

Recording Guide for Technical Presentations (talks)

The procedure for recording and loading presentations is detailed below. This is a functional guide for Windows and macOS Operating Systems.

The program to use is **Screencast**.

1. Download the program

To download the program you must access the following link:

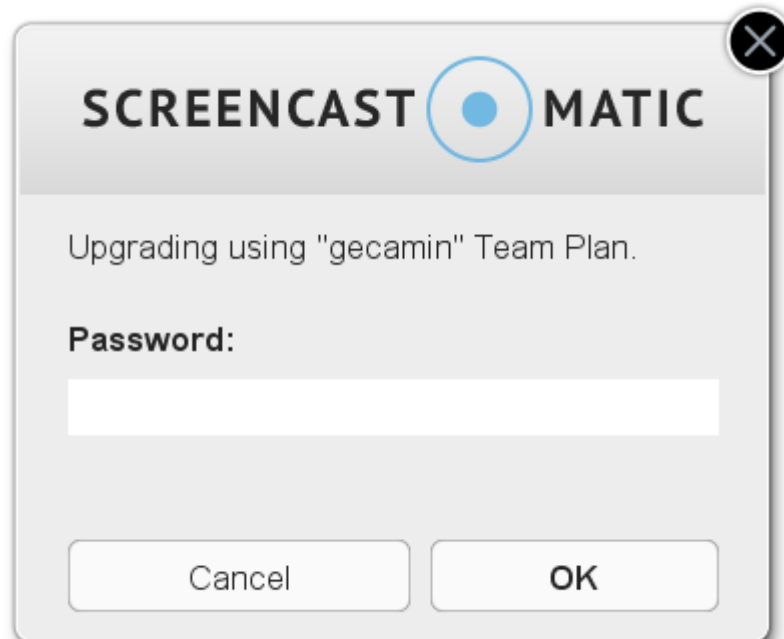
<https://screencast-o-matic.com/gecamin>

Then, click the "**Start Recorder**" button to start downloading and installing the program.

The screenshot shows the Screencast-O-Matic website interface. At the top, there is a navigation bar with links for BLOG, TUTORIALS, and SUPPORT. Below this is the Screencast-O-Matic logo and a user profile section with the email 'tic@geca...'. A dark banner below the navigation bar reads 'Gecamin - Conferece for Mining'. Underneath the banner are three blue buttons: 'Start Recorder', 'Open Video Editor', and 'Download Install'. The 'Start Recorder' button is highlighted with a red rectangular box. A red arrow originates from this box and points down to a 'Launching Recorder...' dialog box at the bottom of the page. This dialog box contains a circular icon with a play button and the text 'Launching Recorder...'. Below the text is a link that says 'Download if nothing prompts from browser.', which is also highlighted with a red rectangular box. The background of the page shows a 'Frequently Asked Questions' section with two questions: 'What if I can't get it to work in the browser?' and 'What devices can I record on?'. The first question's answer mentions downloading a full app install.

2. Password Access

The Screenshot program will request a password provided by Gecamin. The password to use is **abcd1234**



3. Program Settings

Now, it's time to create the settings to start recording. (If the program does not start automatically, you can search at start -> "Screencast" programs) or in the macOS applications folder.



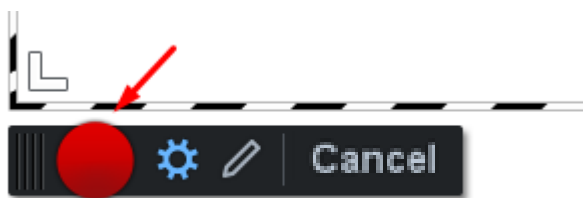
Steps to consider:

- Both:** To activate screen and webcam recording, select the 3rd icon named "Both"
- Size:** Select the "Fullscreen" option to fully capture the monitor screen.
- Webcam:** To adjust the camera to the lower right position of the screen, select the **second option** in **Webcam**.

