



How to schedule your recording session

1. Click [here](#) to open the booking system.
2. Select your time zone for the recording session.
3. Choose an available slot and confirm your selection. **Note:** the duration of a recording session is set at 60 minutes, allowing you to comfortably record your presentation (including test runs or repetitions). Please note your presentation duration should be as stated in the email you received.
4. Fill in your details - Please copy the **Presentation Title** and **Presentation ID** from the email. Please make sure to use your correct email address as the confirmation email will be sent to this mailbox.
5. After completing the above steps, you will receive a **Confirmation Email** with the scheduling details and the Zoom link for your Presentation Recording Session. (If you haven't received the confirmation email, please check your spam folder or contact: paediatrics@kenes.com).
6. Repeat the process for each of your presentations. Each presentation must be recorded in a separate recording session.

Very important! If you need to change or cancel your booking, you can do so via the confirmation email by clicking on the Cancel/Reschedule link.

How to prepare for your zoom recording session

We recommend you read through all the following steps in order to be completely prepared for your recording. If you have any questions, please contact us at: paediatrics@kenes.com

Prior to the date of your recording session, please make sure you have checked the following:

- **Your PowerPoint Presentation:** It should be ready and finalized.
- **Microphone:** You have use of an external microphone or can successfully use the internal microphone on your laptop/PC. **We strongly recommend the use of a headset.**
- **Stable internet connection:** If possible, we recommend that you use wired 4G internet (please avoid Wi-Fi connection). The minimum connectivity should be 40 megabits (mbps). You can easily check your internet speed via the following link: <https://www.speedtest.net/>
- **Zoom Software:** You have Zoom software installed on your computer and have located the scheduling confirmation email which contains the access link for your recording session.

If you do not have the Zoom software installed on your computer, you will be prompted to download the Zoom Client when clicking on the Zoom link in your confirmation email, please follow the instructions to install zoom on your computer.

To download and install the Zoom software now, [click here](#)

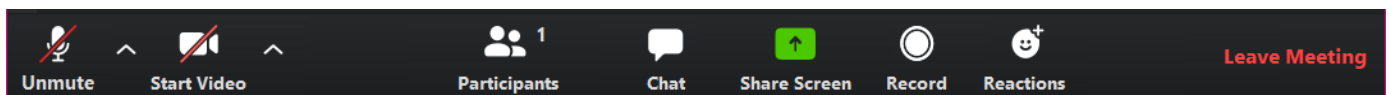


On the day of the zoom recording session, please make sure you are ready:

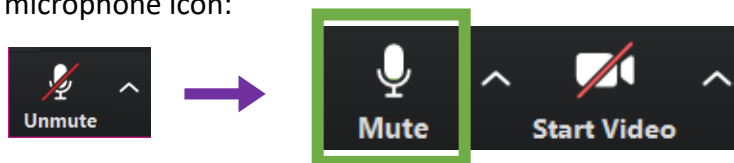
- **Quiet Environment:** Please make sure that the room you are using is quiet (avoid disturbances such as phones ringing, dogs barking etc.) and try to ensure no one will interrupt you while you are recording.
- **Neutral background:** Make sure to sit in front of a neutral background (white, uniformly colored wall, or similar, avoid bright backlight such as a window). Please do not use artificial background features.
- **Presentation Open:** Please have your PowerPoint presentation open on your laptop/PC.
- **Join the Recording Session:** At the time of your session recording, you are invited to enter the Zoom link that was sent to you, and meet a technician (virtually) who will guide you through the recording of your presentation.

During the zoom recording session, please make sure:

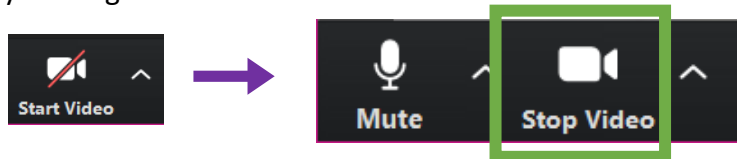
In the zoom window, at the bottom of the screen you will see the following icon menu:



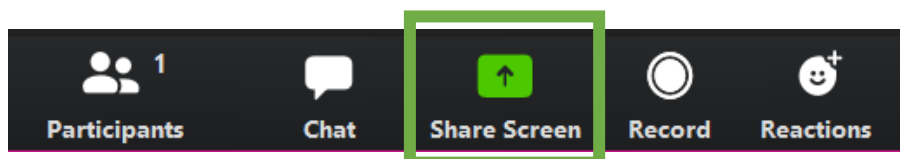
- **Audio:** When you talk please make sure that your microphone **is not muted**, by clicking on the 'Unmute' microphone icon:



- **Video:** Enable your video camera so you will appear on screen during your presentation (preferred), by clicking on the 'Start Video' icon:



- **Share Screen:** Click on the 'share screen' icon in the middle of the icon menu, choose the screen with your presentation or your desktop and click the **blue 'share'**.



If you have any questions or issues, please contact us at:

paediatrics@kenes.com