

Directions to make your Video Recording - CCI France UAE Board of Directors

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Requirements:

- Length of the video: **1 minute maximum for each video** (please note that video lasting more than 1 minute will not be accepted).
- Language of the video: **one video in French and one video in English**

Content line:

1. Introduce yourself
2. Your activity in 4 words
3. Your background and what you can bring to CCI France UAE services and activities
4. Your added value to the board
5. Why members should vote for you

Best practices before starting your recording:

Lighting: The key to making you look as good as possible is good lighting! The idea of 3-point lighting helps. You want to light your face, and you want to light your background. Then fill the space between your front and back light to even out the light. Limit shadows and eliminate glare.

Test audio and video: Do a short test run to be sure your audio and video are working properly.

Engagement: Remember to look directly into your camera, and imagine your audience on the other side.

Place: Make sure you are in a quiet place.

How to record my video?

We advise you to record your candidacy video with Teams or Zoom to limit the potential for sound or framing problems.

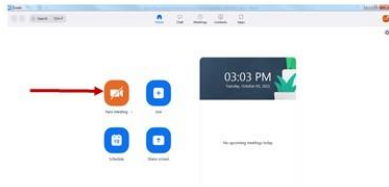
If it's easier for you, you can also record your video with your mobile phone and send it to us.

If you have any trouble or need assistance in recording your video, please feel free to contact us to ccifranceuae@gmail.com or shady.arafat@ccifranceuae.com

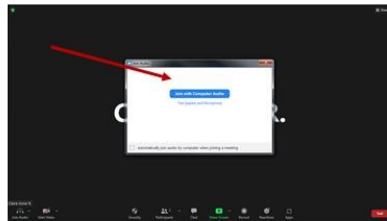
Send the .mp4 file with your candidacy form and a copy of your visa page, before Friday, 3rd May 2024 to CCI FRANCE UAE by email ccifranceuae@gmail.com

- 1- Install Zoom <https://zoom.us/>
- 2- Open and login to the app or website on desktop. **(Recording your video is only possible via a laptop).**

3- Click on “New Meeting”



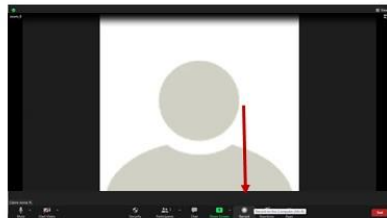
4- Click on “Join with computer audio”



5- Open your micro and your camera



6- Click on “Record”.
Floor is yours !



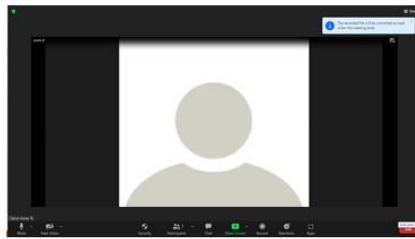
You can pause and get back to your video at any time by clicking on the buttons at the below of your screen.



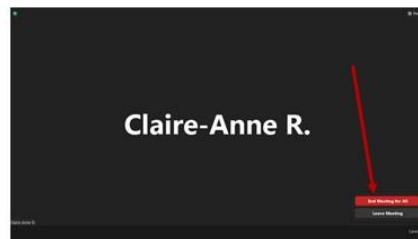
Recording my video with Zoom

- 1- Install Zoom
- 2- Open and login to the app or website.
- 3- Once you are fully ready, click on “New Meeting”
- 4- Click on “Join with computer audio”. Zoom will record your PC’s microphone.
- 5- Open your micro and your camera. Click on “Record”, and start your speech, floor is yours!
You can pause and get back to your video at any time by clicking on the buttons at the below of your screen. Under "More" you have several options, including "Pause" and "Stop Recording" (these are directly in the menu bar when you record without sharing content. If you stop recording and start again, a new video file is created for the next recording, if you pause the recording and start it again, Zoom will record the same video file for the recording.

7- Once you're done, click on "Stop Recording".



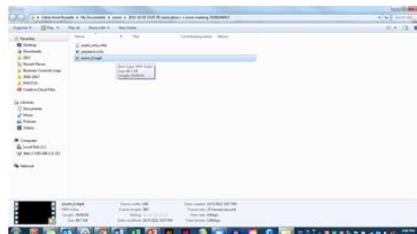
8- Click on "End Meeting" and then "End Meeting for All".



