

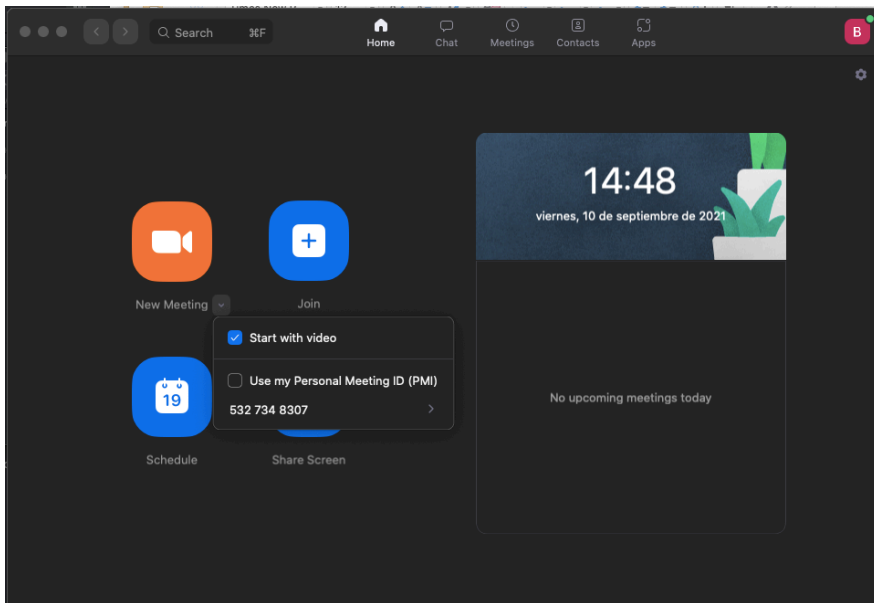


XI Workshop on Lidar Measurements in Latin America Online meeting Everywhere, 19th to 22nd October 2021.

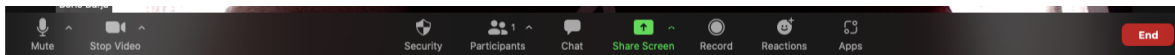
Suggestions for presentation recording

For recording your presentation for our meeting, we strongly encourage you to use Zoom (<https://zoom.us/>), the same software we are going to use for our online sessions. Zoom allows recording videos to your local computer, and they are highly optimized (small size but high video quality).

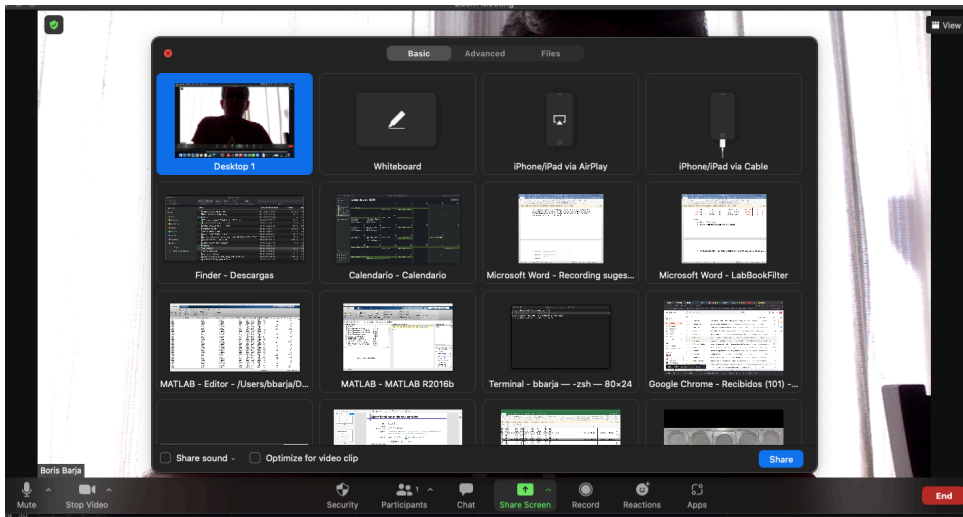
Open the Zoom application on your computer and login to your account. You can select/unselect the check box **Start with Video** that appear when you click on the right side of the word “**New Meeting**”. If you want to use your webcam to record yourself in front of your PowerPoint slides, keep **Start with Video** selected. When prompted, click on the **Start New meeting**, so Zoom will record your PC’s microphone.



