



**To pre-record a PPT presentation with video:**

1. Open your PowerPoint presentation
2. Start Zoom meeting (no additional participants necessary)
3. Adjust your camera, microphone, lighting
4. Click Share Screen (up green arrow at the bottom options bar)
5. Select PowerPoint application
6. Start PowerPoint Slide show to enter Full Screen
7. Video icon will appear in top right corner in the recording (even if you move it on your screen)
8. Select from top options bar or Alt+C or Alt+R to start/stop recording to cloud or your computer (depends on your license)
9. Run a test to make sure you like what you see/hear

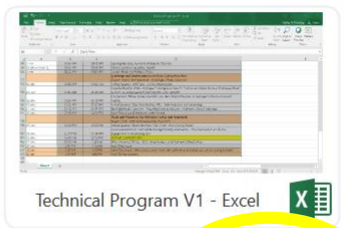
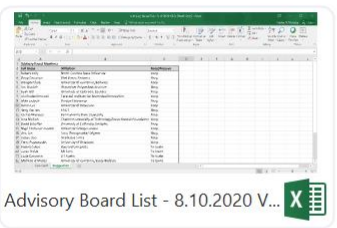
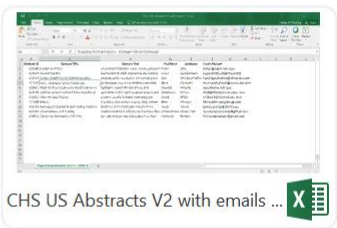
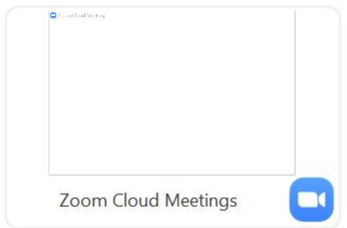
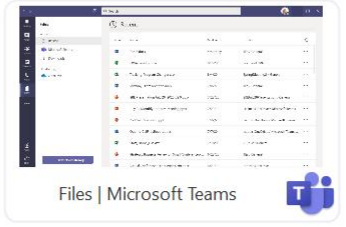
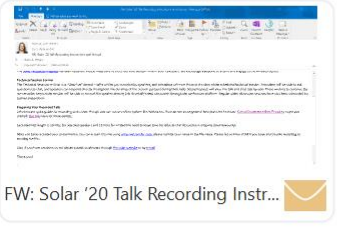
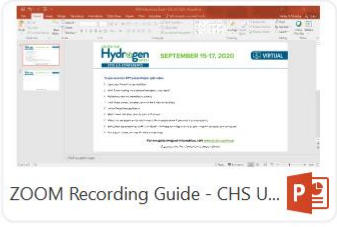
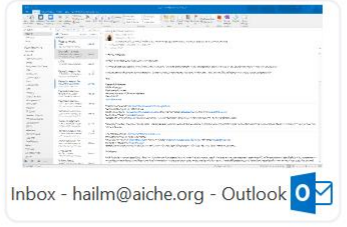
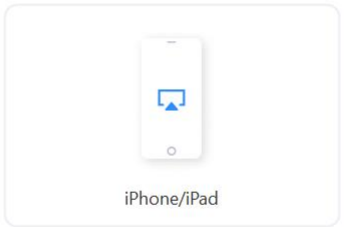
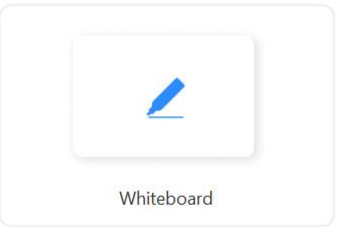
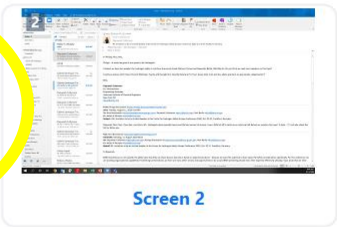
**For complete program information, visit [www.aiche.org/chsus](http://www.aiche.org/chsus)**

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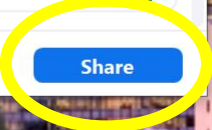
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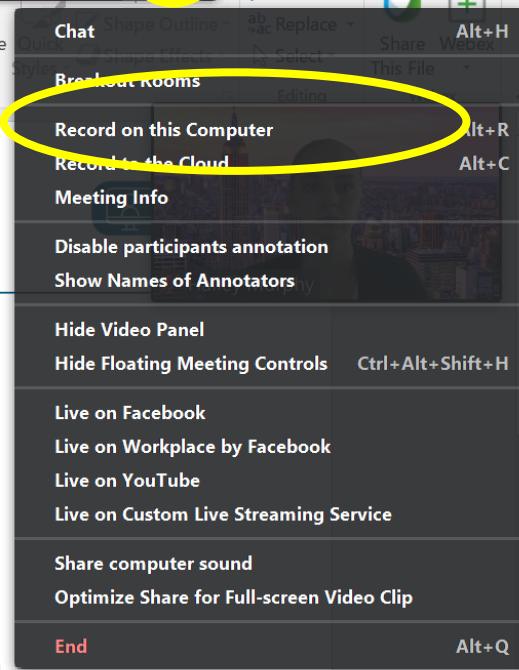
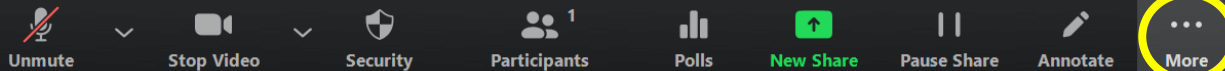
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Basic Advanced



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# SEPTEMBER 15-17, 2020

## 2020 U.S. CONFERENCE

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