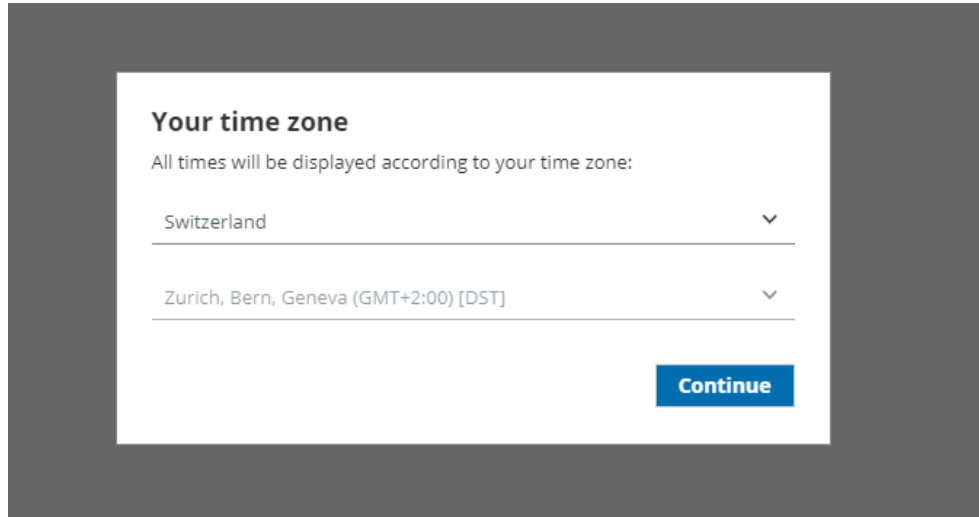


How to book a meeting to pre-record yourself

1. Browse to this url: <https://go.oncehub.com/FENS2020>
2. Confirm your time zone:



3. Choose your date and time and confirm your selection

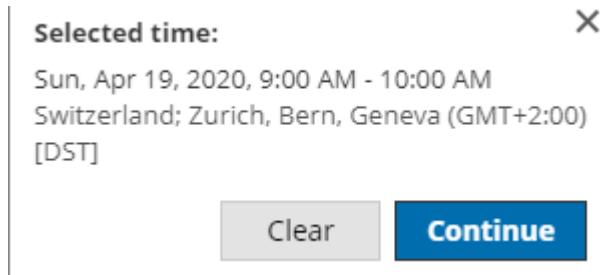
April 2020 < | >

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



4. Please fill in your details:

Please take the presentation ID from the email sent to you.

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

Your name*



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

5. You will also get a confirmation email to the email address used when scheduling your talk (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 that was included in the confirmation email .



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 lecture

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

A recording technician will be with you in the virtual recording room during the recording. The technician will be able to assist with any questions or issues that you might have for the recording session.

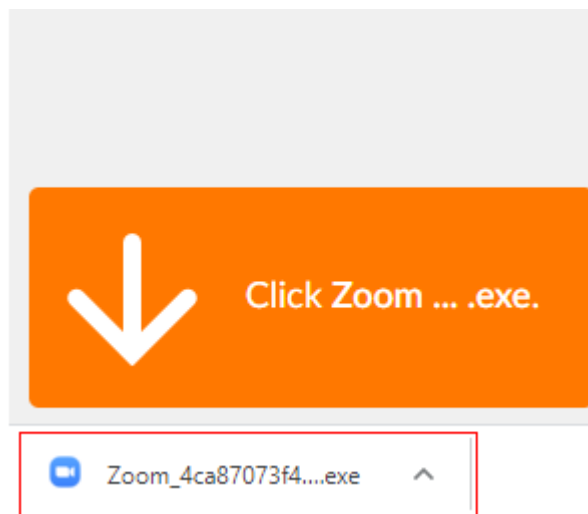
Just before your date for recording arrives, please make sure you have the following:

- a. An external microphone or use the internal microphone on your laptop
- b. Stable internet connection: If at all 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/>
- c. Please make sure that the environment surrounding you while you make your recording is quiet, to avoid sound interferes in your presentation (eg barking dog, phone ring, etc).
- d. Make sure to sit in front of a quiet and neutral background (white, uniformly coloured wall, or similar) Please do not use artificial background features.
- e. Your PowerPoint presentation should be ready and finalised.
- f. Confirmed booking email with access link for the recording slot in the booking system.

