How to book a slot to record your presentation

1. Click on the link or browse to this URL: https://go.oncehub.com/SIOP2020
2. Confirm your time zone:

Your time zone
All times will be displayed according to your time zone:

Switzerland

Zurich, Bern, Geneva (GMT+2:00) [DST]

Continue

3. Choose the preferred date and time for recording your presentation:

April 2020 < | >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

< March   May >

Available starting times for **Sun, Apr 19, 2020**

AM	PM
9:00 AM	12:00 PM
10:00 AM	1:00 PM
11:00 AM	2:00 PM
	3:00 PM
	4:00 PM
	5:00 PM

52ND CONGRESS
OF THE INTERNATIONAL
SOCIETY OF PAEDIATRIC
ONCOLOGY

OCTOBER 14-17, 2020
NOW VIRTUAL

4. Confirm your selection:

Selected time:

Sun, Apr 19, 2020, 9:00 AM - 10:00 AM
Switzerland; Zurich, Bern, Geneva (GMT+2:00)
[DST]

Clear   **Continue**

5. Please fill in your details:

You can get the presentation ID and presentation name from the email that was sent to you.
(e.g. Your lecture: **#5525 (presentation ID) - Chairperson introduction (Presentation Name)**)

Your name*

Your email* — Booking notifications will be sent to this email

Presentation Name*

PRESENTATION id*

Please make sure to use your correct email, a confirmation email will be sent to this mailbox.

6. After completing the registration, you will see a confirmation page with your zoom link, this is the link for the virtual recording room.

✓ Your booking is confirmed

An email confirmation was sent to

Add the event to your calendar:

📧 Add to Outlook Calendar
📅 Add to Google Calendar
🗓 Add to Apple Calendar
🗓 Add to mobile/other calendar

Your booking details

Meeting type:
Record Your Lecture

Team member:
zoom20

Time:
Sun, Apr 19, 2020, 1:00 PM - 2:00 PM

Conferencing information:

When it's time, join the meeting from PC, Mac, Linux, iOS or Android:
https://zoom.us/j/96327378431

Access Information:
Where: Zoom
Meeting ID: 96327378431

7. You will also get a confirmation email to the email address that you indicated when you filled your details (if you don't see it please check your spam folder).

Very important! If you need to change or cancel your booking, please use the link in the email confirmation to do so.

Booking details

Subject
Record Your Lecture

Booking page
zoom20

Time
Sun, Apr 19, 2020, 01:00 PM - 02:00 PM
Israel; Jerusalem, Tel Aviv (GMT+3:00) [DST]
Cancel/Reschedule

Conferencing information
When it's time, join the meeting from PC, Mac, Linux, iOS or Android:
https://zoom.us/j/96327378431

Access Information:
Where: Zoom
Meeting ID: 96327378431

How to record your presentation

Please follow the following steps in order to record your presentation.

THE FIRST STEP IS TO SET A BOOKING TIME.
Please note that you will need to schedule a recording slot for _each presentation that you give._

Once you enter the virtual recording room, a recording technician will be available for you during the recording in order to assist with any question or issues you may have.

1. **Please make sure that you have:**
   a. a headset/headphone with microphone connected to your computer is highly recommended to get the best quality:
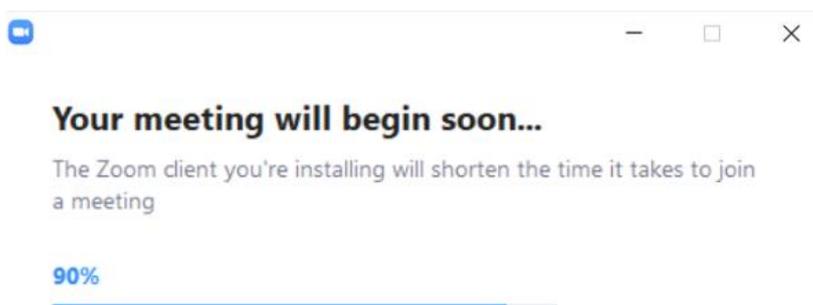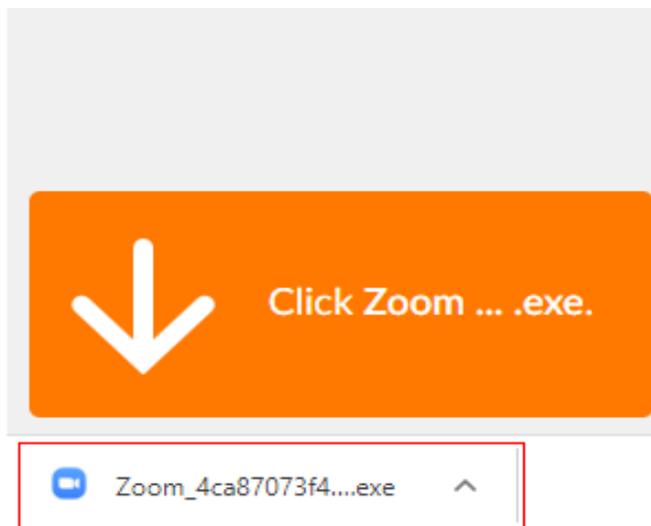
Alternatively, you can use the internal Microphone of your laptop

b. Stable internet connection, we recommend using wired internet if possible.
c. Please make sure that the environment surrounding you while you make your recording is quiet, to avoid any sound interferes to the presentation (e.g. barking dog, phone ring, etc).
d. Your power point presentation is ready, open on your screen.

