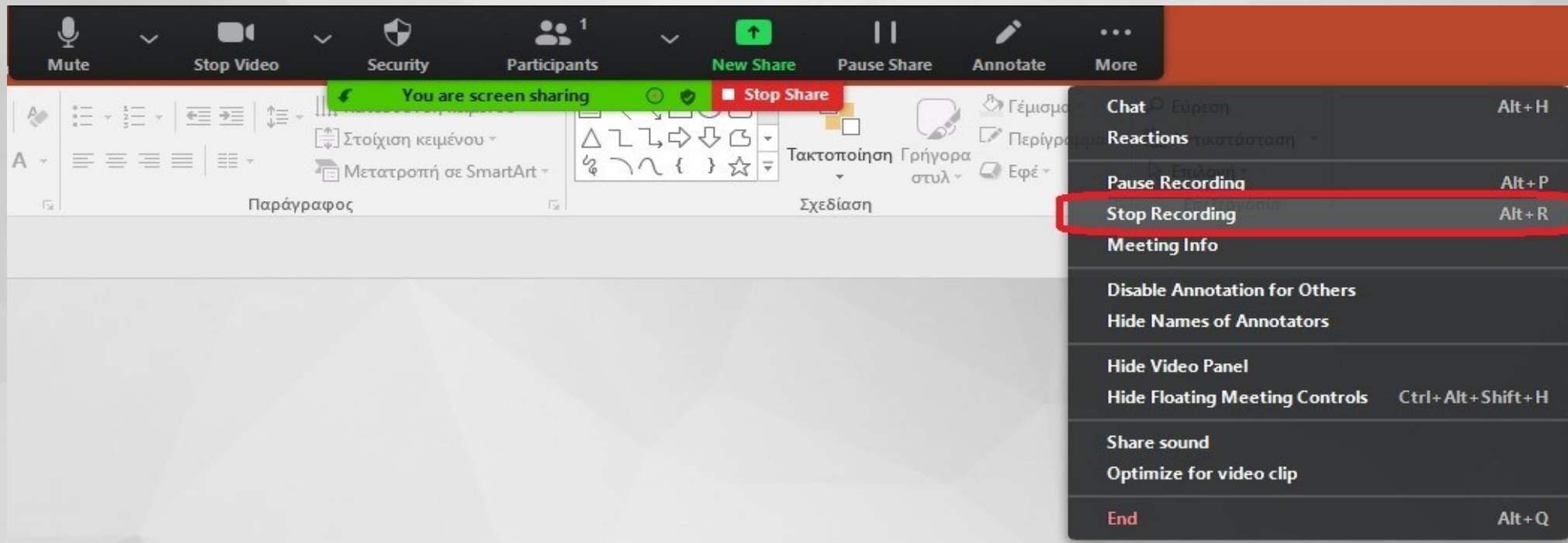
- Please move your mouse pointer to the top of the page until a menu pops up.
- Then hover your mouse pointer above “More” until you see a drop down menu.
- From that menu choose “Record” and give your lecture as you normally would in front of a live audience

**Please pay attention to the speech length: 3 min. max**



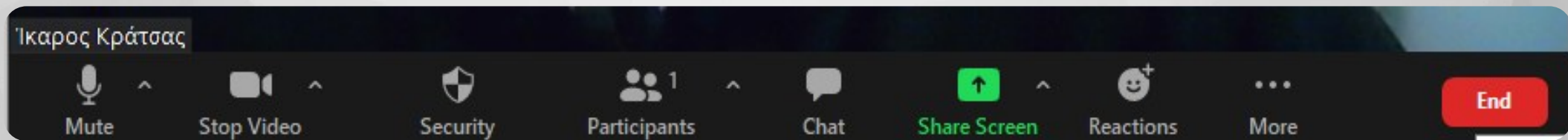
# How to stop recording

- Please move your mouse pointer to the top of the page until a menu pops up.
- Then hover your mouse pointer above “More” until you see a drop down menu.
- Once you have said all you wanted to say in your lecture/presentation please click on “Stop Recording”

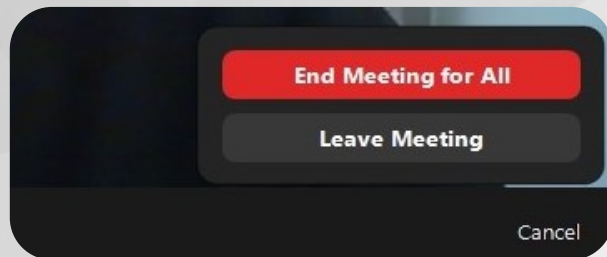


# How to end meeting

- After that you can select to “stop sharing” and press the red “End” button on the bottom right corner of your screen.