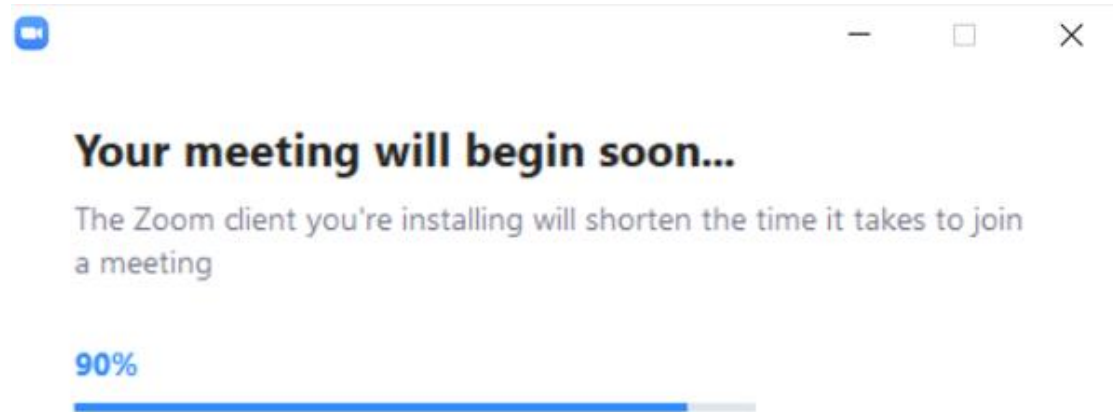
On the date & time of your presentation, you are invited to enter the link that was sent to you (please note that you may be required to download zoom client to your computer).

1. Joining the recording session

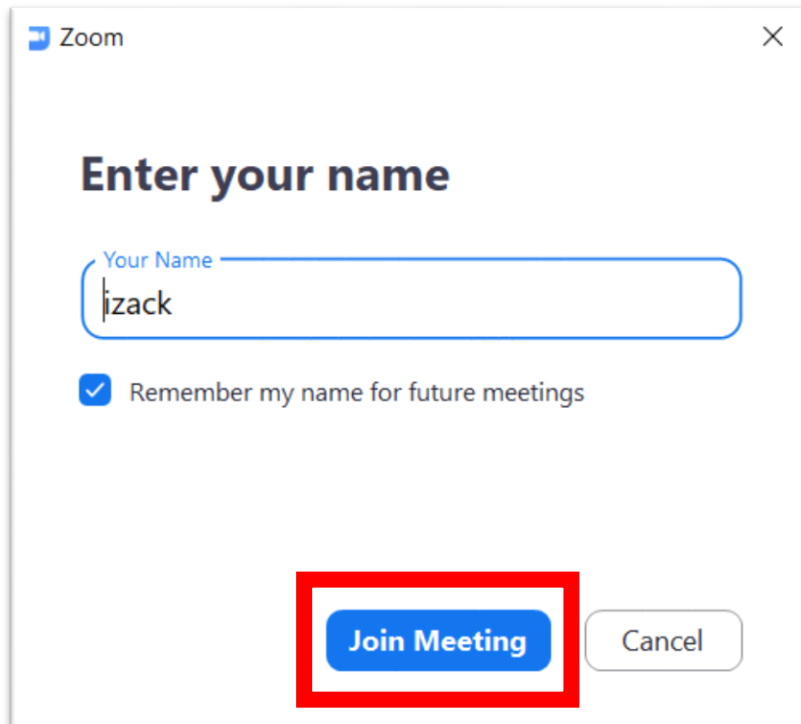
After you have booked a recording slot, you will receive an email with a link to join the session. Please click on the link, download the zoom client if necessary and install zoom on your computer.



