

PRESENTER INFORMATION AND UPLOAD PAGE

1. Prepare your file

Before you upload the video to Vimeo, make sure you have 10-15min length of your final edits and finishing touches, and then make sure that it is converted into a proper format. There are a wide variety of programs and websites that can convert video for free.

These formats are best supported by Vimeo:

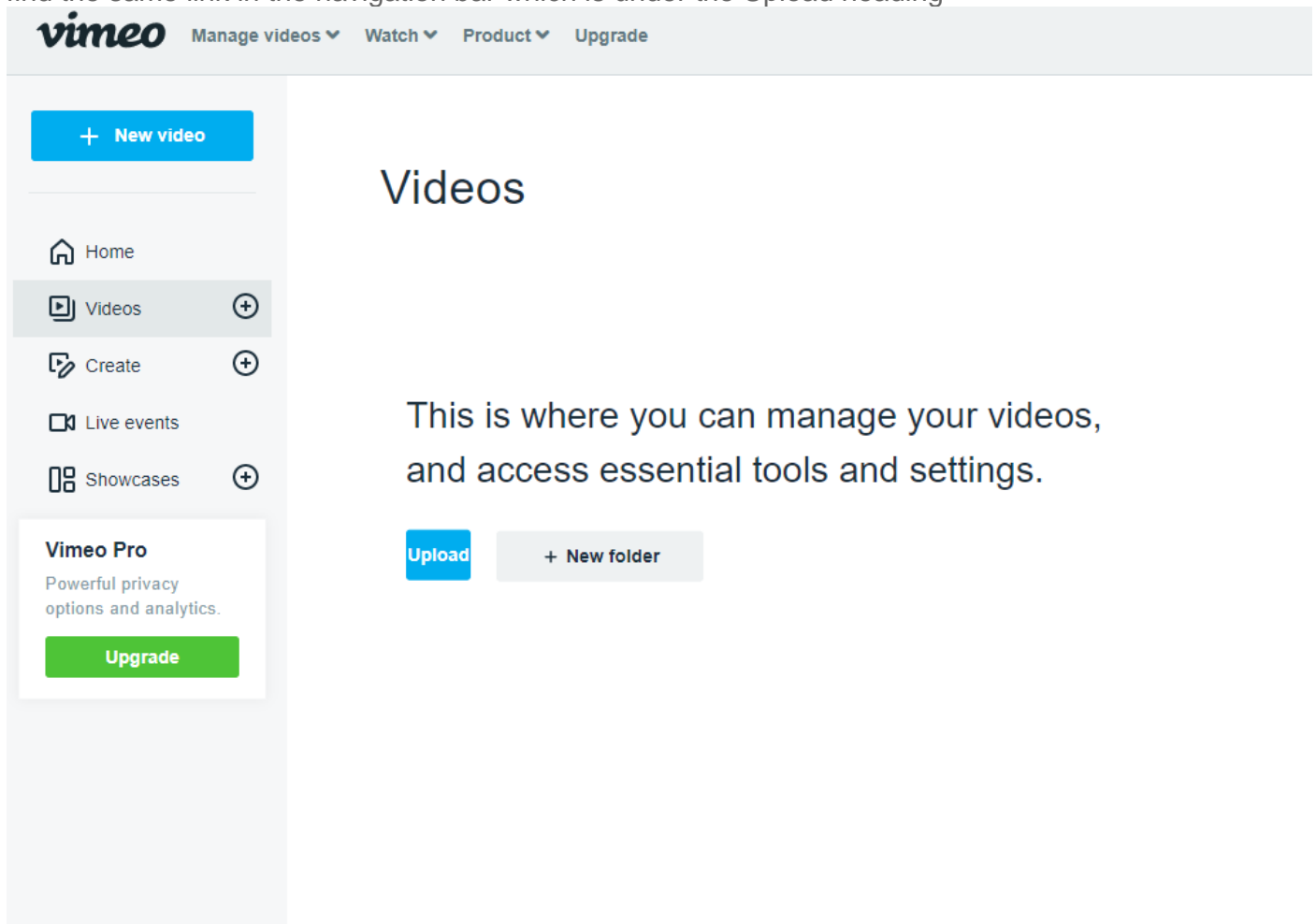
- .MP4 (Motion Picture Experts Group Part 14)
- .MPEG or .MPG (Motion Picture Experts Group)
- .MOV (QuickTime Movie)
- .AVI (Audio Video Interleaved)

2. Log Into Your Account

The first thing that you should do is visit the Vimeo website and create an account. If you already have an account, log into it by clicking the login link. If you don't have an account, then you will need to follow the prompts to set up your account/channel.

