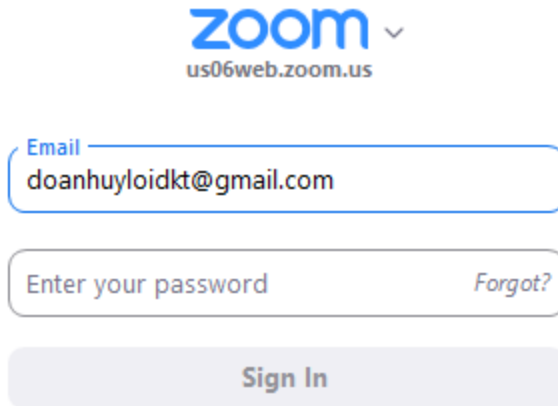


Pre-recorded Guidelines – Using Zoom

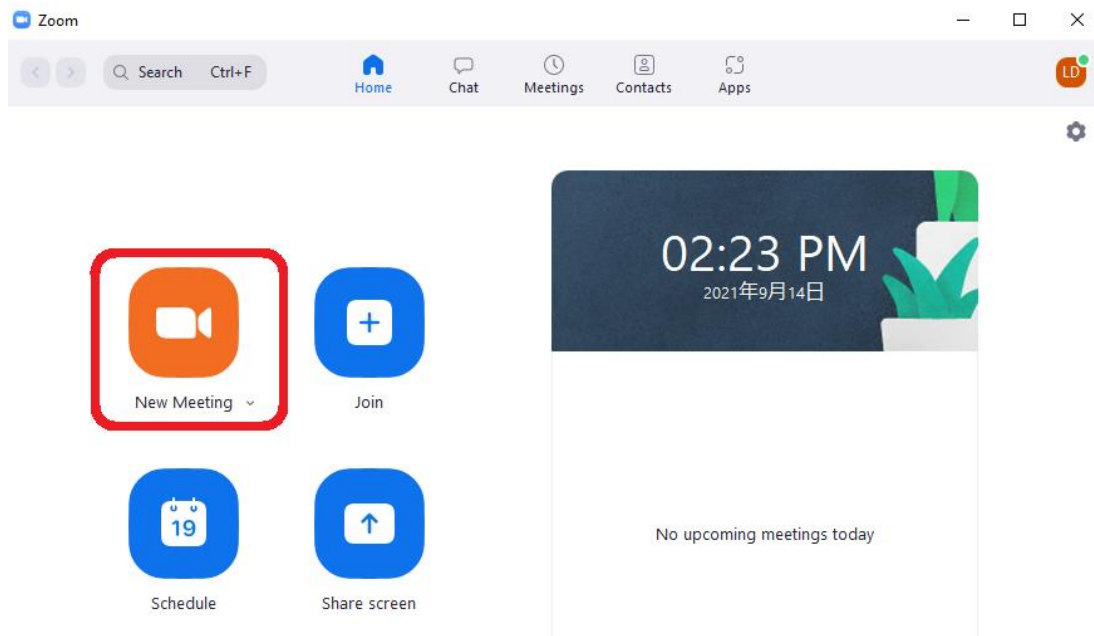
1. Download and Install the **Zoom Client for Meetings** on your computer. The free version is able to record your presentation.

<https://zoom.us/download>

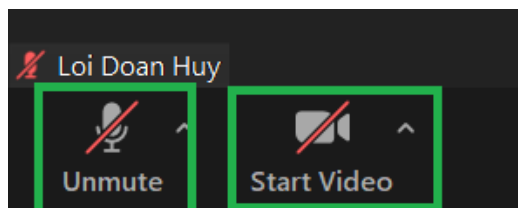
2. Open and sign in the Zoom on your computer.