2. Joining the recording session

After you booked your recording slot you will get an email with a link to join the session, please click on the link, and you will be prompted to download the zoom client, please install zoom on your computer.

Click Zoom ... .exe.

Zoom_4ca87073f4....exe

Your meeting will begin soon...

The Zoom client you're installing will shorten the time it takes to join a meeting

90%

Please enter your name and click on "join meeting":

3.   **Check your computer audio**

Please click on Test "**Speaker and Microphone**"

Please test your Speaker

Make sure that you hear sound. If you do, please click on "**Yes**". If you do not hear sound, please check that the correct speakers are chosen.

Please Test your microphone

Please speak to your microphone and make sure you hear yourself properly.
If you do not hear anything, please check that you have chosen the correct microphone

If you completed the test correctly, please click on "**Join with Computer Audio**"
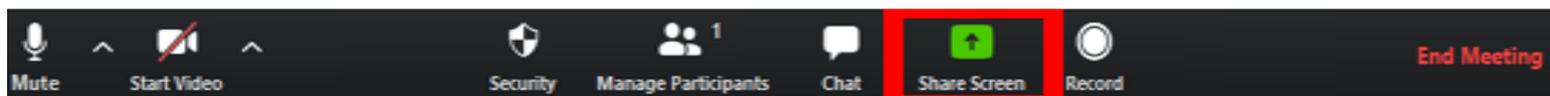

Please enable your video camera.

When you start talking, please make sure that your microphone **is not muted** (when you speak you will see a green indicator on the microphone icon in zoom)
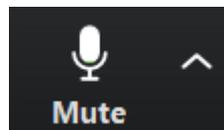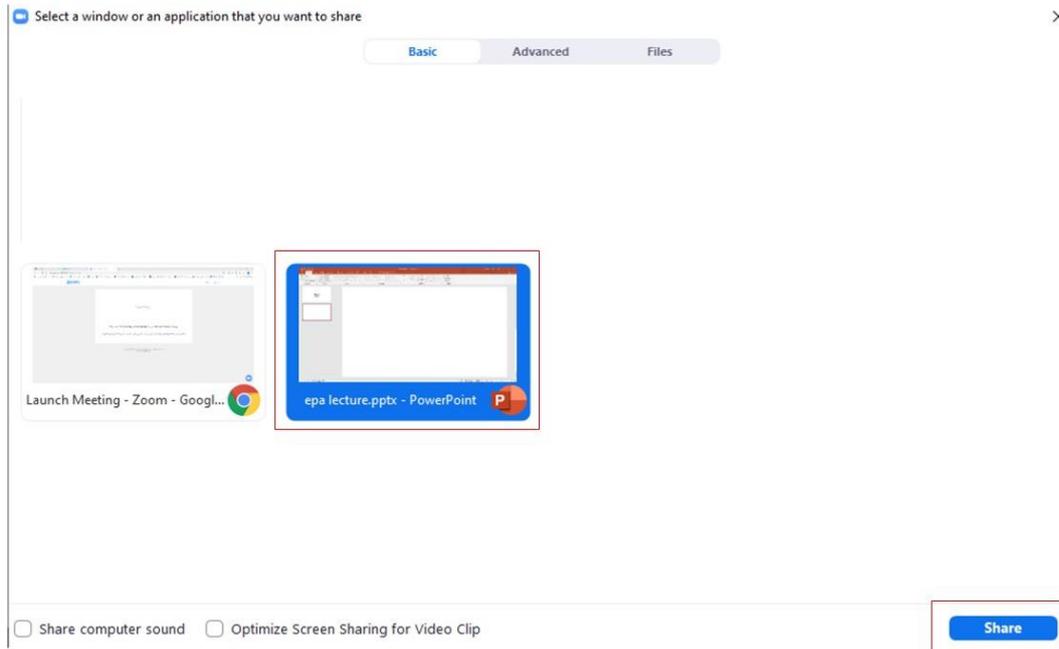

4. **Share your screen**

Please make sure that your presentation is open.

In the zoom App you can click on the "share screen" button

You will then be able to find in the list your PowerPoint presentation and select it then click the share button.

Once all these steps are done, you can start your recording…

If You have any questions or issues, please contact our support:

SIOP2020_virtual@kenes.com