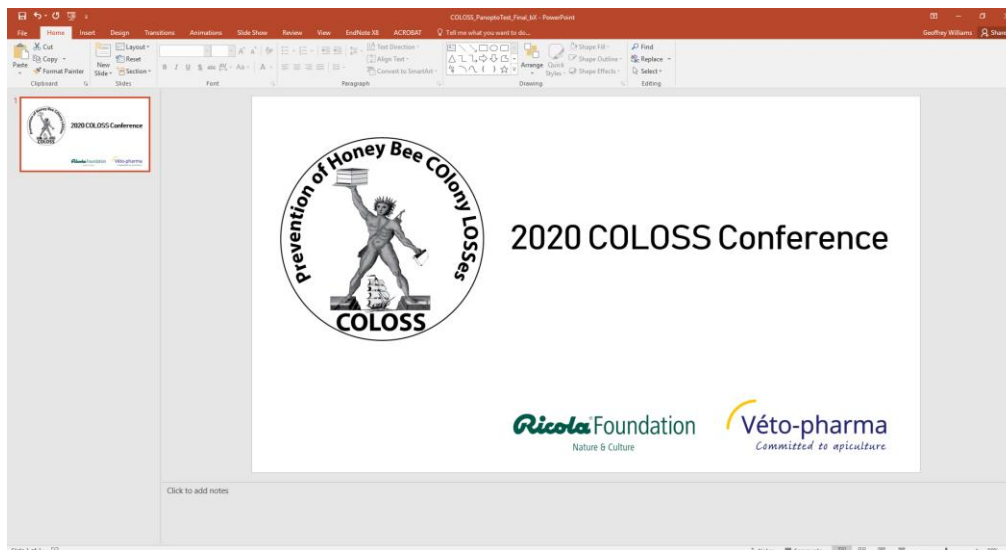


# Recording Rapid Presentations using Panopto Recorder

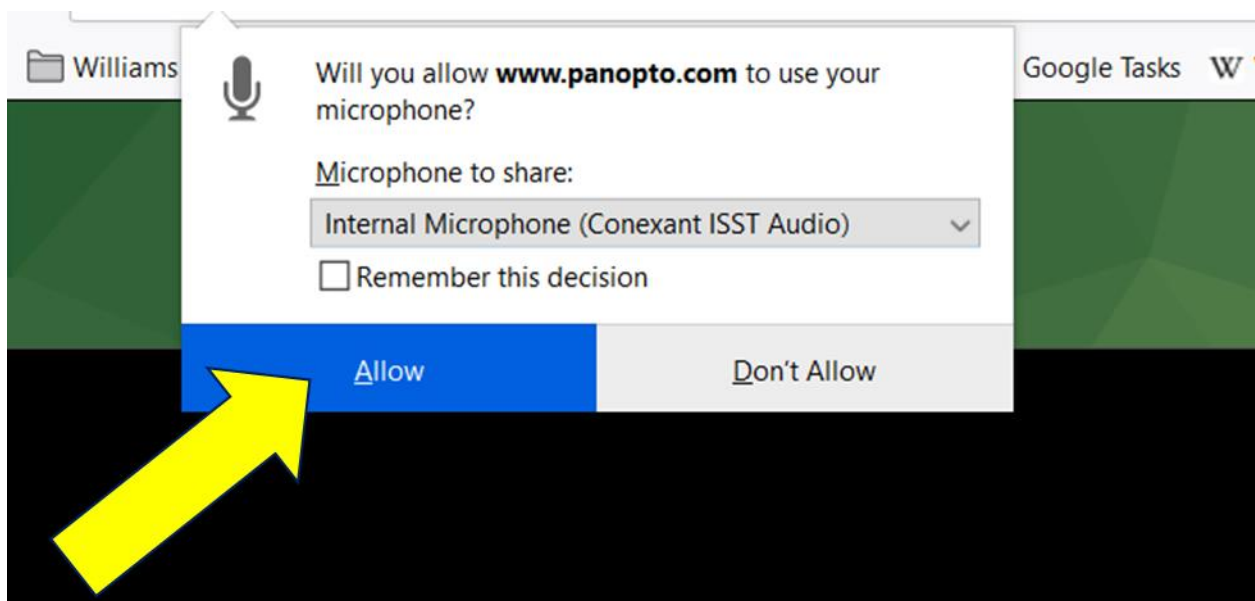
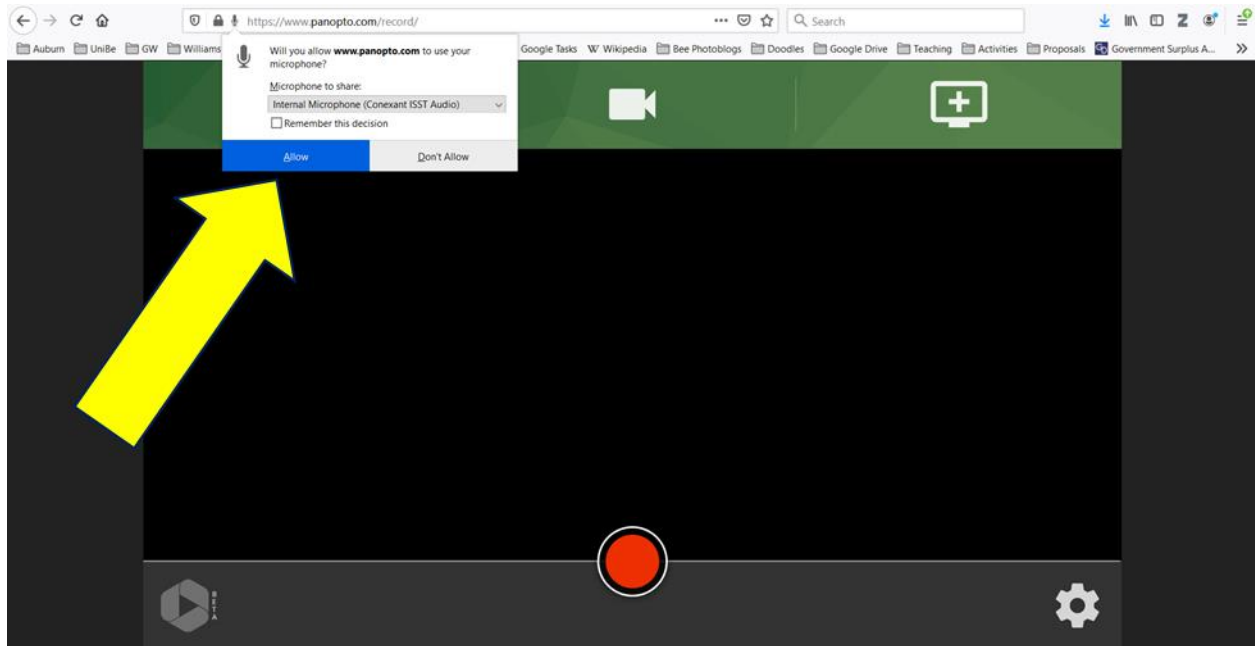
A video demonstration of how to record your Rapid Presentation can be found [HERE](#).

