


GUIDELINES FOR PRESENTERS

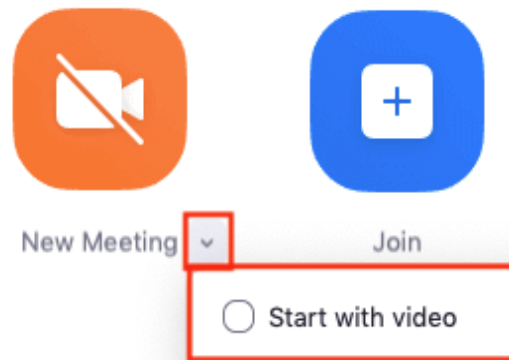
All authors of confirmed presentations for UNCECOMP 2021 are recommended to prepare a Pre-recorded video presentation.

In order for the videos to be verified and processed by the Organizing Committee, you are kindly requested to prepare, finalize and upload your video no later than **May 15, 2021**. The Pre-recorded video presentations will be available on demand one week before the Conference, during the dates of the Conference and in the post-Conference Video Library. The duration of the Pre-recorded video presentations should be approximately **20 minutes**.

Step-by-step Instructions for the Pre-recorded Video Presentations

We advise you to record your presentation using the **ZOOM** platform, available to users on most platforms and in most countries. Zoom software allows recording audio, video and PowerPoint presentation simultaneously in split format and export appropriate video files in MP4 format. Please follow the below steps:

1. Open your **PowerPoint Presentation** in the **Restore Down** mode . Go to the **“Slide Show”** tab of the tool bar, click **“Set up Slide Show”**, click **“Browse by an individual (window)”** and press **ok**. At this stage **do not press** the **“Slide show mode”**.
2. Open the **Zoom** application and select **“New Meeting”** v **“Start with Video”** and press the camera icon. Be sure that your audio and video are both on and working:

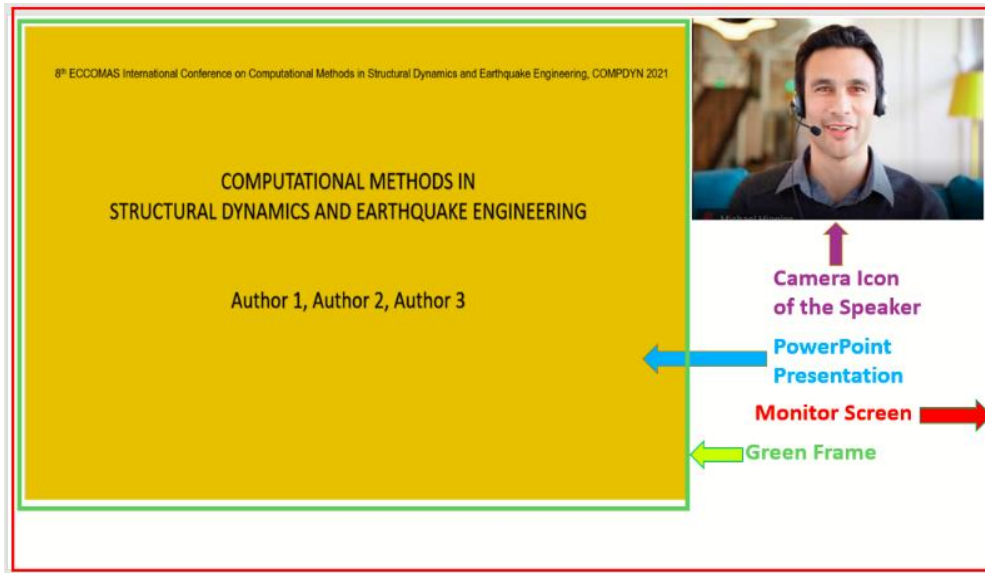



3. Go to the Tool Bar at the bottom of the screen and select the symbol **^** next to the Camera icon and click **“Video settings”**, select **“Recording”**, click **“Record video during screen sharing”**, then click **“Place video next to the shared screen in the recording”** and close the window.
4. Insert your PowerPoint Presentation by clicking the **“Share Screen”** button.

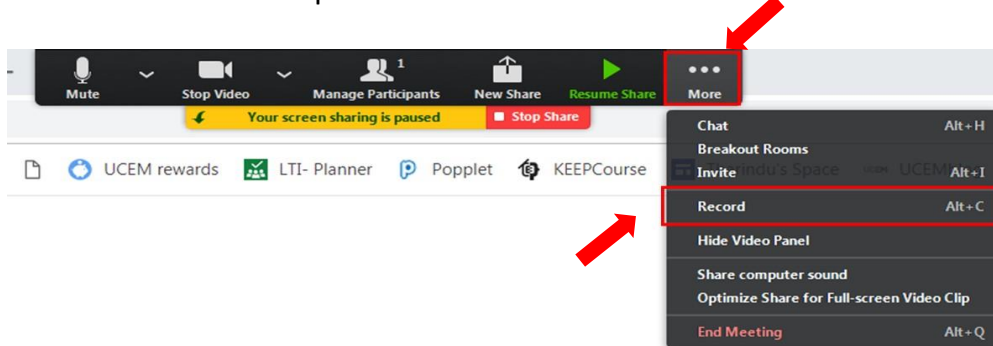


Select on your screen the window with the PowerPoint presentation, press **share** and then press the **“slide show mode”**. The presentation will automatically be embedded into a **Green Frame**.

5. Move the Green Frame with the presentation at the top left of your screen, enlarge your Camera image to be adjacent to the Green Frame, with an analogy of approximately 2/3 to 1/3 in the horizontal direction, as indicated below.



6. **Recording your presentation:** From the bar appearing at the top of the bottom of the screen click **More** on the ellipsis  and then click the **“Record”** button.



You may start recording your presentation following the PowerPoint slides.

7. Once you have finished with your presentation, select **“Stop Recording”** then **“Stop sharing”** and **“End the meeting”**. It will then begin automatically to convert your video to your local system into a mp4 file.

8. Please use the following naming convention for your mp4 file: **PaperID.mp4**, where **PaperID** is the code provided by the system during submission.

Alternative Option for Preparing your Presentation (besides ZOOM)

In the event that you would encounter difficulties with the recommended procedure, you could prepare your presentation with the option **“Record Slide Show”** provided by PowerPoint. Please note that we do not accept PowerPoint presentation only or PDF files.

Tips for Recording:

- Use a room as quiet as possible.
- Avoid rooms that have echo and sound dampening with carpeting, curtains, furniture.
- A good microphone close to mouth.
- Avoid, if possible, using default built-in microphone on computer.
- Remember speak slowly and enunciate clearly, without pausing.
- Make sure you have good front light. If your back is to a window, close the shades.
- Place the camera at eye level.
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.