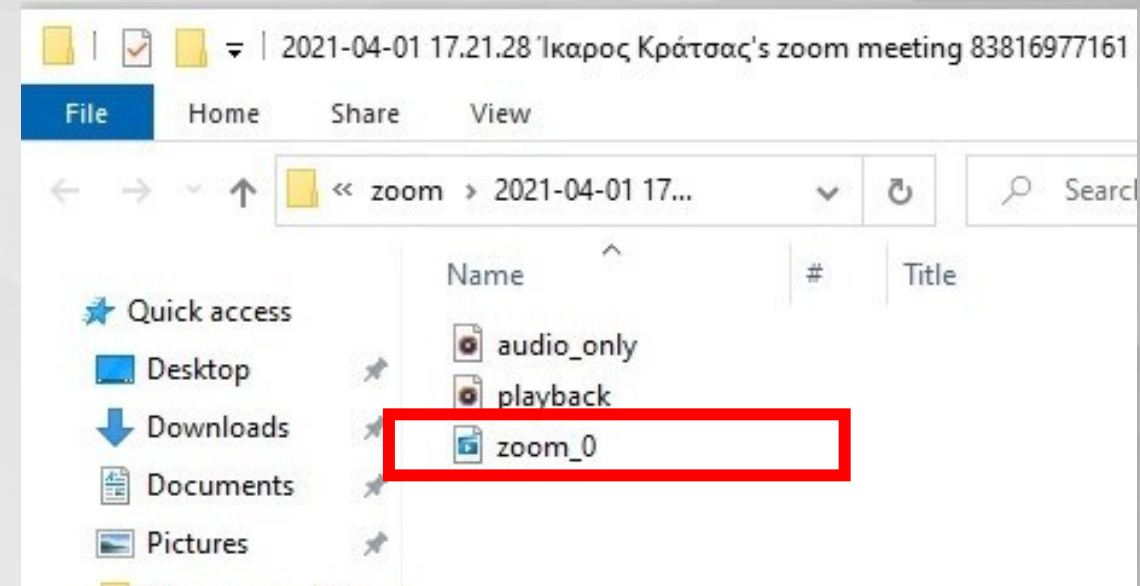
- Choose “End meeting for All”



# Your recording

Once you have terminated the zoom session:

- A window to the folder containing your recorded lecture will open up.
- The file is the video file titled “Zoom 0”
- You can now play it back to ensure everything is as you want it to be and share it with us.
- Before sharing, please rename your file according to your abstract ID
- *Please pay attention to the speech length: 3 min. max*



# The next step is to upload your video at <https://firecongress.eu/>

1. Please go to <https://firecongress.eu/>
2. Go to the tab “ABSTRACT SUBMISSION”
  - “Click Submit Your Abstract”
  - And log in
3. At the Dashboard find your Abstract and click “Edit”.
4. On the right side find section “Attachments” and click “Choose File”
5. When your file is uploaded click “Submit”

The screenshot displays the Fire Congress 2021 website interface. At the top, the navigation bar includes the logo, 'VENUE', 'SESSIONS', 'CALL FOR ABSTRACTS' (highlighted with a red dashed box), 'REGISTRATION', and 'CONFERENCE TOURS'. Below this, the 'ABSTRACT REQUIREMENTS' section provides guidelines for submissions, with a 'SUBMIT YOUR ABSTRACT NOW!' button (also highlighted with a red dashed box). The 'My Abstracts' section shows a table with one entry: 'Fire in the Earth System' (ID 148), which is in 'Pending' status. The 'Action' column for this entry contains 'Edit', 'Delete', and 'Preview' links, with 'Edit' highlighted by a red dashed box. At the bottom, the 'Attachments' section is visible, containing instructions for uploading a presentation, supported formats (ppt, pptx, mp4, avi, mkv, mov, pdf), a maximum attachment size of 30MB, and a 'Choose File' button (highlighted with a red dashed box) next to a 'No file chosen' text and a refresh icon.

**ABSTRACT REQUIREMENTS**

Title: maximum 2 lines.  
Author names: include all authors  
Author affiliations: Department, Institute, City, Postal Code, Country  
E-mail addresses: include addresses of all authors  
Keywords: 3 to 5 keywords

**My Abstracts**

Show 10 entries Search:

ID	Title	Review	Status	Preference	Submit Date	Action
148	Fire in the Earth System	No reviews as yet.	Pending	Poster	October 24, 2021 10:47 am	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Preview</a>

Showing 1 to 1 of 1 entries Previous 1 Next

**Attachments**

Use this form to upload your presentation.

Supported formats:  
ppt, pptx, mp4, avi, mkv, mov, pdf

Maximum attachment size: 30MB

Choose File No file chosen