1. Open your one-slide Powerpoint Rapid Presentation (e.g. COLOSS\_PanoptoTest\_Final.pptx)

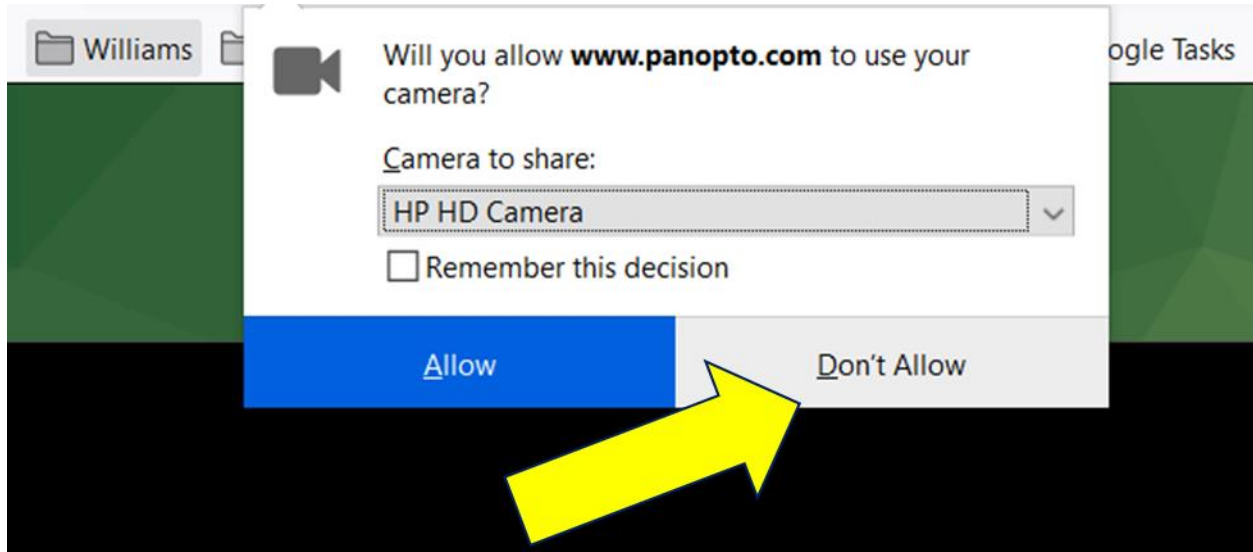


2. Go to Panopto Recorder (<https://www.panopto.com/record>) on your desktop web-browser. Note that this demonstration uses Mozilla Firefox, but Google Chrome and Microsoft Edge browsers also support Panopto Recorder. Ensure that pop-ups are allowed on this page.

