

Requirements and recommended settings for recording



Overview

The following document contains instructions for the correct configuration of Zoom, as well as recommendations and considerations regarding the space in which the speaker will be recorded, suggestions on types of hearing aids and links to tutorials on the page Zoom that will help you understand the platform better. (Some of these tutorials are in another language, to activate automatic translation, just go to the lower right corner, click on the subtitles option and go to the following icon, in the configuration section select the language of your preference, yes you cannot find it in these options, select automatically translate and then the language of your choice).

[Quick start guide for new users](#)

[Frequently asked questions](#)

[How to join a Zoom meeting](#)

[How to record a Zoom meeting](#)

[How to share the screen in Zoom](#)

[Basic settings in Zoom](#)

Considerations

Prior to our meeting via Zoom, it is important to take into account some recommendations, such as:

- As much as possible, find a space isolated from noise in your home or office. It is highly recommended to be away from family members and pets or from the staff with whom you work; as well as stay away from the sound produced by machines or electronic appliances in the home (fans, blenders, washing machines, televisions, etc.).
- Silence your phone and notifications from your computer. If possible, log out of your WhatsApp Web and Facebook accounts, this way you will not only avoid interruptions in your presentation, but also improve your connection for a smooth video call without drops. It is **VERY IMPORTANT** (in case you cannot log out of your networks or email) desktop notifications such as sounds and pop-ups are disabled and silenced.
- For your presentation consider the background of your office or studio. Please avoid windows or mirrors behind you, it is suggested to look for a white background.
- In the case of recording yourself without one of our advisors, please **DO NOT FORGET to** take a 10 second pause between each question as well as in your presentation, it is also important that you repeat the question asked when answering it, example:
 - What is your opinion about the future of sustainable food?
 - **Speaker:** My opinion on the future of sustainable food is ...
- It is highly recommended when recording yourself, select the option "Record on this computer", it is important to consider having enough space to store the recording (1GB

minimum). At the end of the meeting, the platform will process the video and open a pop-up window where your videos were saved, please send the content of this folder to the following email: media@aquaponicscongress.com. The fastest and most efficient way to send is usually via <https://wettransfer.com/>, but you can also use other platforms such as OneDrive or Google Drive.

- The Zoom recording limit for a free user is 40 min, if your presentation or interview lasts longer than this time please consider dividing your content into 35 min segments (this only in the case of recording from a free account without an invitation of an administrator of Congress).
- Configure your audio with the instructions outlined in the next section.

Audio Recommendations

In order to provide the best audio quality to our subscribers, we recommend the following:

- Lavalier or lavalier microphone. It is the most recommended for its high audio quality, undoubtedly a good investment that will serve you not only in your online conferences, but also for the realization of quality in the promotional and educational videos of your page. Its price varies according to the brand and its quality, I highly recommend investing in a high-end one for its quality and durability; here are some variable suggestions in price and quality:

RODE SMARTLAV + (\$ 2,409 Mexican pesos)



The most recommended and tested by us. Great sound and adaptability to various devices (PC, cell phones and DSLR cameras). While its price may seem high for a microphone, it will give you clear communication in your lectures, online classes, and promotional recordings.

https://www.amazon.com.mx/Rode-smartLav-Lavalier-Microphone-Smartphones/dp/B00E04A7L0/ref=sr_1_2?_mk_es_MX=%C3%85M%C3%85%C5BD%C3%95%C3%91&dchild=1&keywords=smartlav%2B&qid=1596045892&sr=8-2

Other recommendations: **Shure MVL Digital Lavalier Microphone**

<https://www.amazon.com.mx/Shure-Micr%C3%B3fono-Digital-Solapa-MVL/dp/>

[B010W6WESM / ref = asc_df_B010W6WESM /? tag = gledskshopmx-20 & linkCode = df0 & hvadid = 295470364059 & hvpos = & hvnetw = g & hvrand = 17828688097546574282 & hvpone = & hvptwo = & hvqmt = & hvdev = c & hvdvcmidl = & hvlocint = & hvlocphy = 1010079 & hvtargid = pla-406645509015 & psc = 1](https://www.bestbuy.com.mx/p/logitech-diadema-usb-h390-con-microfono-con-cancelacion-de-ruido-negro/1000052826)

- Headband microphone with headphones included. If you are going to purchase a device like the one mentioned, I suggest you look for one with a unidirectional microphone and a noise cancellation system that will provide clarity in your virtual conferences.



**LOGITECH USB DIADEMA WITH
MICROPHONE (\$ 599 Mexican pesos)**

<https://www.bestbuy.com.mx/p/logitech-diadema-usb-h390-con-microfono-con-cancelacion-de-ruido-negro/1000052826>

Other recommendations: **Langsdm Call Center HeadsetBluetooth v5.0**

H3https://www.amazon.com.mx/gp/product/B07TT4TX2T/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=B07TT4TX2T&linkCode=as2&tag=g21comunicaci-20&linkId=9fd97b88480dc83cc1f6dc4a7fa93b49

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- Avoid use of headphones with integrated microphone. Used mainly for mobile devices (cell phones), they are the most common for their practicality, however, their design does not provide the quality or volume necessary for audio recording.



Audio configuration

After entering Zoom, follow the instructions below to correctly configure the audio:

1. In the lower left corner click on the arrow of the mute option and then go to Audio configuration.



2. Once there, select the following settings shown in the image and at the end go to the Advanced option in the lower right corner:



3. Finally, check that all the boxes are in the automatic option.