4. Start Recording

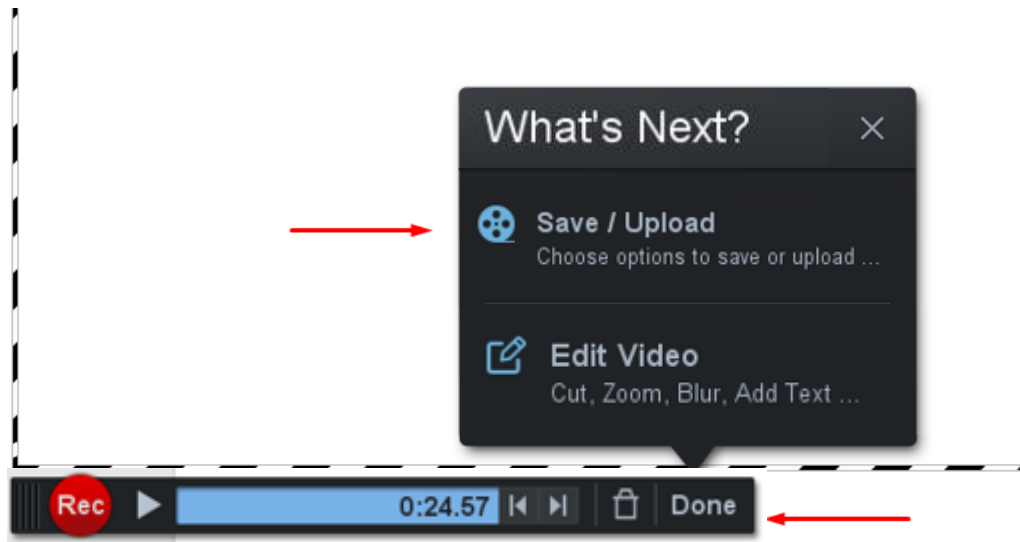
To start the recording process, you need to press the red button on the side of the settings icon.

After pressing "**Record**", a 3-second timer will begin before you start recording the presentation.



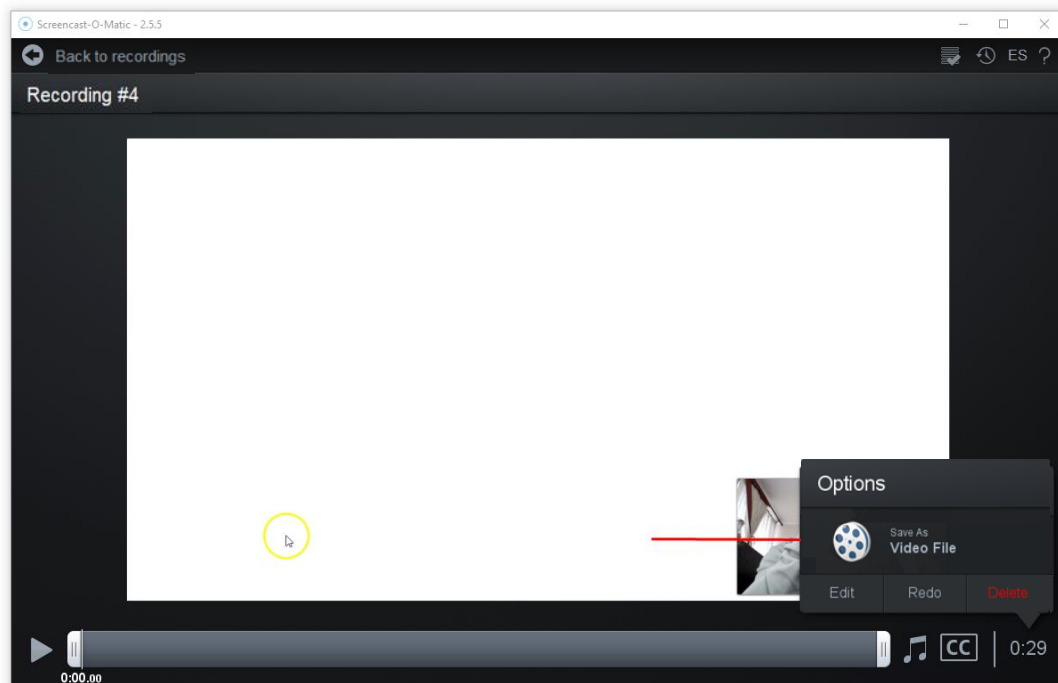
Once the recording process has started it is possible to pause the video. To do this you must click on the "**Pause**" button. At the end of the recording, you must press the "Done" button to save the recording (**Done** -> "**Save / Load**").