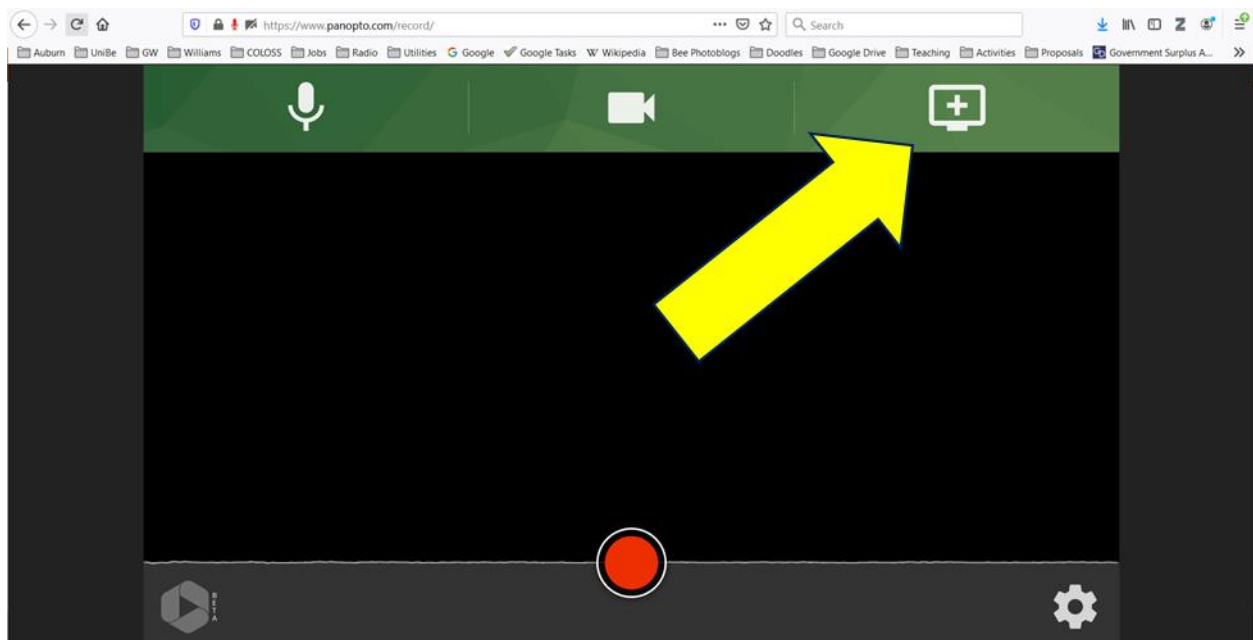
3. Select the appropriate computer microphone when prompted, then click **ALLOW** (see yellow arrow).



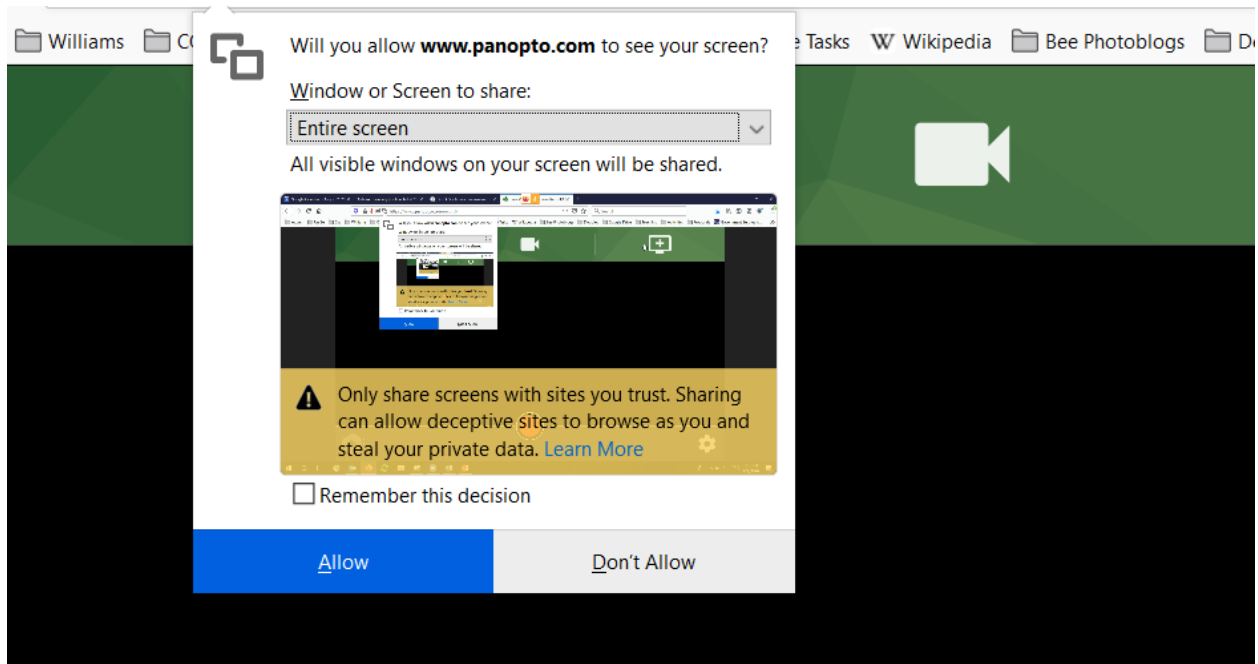
- DON'T ALLOW** (see yellow arrow) Panopto to use your web-cam. The web-cam feature takes up too much screen space; we want your video to prioritize your single Powerpoint slide.



