



CTO PLUS

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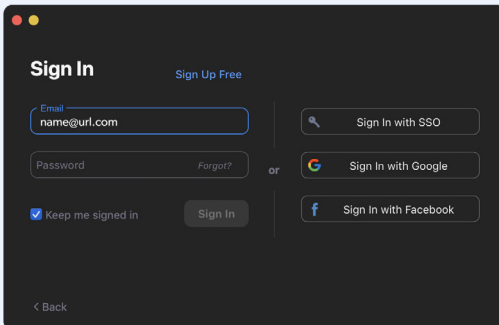
FEBRUARY 13-14, 2026
NEW YORK MARRIOTT MARQUIS
NEW YORK, NY

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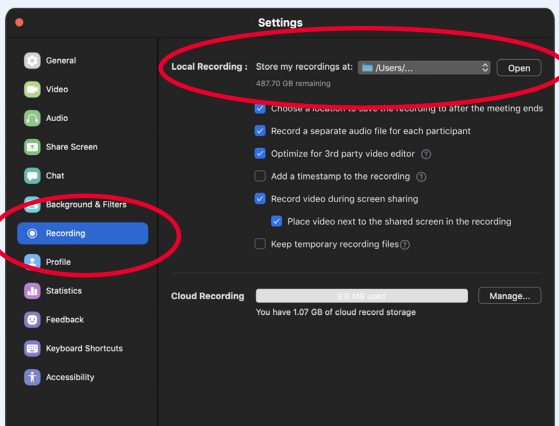
Self-Record Guidelines

BASIC FILMING INSTRUCTIONS

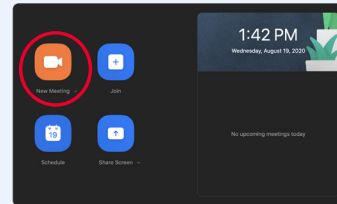
1. Download the free [Zoom Desktop Client](#) and activate your account.
2. Sign in to your Desktop Zoom application.



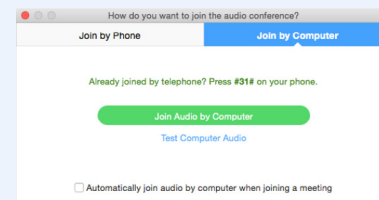
3. Open your Presentation in PowerPoint.
4. Click your profile picture or icon then click "Settings."
 - Click "Recording" in settings list.
 - Your settings should look like the screenshot below.
 - Zoom will create a folder in your Documents for your local recording.



5. Select "New Meeting."



6. Test your audio quality:
 - When prompted by the pop-up, select Join by Computer.
 - Click Test Computer Audio and follow instructions.
 - Using headphones or AirPods can give you better audio quality and mitigate background noise.

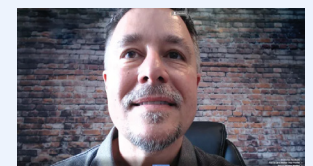


7. Start Video and join Audio.
8. Position yourself as close to your router as possible, preferably within about 10-15 feet or in the same room. If possible, a hard-wired connection is best.
9. Check your lighting and composition.

✓ Good Example



✗ Bad Example



(Continued on next page)



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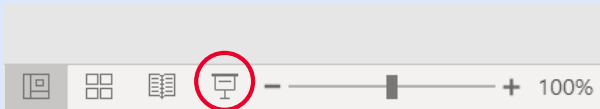
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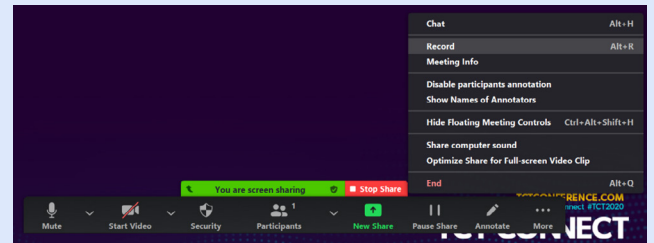
Self-Record Guidelines

BASIC FILMING INSTRUCTIONS (Contd.)

10. Share your screen/presentation. Once sharing, switch your PowerPoint to presentation mode by clicking on the "Slide Show" icon in the bottom right corner.



11. When you are ready to begin, hover your cursor near the green and red bar that says "You are screen sharing" / "Stop Share" until a tool bar appears. Click on the three dots that say "More" and hit "Record."



PRESENTATION

1. **Presentations should be between 5-10 minutes in length and should not exceed 10 minutes. This will be strictly enforced.**
2. Give a brief introduction (1 to 2 sentences about the your presentation.)
3. Deliver your presentation as you normally would in a conference environment.
4. When finished, stop sharing your screen.
5. Select "Stop Recording" in the toolbar.
6. The file will convert and save to your local folder in Documents, or you will be prompted to choose a location.
7. Review your presentation prior to uploading.