5. Save Recording

Now a new window will open in which we will specify the path, file name and video quality, among others. To do this, you must click on "**Save as Video File**" and then complete the requested information.



To properly save the presentation data must be completed as shown below:

Type: **MP4**

Filename: **First nameLast name-Titleofthepresentation**

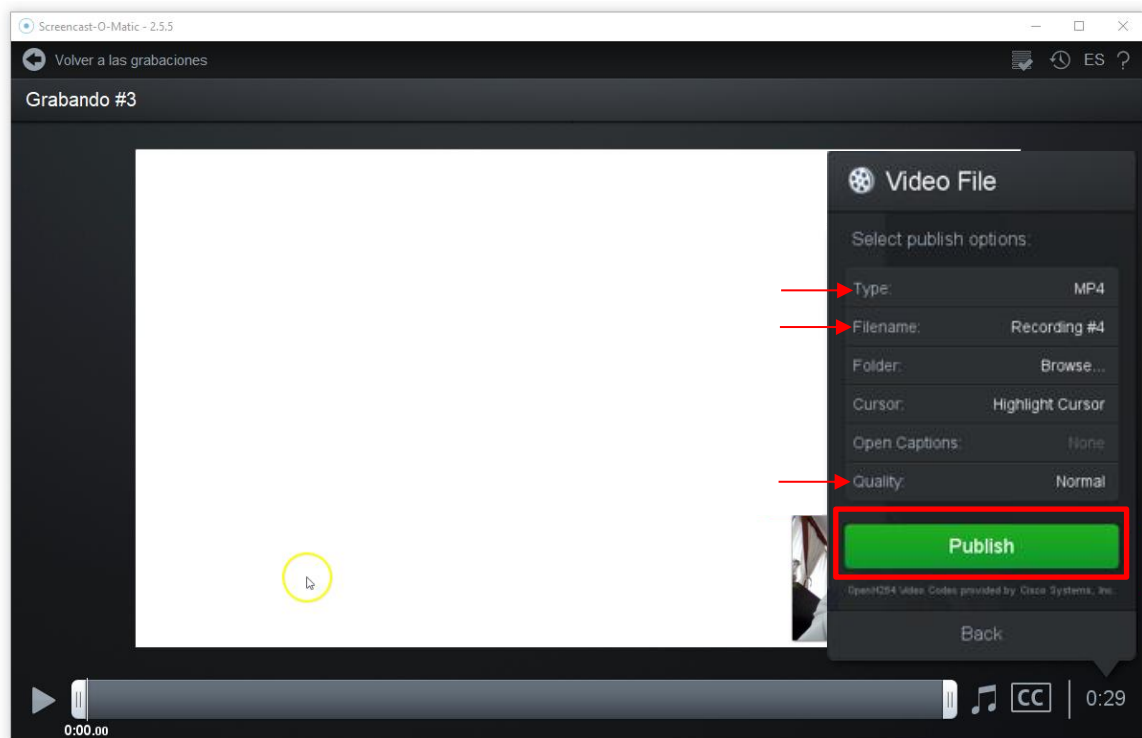
Folder: Select the folder where the file will be saved

Cursor: Highlight cursor

Open Captions: None

Quality: **Higher**

After filling in these fields, the **video is published**. The video will be saved in the route that has been previously selected.



How to send my video to Gecamin?

At the end of the recording, the file must be uploaded to our web platform. In order to do this you must:

1. Access the web platform [HERE](#) or at the following path
2. <https://gecamin.com/minexcellence/UploadConference?idioma=ingles>
3. Click on the **“Safe Upload”** button and search for the video on the path that was saved in step 5.

Please follow the writing and title recommendations for your video.

Submit your Video Presentation

Please rename your file as following:

First name.Last name-Titleofthepresentation.mp4

If you need any other information, please contact:
Fabiola Bustamante, Minería Digital 2022 Coordinator.
Telephone +562 2652 1555 or email mineriadigital@gecamin.com

Secure File Upload

By selecting the presentation, the system will start uploading the video. You will be able to see the field **"Completed"**. Once this field reaches **100%**, it is possible to close the window and **not before, since the loading process will be interrupted.**

Congratulations! You have finished the process for recording and uploading your presentation. We wish you a great success!