Presentation Pre-recording Instructions

In this document, you will find all recording and uploading instructions. Please follow the instructions closely.
Presentation duration:

- For major presentations, the duration of your video can be maximum of 25 minutes.
- For Short Oral presentations, the duration of your video can be maximum of 10 minutes.
- For Poster presentations, the duration of your video can be maximum of 5 minutes. Also please send

Presentation PPT format:

- Please make sure to use the standard PowerPoint ratio (16:9 aspect ratio). Please respect the timing allocated above for each type of presentation.

IMPORTANT!
- The first slide of your presentation must contain:
    - The full title of the presentation (the same title as used for your submission)
    - Author Name
    - Your university/organization/company
- The last slide of your presentation must contain:
    - Your contact details (name + email), enabling participants to contact you with questions.

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1. PREPARE AND CHECK YOUR COMPUTER

Tips & Tricks:
- Make sure your computer is up-to-date and running stable (no warning messages, annoyingadvertisement pop-ups, software update reminders, etc.)
- Use a headset with microphone to reduce background noise and to have good audio quality.
- Close all unnecessary software programs during your presentation to avoid unwanted notification messages (incoming emails, calendar reminders, etc.).
- If you are using a laptop, make sure your power adaptor is connected to your computer, so it does not run out of battery.

2. PREPARE YOURSELF AND CHECK THE ROOM

Tips & Tricks:

- Choose a quiet environment, free of any distractions and background noises.
- Check your camera image for any distractions or private items that are visible in your video background. Remove anything you do not want others to see.
- Check whether your face is sufficiently lit, and if your facial expressions are clearly visible on screen. Avoid pointing the camera to windows (backlight) and try adding an extra light behind your camera/computer to make your face more visible if necessary.

3. PREPARE YOUR POWERPOINT

Tips & Tricks:

- Make up your PowerPoint in a 16:9 format (see: https://support.microsoft.com/en- us/office/change-the-size-of-your-slides-040a811c-be43-40b9-8d04-0de5ed79987e).
- Always check your slideshow and make sure all content shows as it should appear (text, equations, images, videos, animations, etc.). If you are showing charts, tables, or images, pay attention to graphic resolution and font size and make sure that everything is readable.

STEP 1: RECORDING INSTRUCTIONS

You can record your presentation using:

- Zoom (e.g.:https://support.zoom.us/hc/en-us/articles/201362473-Local-recording) (see detailed instructions below)
- PowerPoint (e.g.: https://www.youtube.com/watch?v=Y0iuFe7zJR8)
- … or any other service you prefer

Presentation Recording using ZOOM:

We use the Zoom software for our online meeting. If you don't have a Zoom, please download it from here: https://zoom.us/download

By recording your presentation locally, you can review it and record again if you want. To record your presentation via Zoom, follow the steps below:

1. Click the "**New Meeting**" button on the Zoom Meeting Application home screen.

2. Click the "**Join with Computer Audio**" button.

3. Click the "**Share Screen**" button on the bottom of your screen and the choose the PowerPoint you already prepared. Please don't forget to use Presentation mode in PowerPoint.

4. Ensure you selected the PowerPoint of your presentation. It will have blue border when you select the PowerPoint.

5. Check the box "**Share Computer Sound**" in the bottom left corner.

6. DO NOT check the box "**Optimize Screen Sharing for Video Clip**". This will prevent you from recording your mouse activity and your Webcam.

7. Click the "**Share**" button in the bottom right corner.

8. To begin recording, please click on **Record** button. If you have an option to record locally and on cloud, please choose **record locally on your computer.**
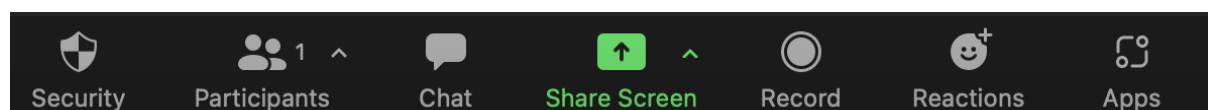
9. Drag your mouse to the Zoom Meeting Control panel. Hover over the "**more**" menu and select the "**Stop Recording**" option.
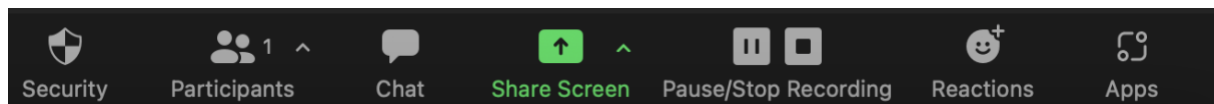
10. Click the red "**End Meeting**" button in the lower right corner of the screen.

11. Click end meeting for all.

12. Wait for the Zoom Meeting App to finish converting your recording. When the conversion ended, the folder with recording will open automatically.

13. Click on the MP4 to review your recording.

14. Send the final recording (ONLY MP4 file) to us via email.

Before recording your entire presentation, we recommend you try this procedure for a part of it to check if the sound and everything else are good.

After you have recorded and uploaded your video, you must send us (microbiota@microbiota-site.com) an email

containing the following information by October 5, 2021 at the latest:

- Link to the uploaded video file. We suggest you share your video using https://wetransfer.com/