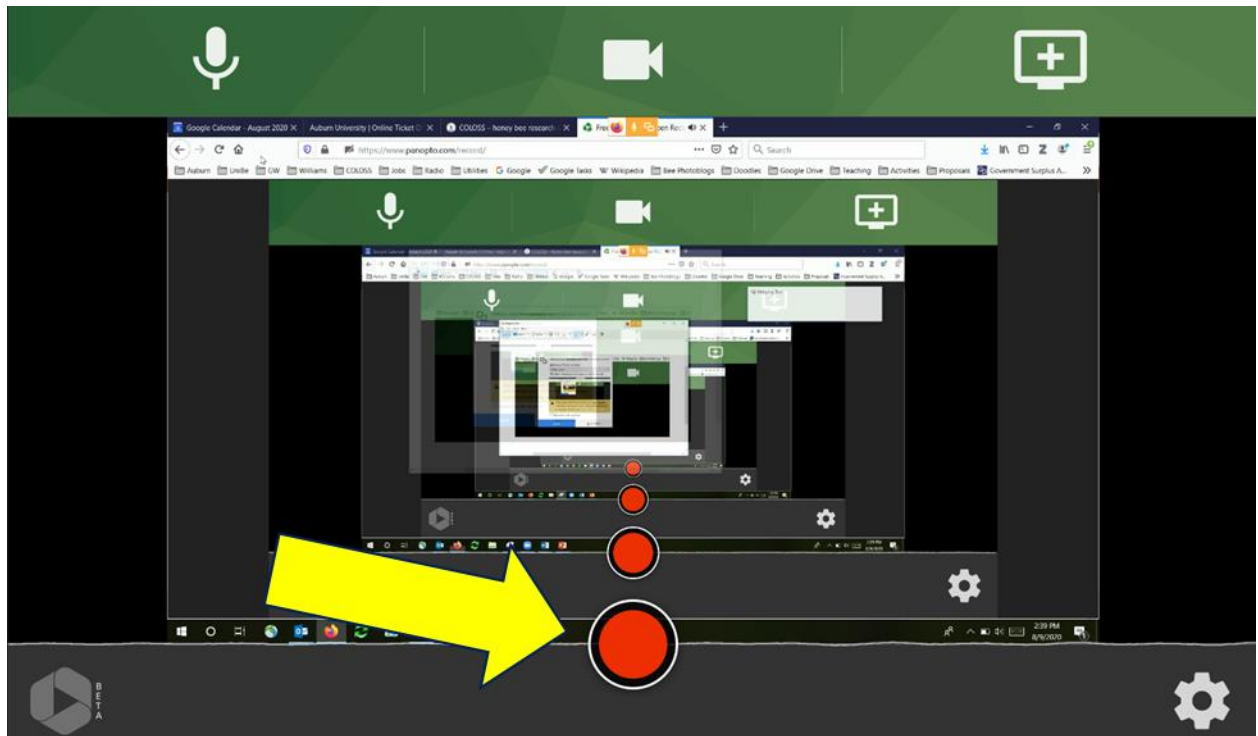
- Select the Computer Monitor (+) Icon (see yellow arrow)



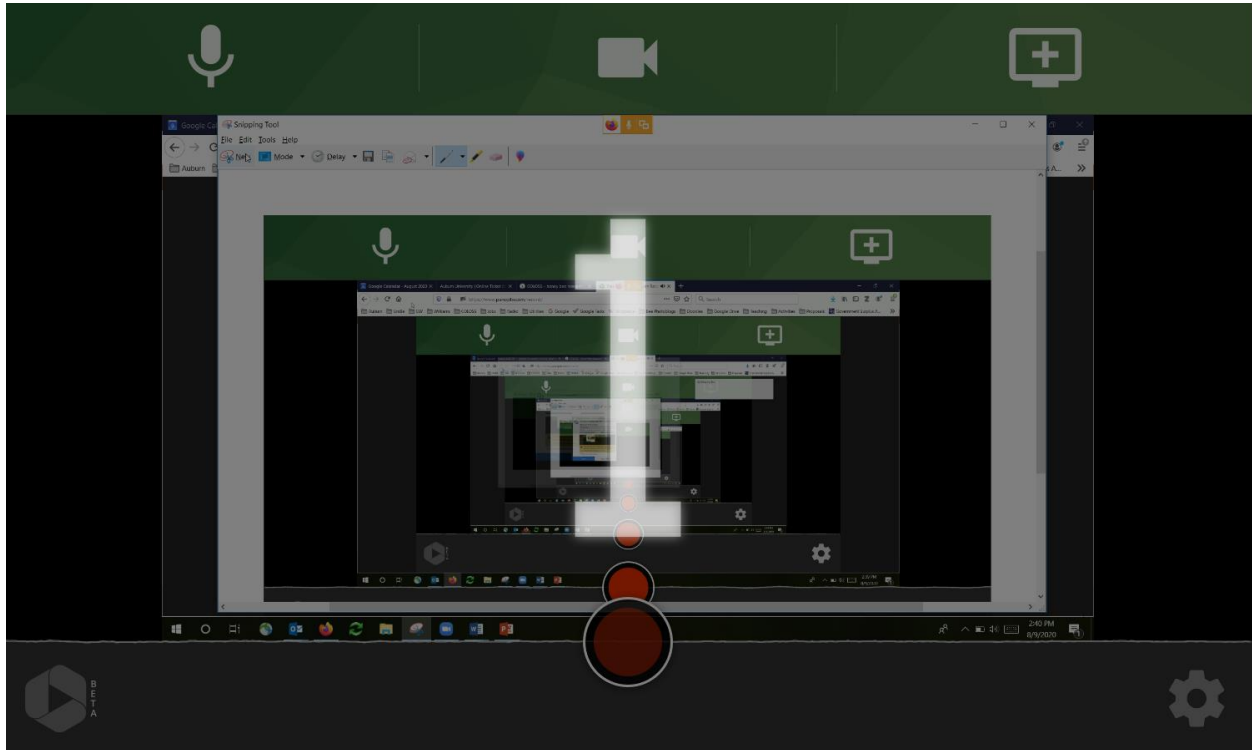
6. Select **Entire screen** to share, then click **ALLOW**.