The zoom client will start:

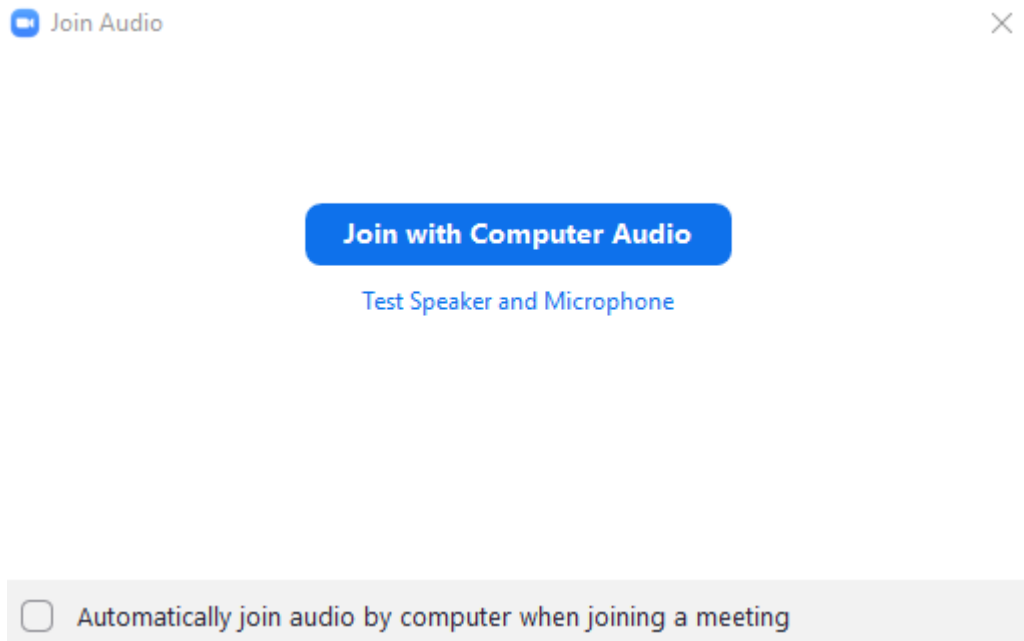


Please enter your name and click on "join meeting":



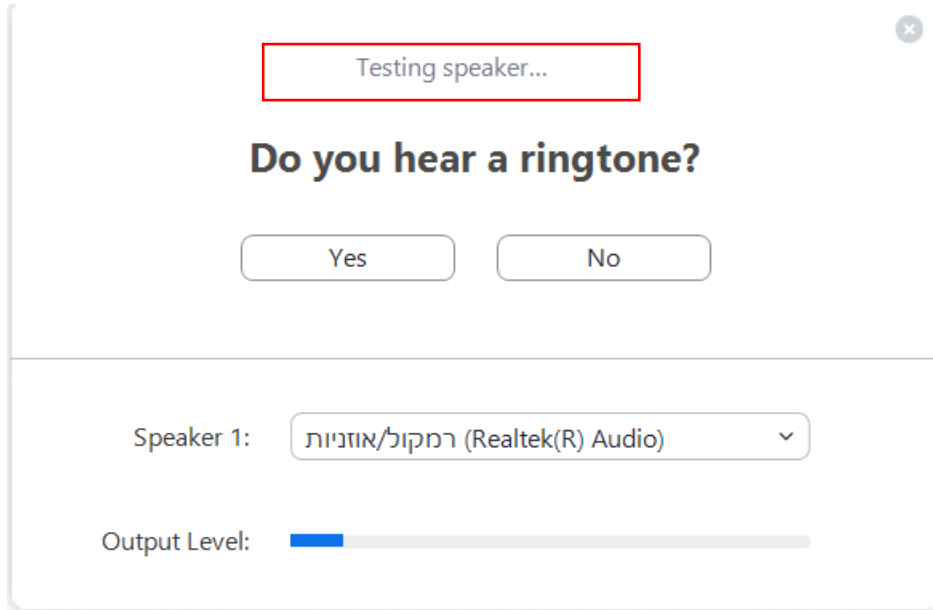
2. Check your computer audio

Please click on “**Test Speaker and Microphone**”



