



American Therapeutic Recreation Association

Congratulations on your acceptance into the 2020 ATRA Virtual Conference! We are excited to have you as a presenter. Following please find instructions related to the conference and your presentation.

Background: LIVE events will be scheduled during the week of October 17 – 25, 2020. This includes keynotes, networking activities, wellness sessions, and the exhibit hall. Recorded sessions will become available during that week, and will be available for a total of 30 days on the conference platform.

To Record Your Session: The conference platform uses Zoom. Therefore, you will need to record your session in an **MP4** format.

1. Download Zoom (free at www.zoom.us)
2. Complete your presentation and have it open on your desktop.
3. From the Home tab in Zoom, click **Start with video**. A meeting window will open.
4. Click **Join Audio by Computer**.
5. When you are ready, hit **Share Screen** to show your Power Point, Prezi or other presentation materials. You should still see yourself in a corner on your screen - we HIGHLY recommend that you continue to have your webcam open so that you are shown talking during your presentation. This will help the audience connect with you as the speaker.
6. When you are ready, click the **Record** button and begin to present. You can choose to **Record on this Computer** or **Record to Cloud**. You can advance your PPT using the arrows, mouse or space bar. To exit the full screen view, hit the Escape button.
7. Click **End Meeting** when finished.
8. If you selected **Record on this Computer**, a pop-up window will appear for instructions on how to save your video.
9. If you selected **Record to Cloud**, the video will automatically save once you end the meeting and you will receive an email telling you when your file has been downloaded. You will need to follow the directions in the email to access your saved file.
10. Additional information will follow with the link for submission of your video (.mp4 file).

Zoom Resources:

Video on how to record Zoom: <https://www.youtube.com/watch?v=xHH5JEsa6B4>

Access Saved Zoom File: <https://support.zoom.us/hc/en-us/sections/200208179-Recording>

Help Center for Zoom, FAQ: <https://support.zoom.us/hc/en-us/categories/201137166>