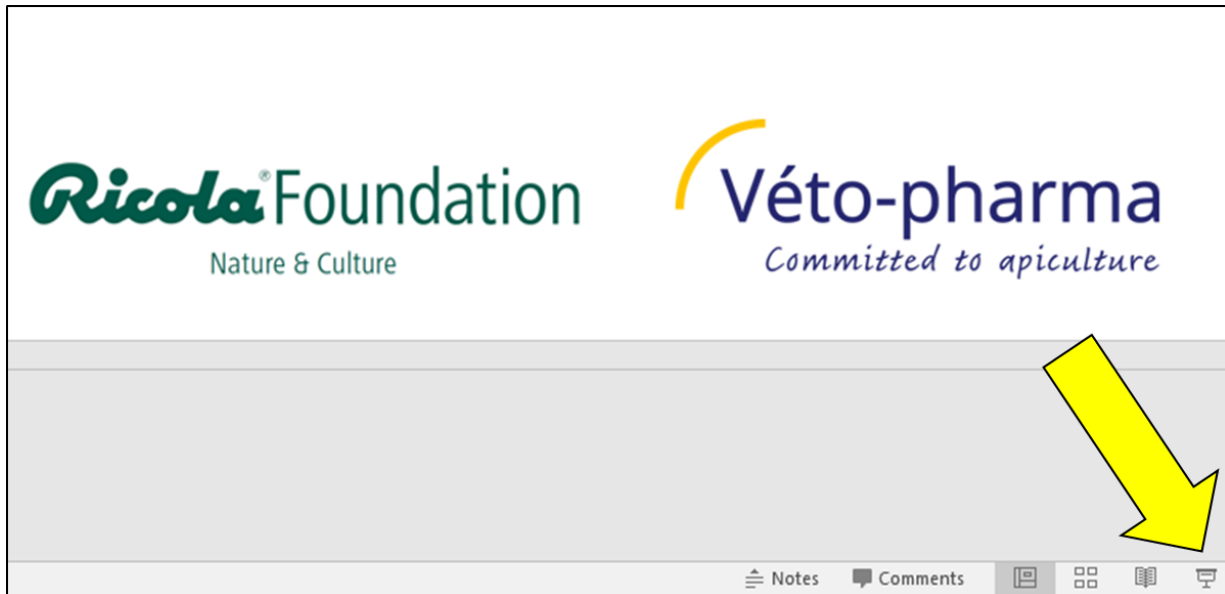
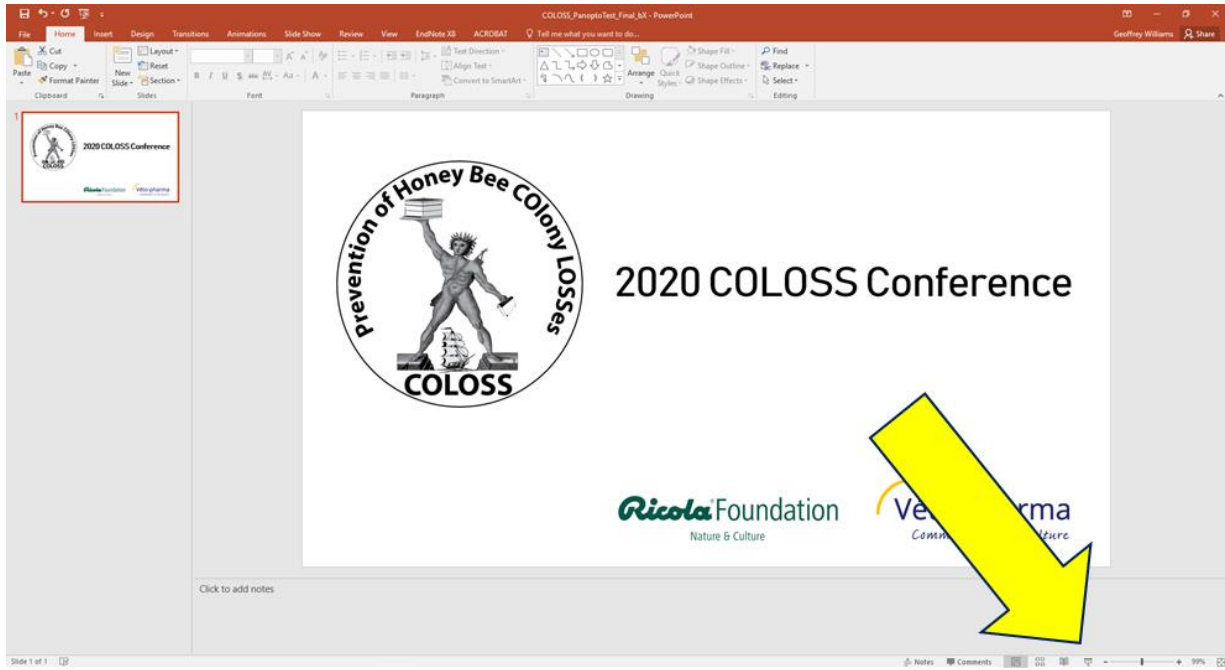