3. Uploading the Video

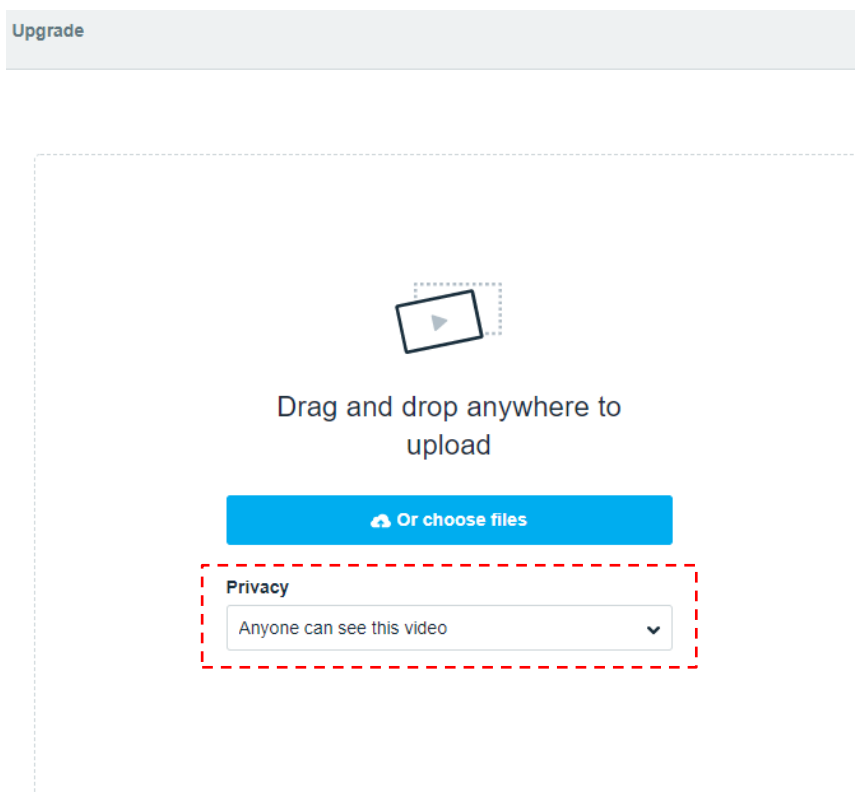
Click the "Upload Video" button which is located on the home page of the site. You will also be able to find the same link in the navigation bar which is under the Upload heading



The screenshot shows the Vimeo website interface. At the top, the Vimeo logo is on the left, and navigation links for "Manage videos", "Watch", "Product", and "Upgrade" are on the right. Below the navigation bar, there is a sidebar on the left with a "New video" button at the top. The sidebar contains navigation options: "Home", "Videos" (highlighted with a plus icon), "Create" (with a plus icon), "Live events", and "Showcases" (with a plus icon). Below the sidebar is a "Vimeo Pro" promotion box with the text "Powerful privacy options and analytics." and an "Upgrade" button. The main content area is titled "Videos" and contains the text: "This is where you can manage your videos, and access essential tools and settings." Below this text are two buttons: a blue "Upload" button and a grey "+ New folder" button.

4. The upload page

Once you click the upload link, you will be taken to the upload page. You will need to ensure that you are permitted to upload the videos. You can only upload videos that are owned and created by you since it's not possible to upload any videos that are copyrighted by anyone else.



Learn more about uploading in the [Video Guidelines](#), [Compression Guidelines](#), and [Help Center](#).

5. Selecting the File

Click the "Choose a File to Upload" button and this will launch an upload dialog box. Choose the file that you want to upload and then click on "Select." As soon as you click the button, the video will start to be uploaded straight away. The progress bar will start to estimate how long the video will take to upload. The faster the internet speed, the faster your video will upload.

6. Privacy Settings

Vimeo respects your videos and your right to decide who watches them. Privacy options allow you to upload videos and choose who can see them. To access the privacy settings of your video, click Settings under your video on the video page, then click the Privacy tab.

For recorded conference participants, please choose [Only people with the private link](#)– Protect this video with your private link.

7. Adding a description

Adding a description to your video will allow for other participants to know and learn more information about your video before viewing. This will display at the bottom of the video. Be sure to add a unique description to help your video to stand out.

8. Processing Conversion

Once the video has finished converting, the service will then email you once the conversion has finished.