



How to Schedule a Presentation Recording Time Using Calendly

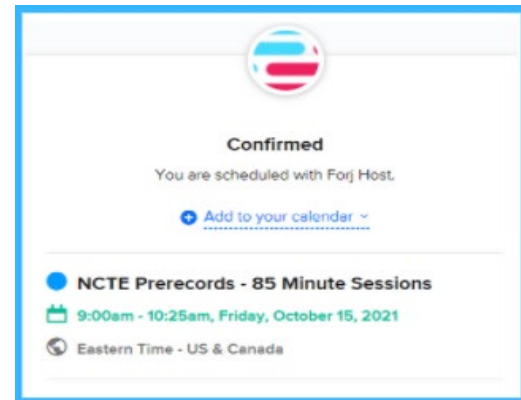
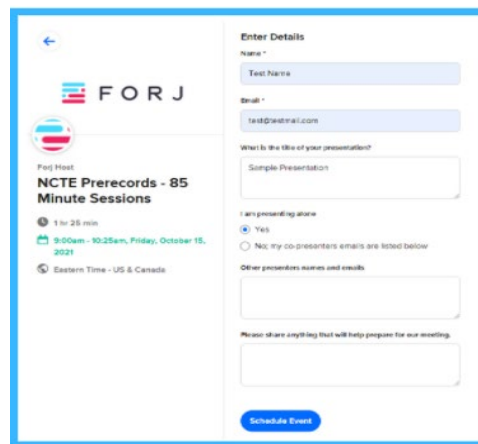
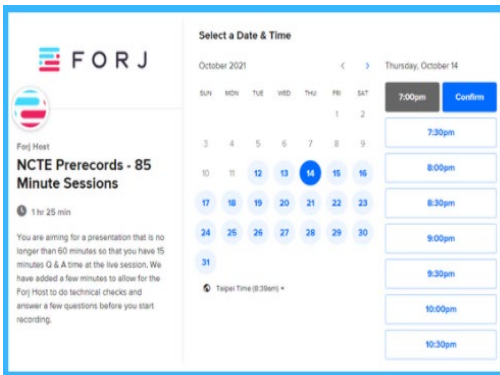
For presentations with multiple presenters, we recommend presenters connect with each other to schedule a mutual recording time. If scheduling a group time is not possible, you may record sections of the session separately, and Forj will ensure they play seamlessly. If presenters need to interact with each other during the presentation, they must record together, as interactions cannot be edited seamlessly. To connect with presenters, please use the Connect Me link in the session preview in the Speaker Ready Room portal.

1. Follow the Calendly link: <https://calendly.com/scheduleahost/ncte-prerecord>.
2. Choose a recording date.
3. Select a recording time.
4. Click Confirm.
5. Complete the form.
6. Click Schedule Event.
7. Once your recording time is scheduled, you will receive a Confirmed screen.
8. **Forj will send you a calendar invitation that will include a Zoom link for your confirmed recording time.**

Steps 1 & 2

Step 3

Step 4



Need to cancel or reschedule? Use the Calendly links at the bottom of your original confirmation to access the calendar again or send a cancellation message.

Recording Session Overview

Aim for your NCTE presentation to be 60 minutes long (max). The entire Forj recording session will be 85 minutes.

Be prepared as follows:

- Any slides or videos to be displayed during the session should be prepared and easily accessible.
- Print any presentation notes and have a timer visible to stay on track.
- Prepare and load your virtual Zoom background and install the latest Zoom updates.
- If possible, rehearse your presentation ahead of time. If your session includes multiple presenters, be sure to rehearse as a group as well.

To access the recording session, please access the Zoom link in your calendar invite. The Forj host will meet you in the room.

The Forj host will review the following items:

- Audio, video, lighting, screen sharing, and the use of chat, timers, and other Zoom features
- Who will share slide deck(s)
- Order of presenters.

When you are ready, you will share your screen and do a three-second countdown, and session recording will begin. You will present straight through to the end of your presentation as if it were a live session. The recording will be stopped, and the Forj host will come back on screen to outline next steps for you as a presenter.

The Forj host will store your session recording and will make it available for the day of the NCTE event.