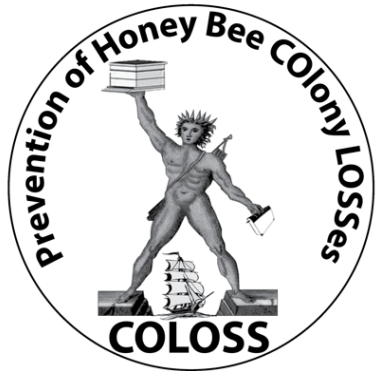
7. From the Panopto Recorder, click the **Red Button** to start recording (see yellow arrow).



8. When the countdown ends, move to your Powerpoint Presentation, start your slide show (see yellow arrows), and begin communicating your 3-minute Rapid Presentation.





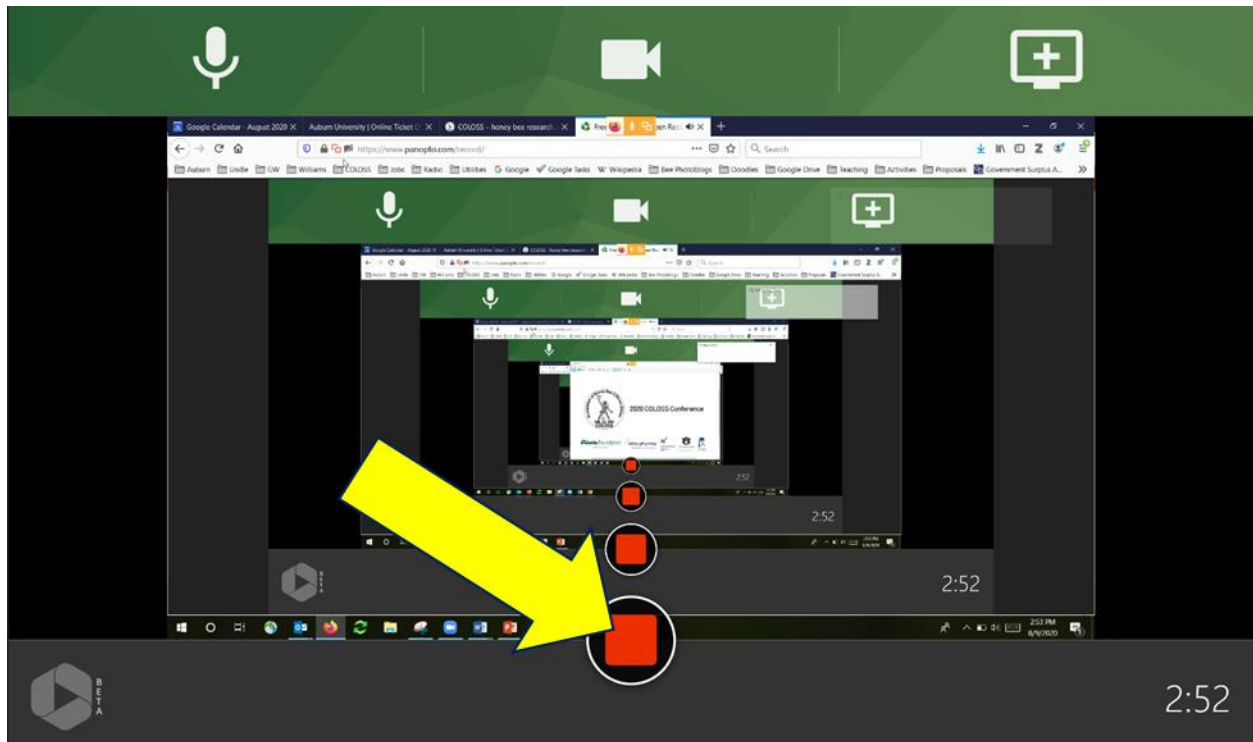


# 2020 COLOSS Conference

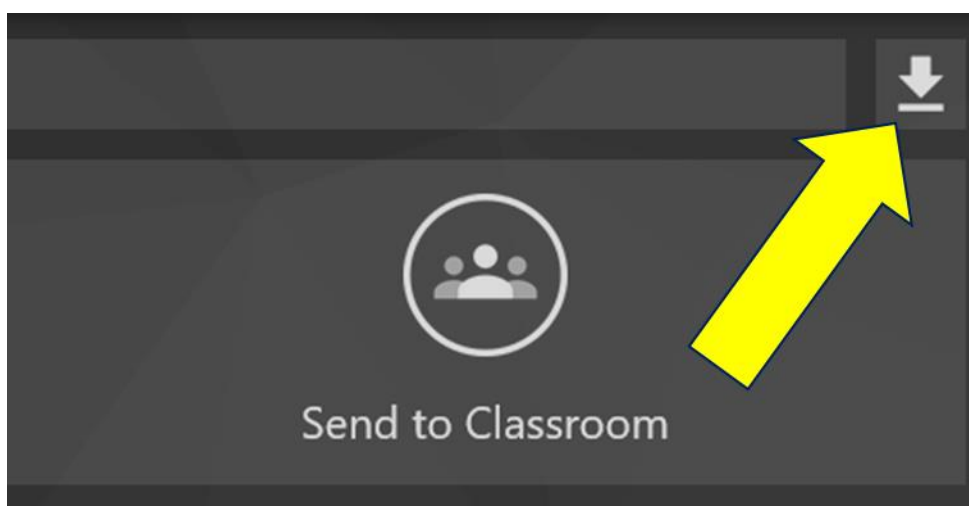
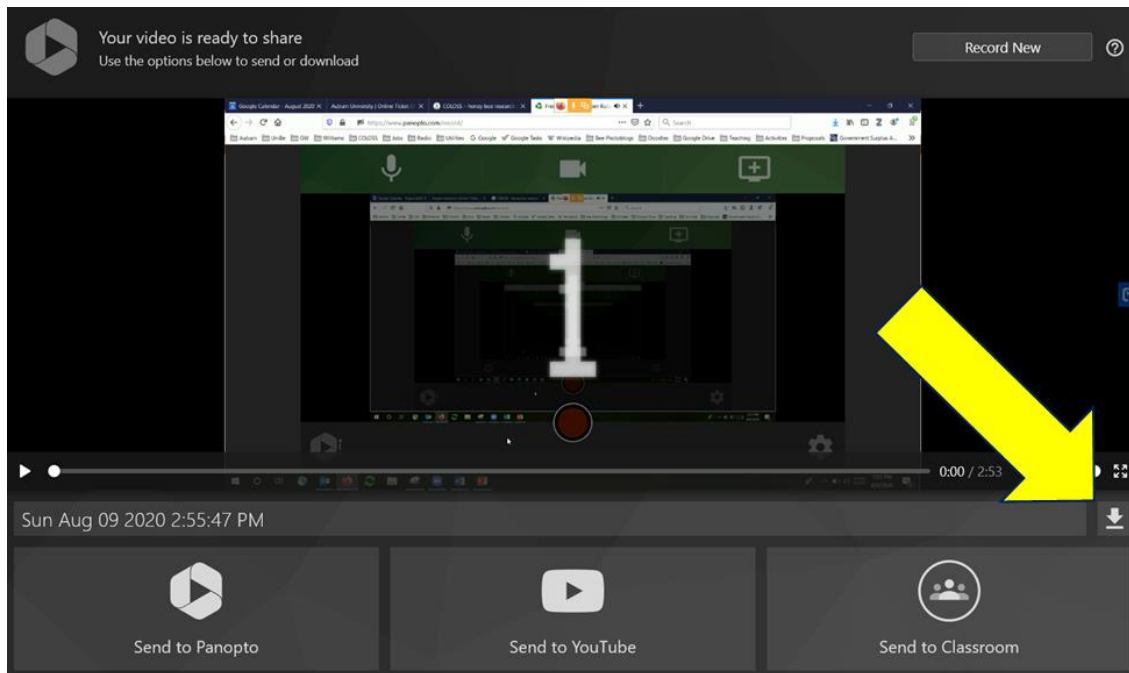
**Ricola** Foundation  
Nature & Culture