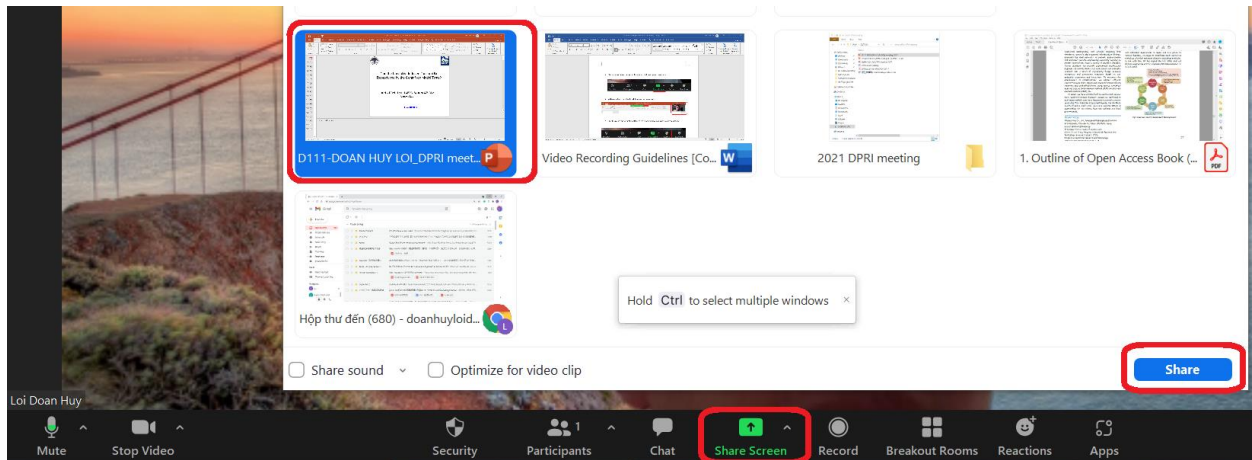
3. Start meeting by click **New Meeting**.



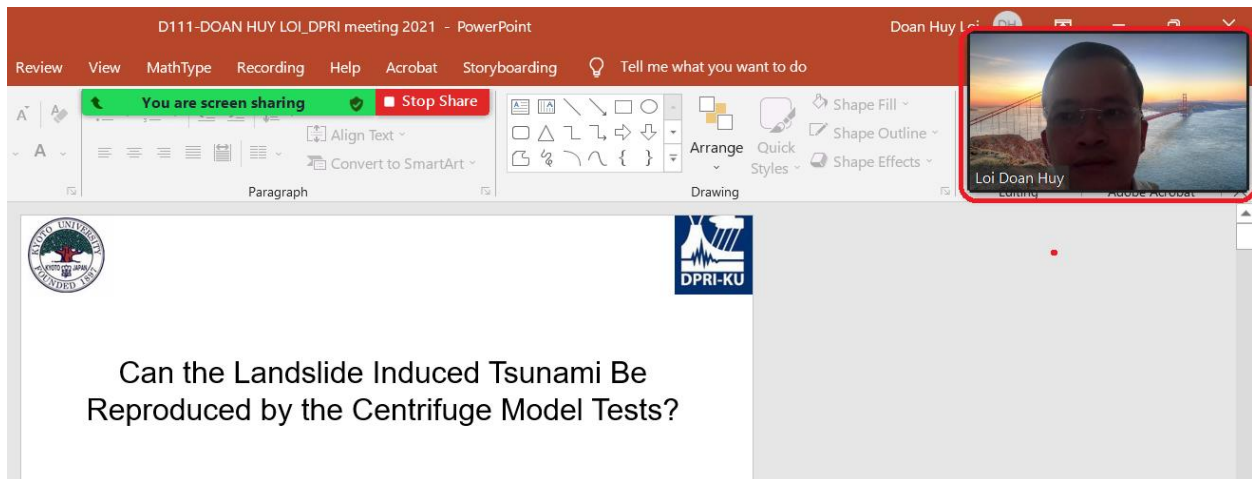
4. Click **unmute** and **Start Video**. Please make sure the audio and video are clear.



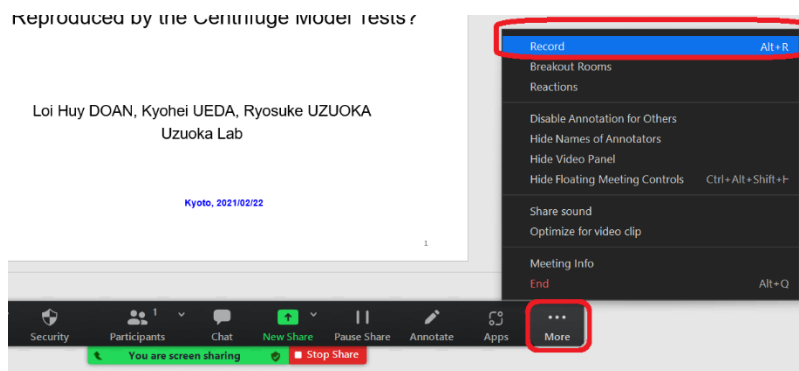
5. Click **Share Screen** button and then select your presentation and click **Share**.