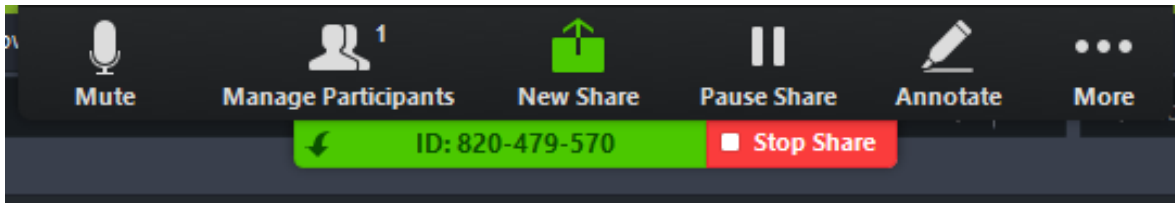
Now, you have started a “meeting” with yourself as the only participant. Click on the **Share Screen** button in green.



In the window that appears, select the **Desktop** option to capture your entire desktop. You can also select specific applications or displays to capture, if needed. Once selected, click the **Share Screen** button. The selected application or screen will have a green border around it to show you that it is being shared.



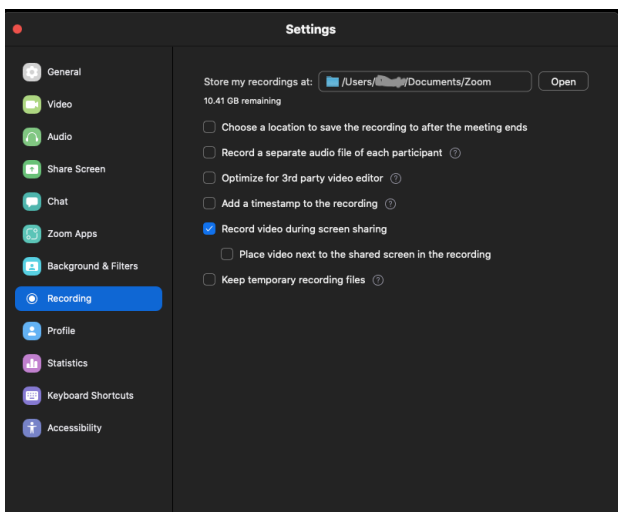
Now, you're ready to record! At the top of the screen, move your cursor to the green area where your meeting ID is listed. A menu will appear:



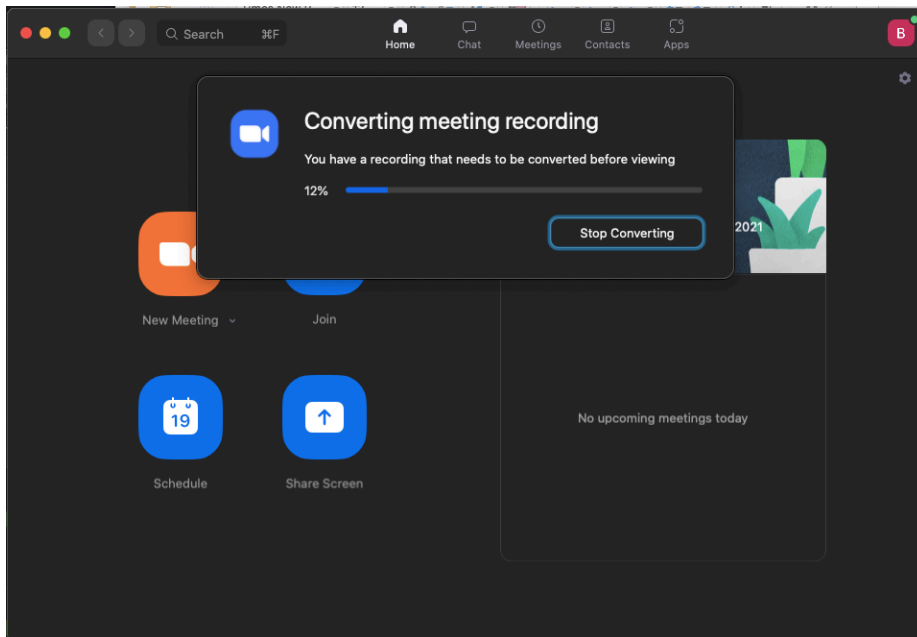
In this menu, click **More**, then click on **Record**. There will now be an indicator on your screen saying that the meeting is now being recorded. You may want to make a really brief recording first to confirm that your video and audio equipment is working as expected.

When you're done recording, go back into your Zoom toolbar as shown above, click on **Stop Share** and then **More => End Meeting**.

IMPORTANT: you should verify your Zoom Setting's to be sure the video will be recorded to your local computer, in a place you can find.



After you end the meeting, the Zoom app will begin compressing the screen recording and save it on your computer.



Once the video is saved, you could edit it in your favorite video editing software if needed.

Then please share your recorded presentation with the Organizing committee. You can do so by sending a Dropbox or Google Drive link to wmla2020@gmail.com, or you could use a file transfer service such as [WeTransfer](#) (up to 2 GB free)