9- Your video will be automatically converted.



10- The folder containing your video will automatically open with different formats.



6- Once you're done, click on "Stop Recording".

7- Click on "End Meeting" and then "End Meeting for All".

8- As soon as clicked on "End the meeting for all" - Zoom will convert the recording so that you can access the files: When the conversion process is complete, the folder containing the recording files is opened (these are located by default in the Documents -> Zoom -> Folder with the date the day the recording was made).

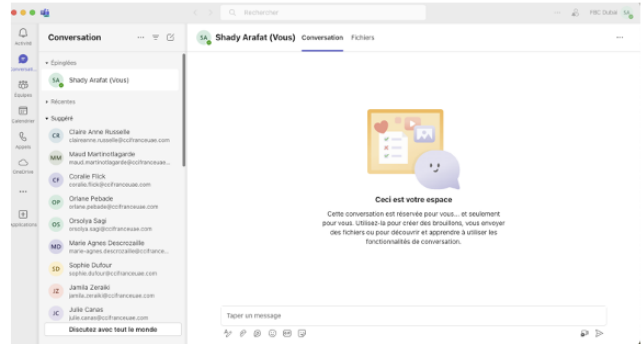
9- By default, the audio / video file (MP4) will be named Zoom_0. mp4. The folder containing your video will automatically open with different formats.

Recording my video with Teams

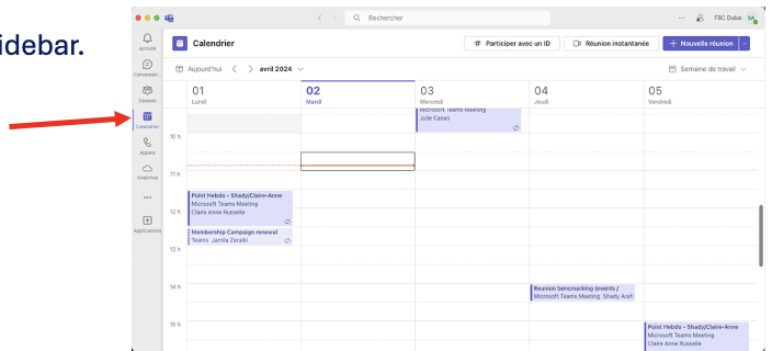
1. Install Teams
2. Open Microsoft Teams and sign in.
3. Click on "Calendar" on the sidebar.
4. Choose "Meet now" (camera icon) at the top right.
5. Before joining, you'll see a preview; here, check and adjust your camera and microphone.
6. Click "Join now" to start the meeting.
7. To record, click the three dots (...) for options and select "Start recording".
8. To finish, choose "Stop recording" from the same menu.
9. To find your recording, go to the chat of the meeting where it will be posted once the processing is complete. You can access it for viewing or downloading from there.

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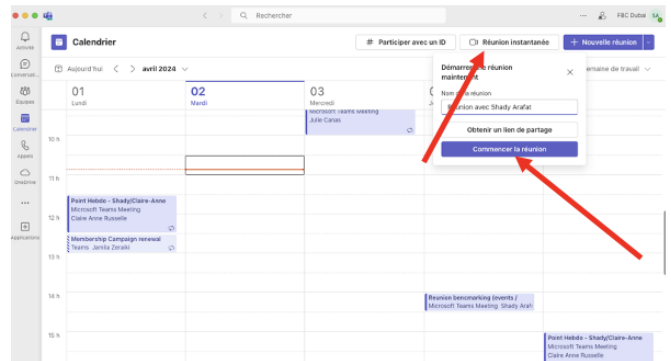
1. Open Microsoft Teams and sign in. (you will arrive here)