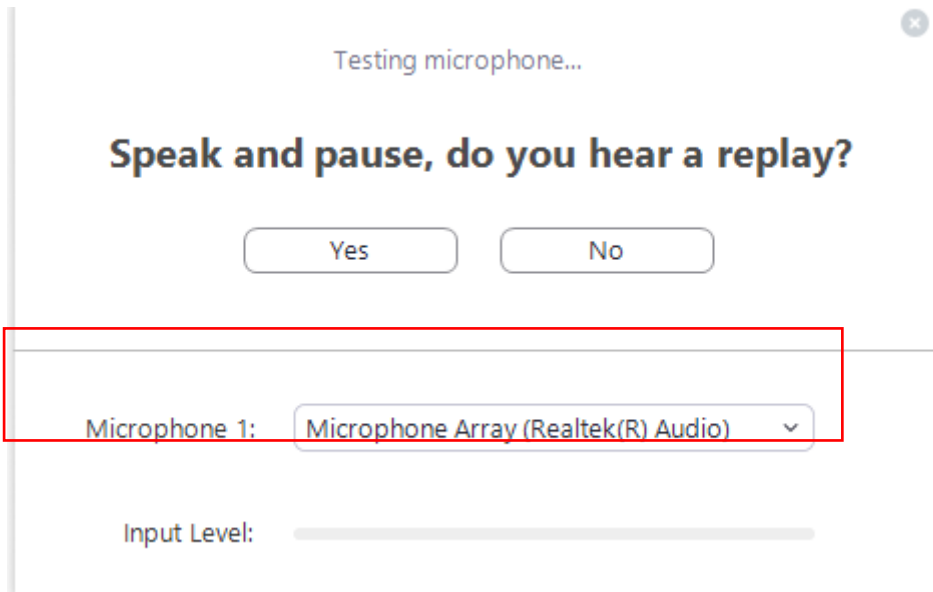
Please test your speaker

Make sure that you hear sound, if Yes please click on “**Yes**”. If you do not, 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



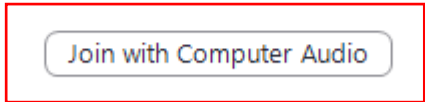
If you completed all the tests correctly please click on **“Join with Computer Audio”**



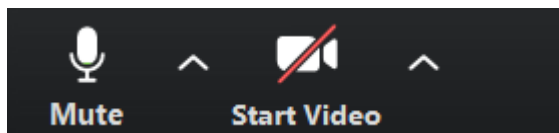
Speaker and microphone looks good

Speaker: Speakers (Realtek(R) Audio)

Microphone: Microphone Array (Realtek(R) Audio)

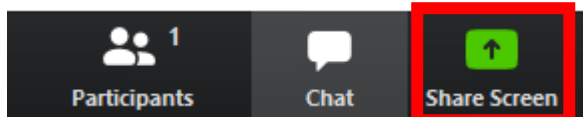


When you talk please make sure that your microphone **is not muted** (when you speak you will see a green indicator on the microphone icon in zoom) and please also enable your video camera:

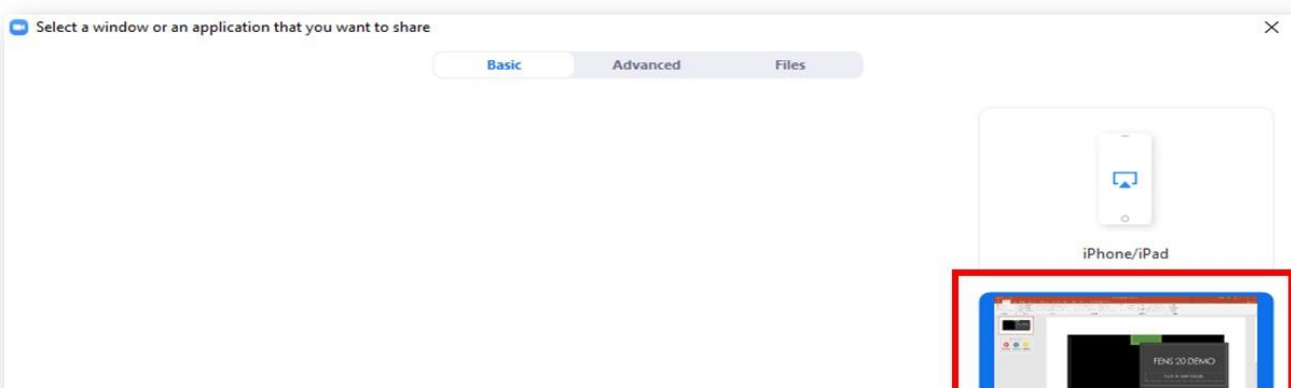


3. Share your screen

Please make sure that your presentation is opened, and in the zoom, app click on the “share screen” button



Find in the list your PowerPoint presentation and click on it, and click the share button.



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

OnlineForum@kenes.com