



Storage Security Summit Speaker Recording Instructions

Thank you for agreeing to speak at the SNIA Storage Security Summit 2022 - a virtual conference.

When you prepare your presentation, please make sure that you use the Storage Security Summit 2022 PowerPoint Template, unless you are a sponsor in which case you may use your company template. You can download the Summit template from [this page](#).

Except for the breakfast panel and the Birds of a Feather sessions, all other speaking sessions will be pre-recorded for presentation at the scheduled times in the conference agenda on May 11th. This document contains important instructions to successfully record your session. **Please read this entire document.**

We have set up a dedicated Zoom account for recording speaker presentations.

SCHEDULE YOUR RECORDING

To start, visit <https://calendly.com/storage-security-summit>

You will see a calendar with available recording start times in your local time zone.

Please book a time slot to match your submitted presentation length: 30 minutes for your 20-minute session or 60 minutes for your 40-minute session. This extra time allows you to prepare and record your session; you must ensure that your recording does not exceed the allocated 20 or 40 minutes (you can run shorter if you've covered your topic). If it does, we may request that you re-record. SNIA will not perform extensive editing of your video.

When you request your start time in the calendar, you are given an option to “add guests” – if you have a co-speaker, put that person’s email address in this box. You’ll then see a confirmation screen showing your date and start time, and a notification that a calendar invitation with a Zoom link has been sent to your email address, and to your co-speaker. Ensure your meeting is saved in your calendar. Calendly.com will send you meeting reminders.

If you prefer to record on your own, please upload your video to our [Storage Security Summit Speaker Dropbox folder](#).

Whether recording on our Zoom or on your own, please read the following important instructions.

PREPARE FOR YOUR RECORDING

Prepare with this handy checklist:

- Build your slides in the official template which you can [download here](#) (sponsors may use their own template).
- [Click here](#) to schedule your recording session as stated above.
 - All sessions must be pre-recorded and uploaded by April 29th.
 - You do not need to leave time for Q&A; this will be handled separately in the event platform on May 11th. Speakers are asked to attend their sessions to interact with attendees in the Q&A/chat.
 - If you decide not to use a virtual background please ensure your background is neutral
- Your video will look best if you wear a solid color
 - Company logo attire is acceptable
 - Please do not wear attire with slogans
- Ensure you have a quiet area free of distractions and without echo to record
- Check your lighting - ideally, your face is well lit and looks natural against your background
- Check your camera – ensure you are centered on the screen
- Check your microphone for sound quality
- Be sure to silence devices and apps which have notification sounds
- Be ready to introduce yourself to the audience. You'll start with a full screen view of yourself, and then share your slides. Once you're done presenting you'll unshare your slides so the recording shows you again in full screen.

Additional information on testing your audio and video before recording in Zoom can be found at <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>.

ENTER YOUR ZOOM MEETING AND PRACTICE

- Enter your Zoom meeting at your scheduled time so you won't feel hurried and so you can get comfortable
- Decide whether you prefer to have your voice only (audio recording) while sharing your presentation
 - We recommend and prefer video
- Set your timer to count down (with a silent alarm) so you don't exceed your time
- If you have a co-speaker:
 - Agree ahead of time who will advance the slides (we recommend one person controls the slides)
 - Ensure your co-speaker is logged into Zoom and ready to start
 - The recording highlights the active speaker (the one who is talking), therefore it will automatically switch while you talk during the presentation. The speaker who is not presenting should mute their microphone. The speaker who is not

controlling the presentation will need to indicate when to advance the slides to the person controlling the presentation.

- NOTE: we recommend practicing your introductions (aka not showing slides) before you record your session so you know what to expect

SHOWTIME – NOW LET'S RECORD

PLEASE read this entire section before starting your recording session.

1. Ensure all applications that you are not using as part of your presentation are closed.
2. Start the Zoom meeting
3. Claim host role (code **602075**)
4. Select your advanced video settings
 - 16:9 (widescreen)
 - Enable HD
 - UNSELECT 'always display participant names on their video'
6. Ensure that your presentation is in full screen mode
7. Ensure that your microphone is unmuted and your video is on
8. Click the "Record" button, then select **"Record to the Cloud"**
9. Pause for a few seconds before you begin speaking
10. Introduce yourself, your company and what you'll be discussing
11. Click "Share Screen" and present your slides in full presentation mode
12. Ensure you end with a call to action and your contact information
13. When finished, click "Stop Sharing" so you are back in full video; thank the attendees; pause for a few seconds and remain still
14. Stop the recording
15. Hit the "End" button and select "End Meeting for All."

IMPORTANT: DO NOT select "Leave Meeting"

Congratulations, now you are done!

If you do not feel your recording is ideal and you can book a new time slot before the deadline, please return to the calendar link, book your new time and email speakers@storage-security-summit.org to alert us to not use your recent video recording.

Host Controls

To have the ability to record in the Zoom meeting you will need to claim host controls using the following Host Code: 602075.

To claim host using the desktop client

- 1) Join the meeting,
- 2) Click Participants,
- 3) Click Claim Host at the bottom of the participants list, or click the ellipsis (...) at the bottom to get to the Claim Host link,
- 4) Enter your host code,
- 5) Click Claim Host.

PRODUCTION INFORMATION

If showing a demo: If you plan to show a demo of code running, please pause the recording while you switch to the window running the code. Make sure you share the code window in Zoom before restarting the recording. Follow the same procedure when you switch back to the presentation, making sure to reshare the presentation in Zoom. If you share your desktop you will not need to go through this process.

If you didn't like the session recording, rebook at <https://calendly.com/storage-security-summit> and email speakers@storage-security-summit.org within 24 hours of your original recording to alert us that you don't want us to keep your first recording!

If you want to review the session recording, please contact speakers@storage-security-summit.org and we will email you a link to preview your recording.

If you recorded locally or used another method, you will need to upload your video to our [Storage Security Summit Speaker Dropbox folder](#)

IMPORTANT NOTE: Once you are satisfied with your presentation recording and it has been uploaded if needed, please notify speakers@storage-security-summit.org that your presentation video is ready for post-production. If you recorded to the cloud and created more than one recording of the same presentation, please make sure to let us know which recording you want us to use.

SNIA will perform NO editing to your presentation video, therefore please make sure you are ok with the recording before notifying us that your video is ready for post-production. We will be adding a conference branding video clip at the beginning and end of your presentation. Presentations will NOT be visible to attendees until the day your session is scheduled on the conference agenda. Videos and pdf files of presentations will be made available first to registered attendees (including speakers) during the conference and then be made publicly available some time following the conference.