

VIRTUAL PRESENTATION GUIDE

- **How papers will be presented virtually:**

We will play your recorded video presentation during the virtual conference, if possible you should connect to the conference room for questions during your presentation. (Presentations will be played in different parallel rooms/sessions virtually. We will send you the meeting/virtual room links for connection. Conference Program will be announced on 1 June 2021, which will include time, date, session and room information of each paper).

- **Duration of video presentation:**

Each presenter will record presentation video of 10-12 minutes duration.

- **How to record video presentation:**

First you should prepare Power Point (ppt) slides and then present it using Zoom for video recording purpose (You can also use any other screen recording software). The name of file (mp4 format only) should be "Paper ID Number".

- **How to Submit video presentation:**

Please submit your recorded video via Google form at: https://docs.google.com/forms/d/e/1FAIpQLSc18neBrukGXoUZoaLC8lx2ITkbnPu0eiQIUUnDWvIDbU9pJpQ/viewform?usp=sf_link

Video recording using Zoom

1. Install the Zoom clicking the link:

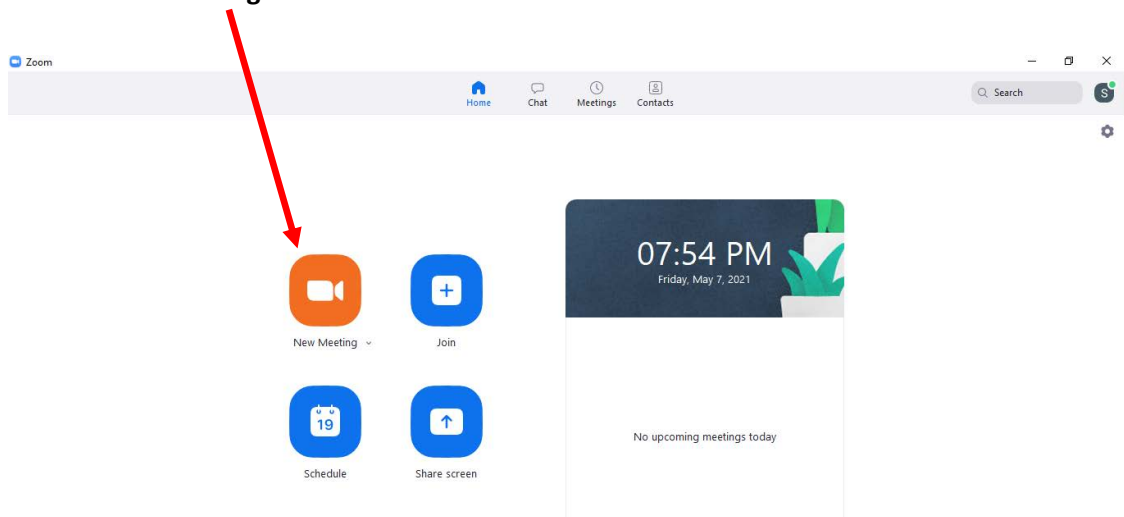
<https://zoom.us/client/latest/ZoomInstaller.exe>

2. Create a membership and log in.

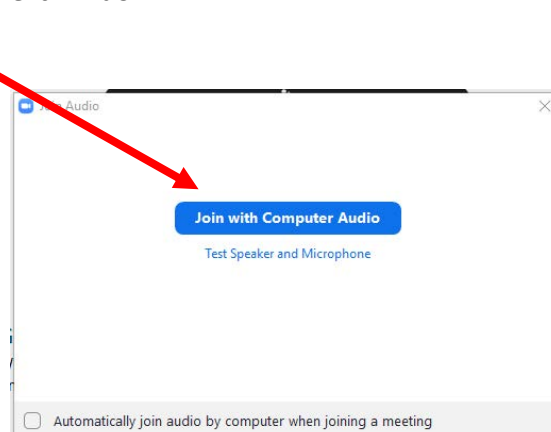
3. Start a new meeting with video.

4. Open you ppt presentation.

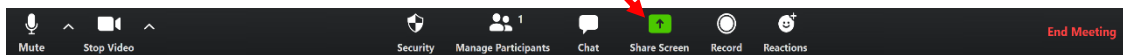
5. Click Slide Show / View Show (or F5) and start presentation.



6. Click here from the next window



7. Your Zoom screen will appear. Select Share Screen, you will see the opened windows. Then select your ppt presentation.



8. Your screen will be as following picture, you can move your view anywhere on the screen.



9. To record video, click to More->Record from top menu.



10. Now you are recording video with sound. You can present your paper. After presentation, you can end the recording using End Meeting. If you end the recording, Zoom will convert your video to mp4. Then you can submit us this video via Google form at:

https://docs.google.com/forms/d/e/1FAIpQLSc18neBrukGXoUZoaLC8lx2ITkbnPu0eIQIUnDWvIDbU9pJpQ/viewform?usp=sf_link

Please contact conference manager for your questions:
sara@techfist.org

Deadline for sending video: 20 May 2021