**Véto-pharma**  
Committed to apiculture

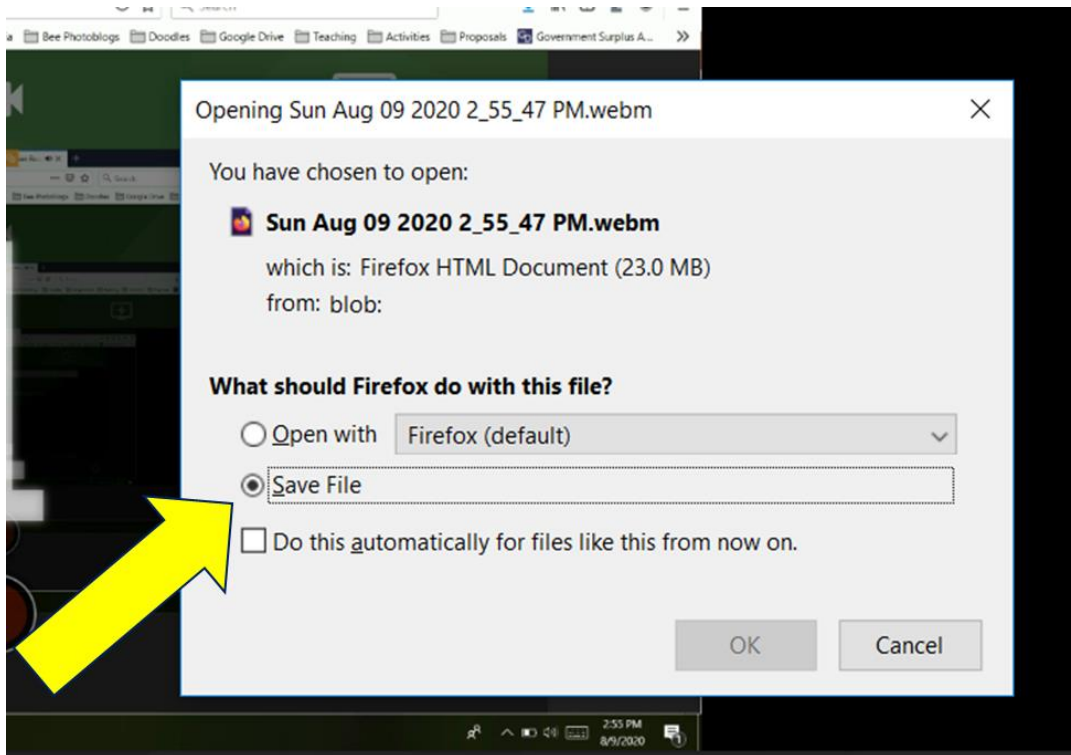
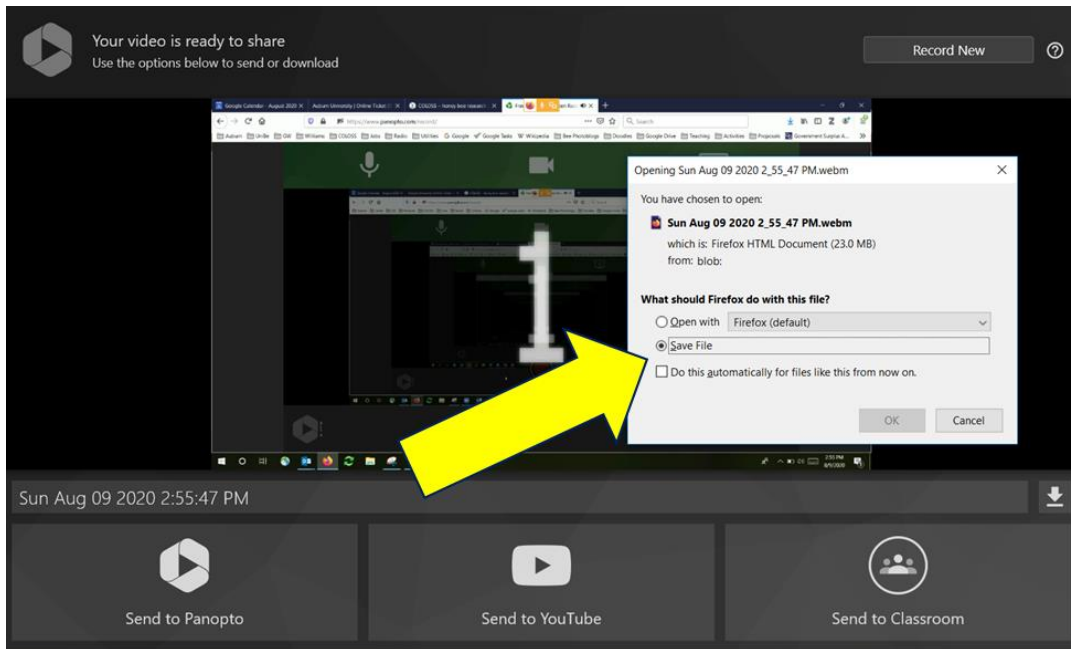
9. Once you have completed your 3-minute Rapid Presentation, exit from your Powerpoint Slide Show (i.e. by hitting your Escape keyboard key), and move back to Panopto Recorder on your web-browser. Click the **Red Button** (see yellow arrow) to end your recording.



10. When prompted on how to share your video, click the **Download Button** (see yellow arrow) and **Save** the file in a folder on your computer. The file will be saved as .webm.







11. Review your video by double clicking the .webm file in its folder. The video should automatically play in a web-browser. Presenters are encouraged to create several recordings of their Rapid Presentation so that the best one can be submitted to the COLOSS Conference. Participants should look to do minor editing to their recording, such as trimming the start and end of their recordings, so that only their 3-minute Rapid Presentation is included. Many free platforms are available for this minor edit.

COLOSS Conference organizers will review, and possibly edit (i.e. trim) submissions, to ensure that only the Rapid Presentation is included.

Please note that each Rapid Presentation cannot be longer than 3 minutes. Those longer than 3 minutes will not be included in the conference.

12. During the COLOSS Conference registration process, upload your Rapid Presentation when prompted by clicking the **Select File Button** (see yellow arrow). Rapid Presentations must be submitted by **18 September 2020**, when conference registration is due.