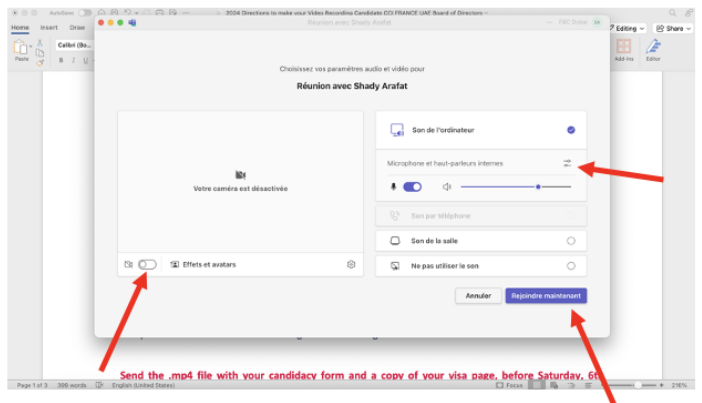
2. Click on "Calendar" on the sidebar.



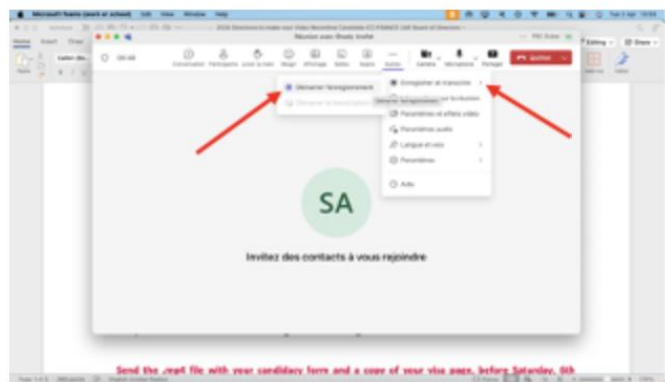
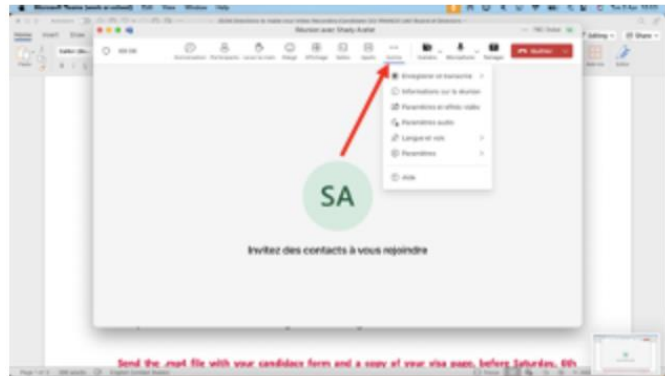
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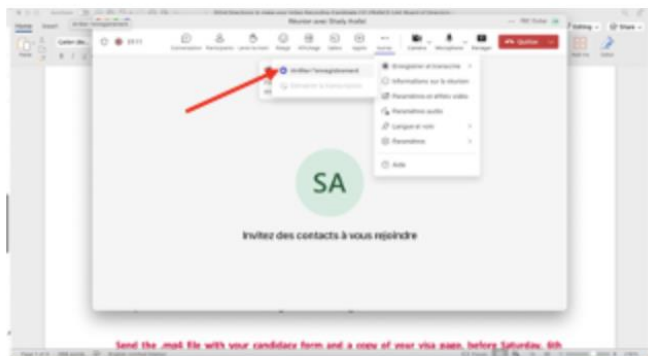
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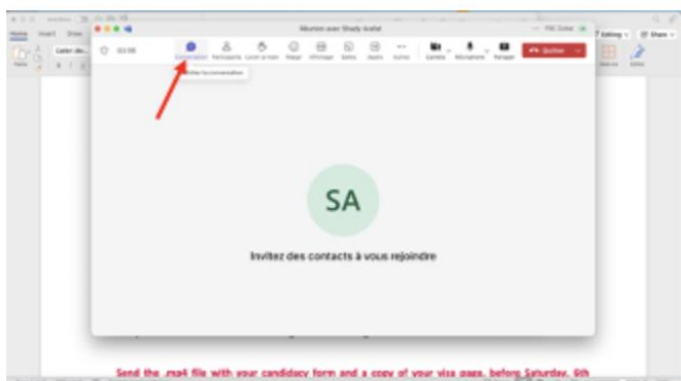
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