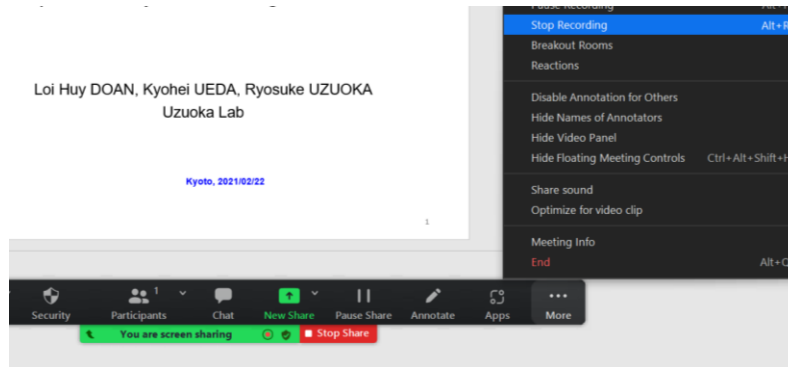
6. Please locate your video above the presentation.



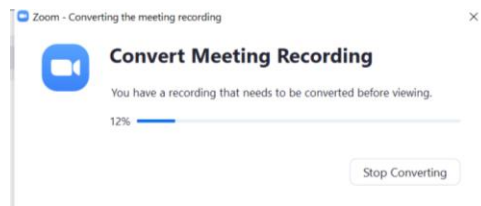
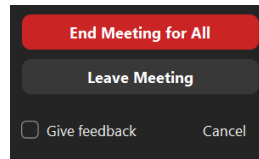
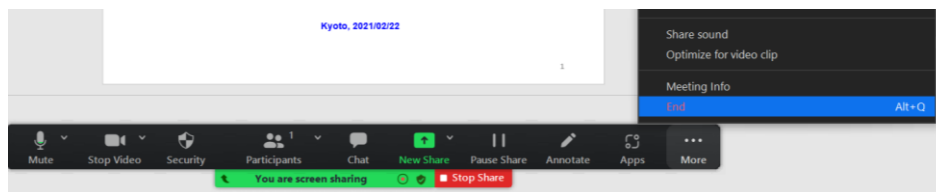
7. Click the **More** button at the bottom of the Zoom window and Click the **Record**, and start your presentation. The duration for your presentation time should be within the allocated time for your presentation.



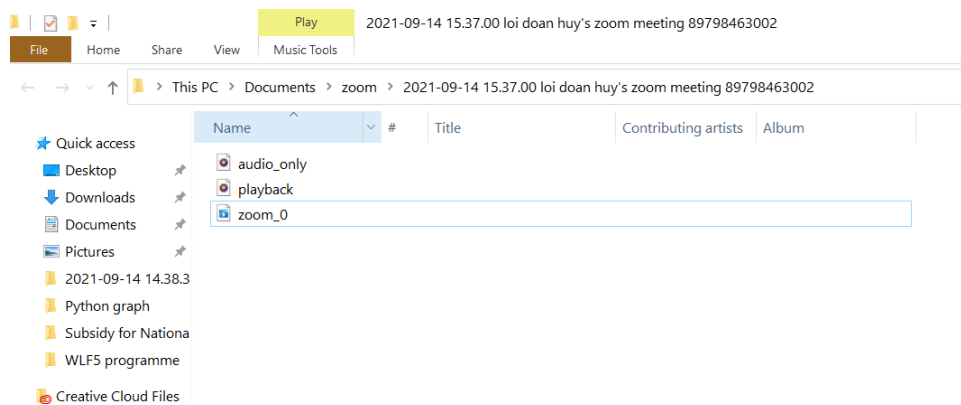
8. After the presentation is finished click stop recording.



9. Click End the meeting. The Zoom will automatically convert the recording file



10. The location to save it will appear.



11. Please change the name of video (please use the session number, the number in program and your name to rename your file: S1.1-1-Kyoji Sassa.mp4)

Session 1.1 Sendai Landslide Partnerships, Kyoto Landslide Commitment, and International Programme on Landslides

1	Kyoji Sassa	Japan	Kyoto 2020 Commitment for Global Promotion of Understanding and Reducing Landslide Disaster Risk
2	Peter T. Bobrowsky	Canada	International Consortium on Landslides (ICL): Proposing and Host Organization of SLP20152025 and KLC2020
3	Matjaž Mikoš	Slovenia	The ICL journal Landslides - 16 years of capacity development for landslide risk reduction
4	Kaoru Takara	Japan	UNITWIN-UNESCO/KU/ICL Programme

12. Send the video file to Wlf5-sec@iclhq.org by **20 October 2021**.
13. Please make sure to join your session 15 minutes prior to the start.
14. The technical staff will manage Pre-recorded video and the Q/A will be online