

# Video creation guidelines and upload instructions

For Oral presentations (v2)



## Slides preparation

In preparation of the video, you first need to establish the slide-deck to be covered. The template to be used can be downloaded from [this page](#). In order to avoid having to do the work twice, we offer the opportunity to check this slide-deck with your session-chair, prior to the submission of your video. This is offered as a service, and hence it is not mandatory to make use of this.

In order to give the session chair time to help you, and for you to keep time to create your video including suggestions from your session-chair, we advise you to create this slide-deck immediately and communicate on this with your session-chair. May you not hear back from your session chair, do not wait for this feedback if it conflicts with submitting the video in time.

## Video creation

Your video will be played back in your session as if you were presenting during an in-person conference. We will stick to the same time-schedule, and as a consequence your video is requested to be 18 minutes in length, plus minus 2 minutes.

Your video needs to be supplied in MP4 format. It needs to be supplied in High-Definition resolution, either in 720p or 1080p; the latter is preferred. You are free in choosing the tooling to create the video. Our virtual conference hosting company suggests Zoom works well for this purpose (see Appendix 1) but many alternatives exist, such as a direct recording in PowerPoint (see Appendix 2).

You are free to choose the look and feel of the video. A format that is widely used starts with a very short (30 seconds) author introduction, filming the author as he is presenting, and then continuing with voice-over-ppt. May you want to make an actual recording of you giving the presentation, or may you want to use only voice-over-ppt, or use a more sophisticated professional recording that is fine with us.

The name of your video must have the following format:  
<Paper Identifier>\_<First Author name>\_v1.mp4

An example of such a video name is hence "EuMIC01-1\_Smith\_v1.mp4". You may increase the version number may you need to upload another version into the system at a later stage, as long as this is done before the submission deadline of December 4.

## Video upload

The upload of the video needs to be performed between November 20 and December 4, using the following website: <https://eumw2020.vfairs.com/upload>, see Appendix 3. Upon uploading, the format of your video will be checked: if you can upload the video, the format is OK.

During the upload of the video, you will need the Paper Title and Paper Identifier, see above. Make sure you have these available.

## Need help?

In case you need help after reading these instructions (please also check the appendices!), please email your questions to: [video@eumw2020.org](mailto:video@eumw2020.org)

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## Appendix 1: How to use Zoom for recording your video presentation

ZOOM may be used to record your presentation. If you need additional guidance on use of Zoom, please refer to [this link](#).

1. Open Zoom on the web (<https://zoom.us/>).
  - Setup an account if you don't have one.
2. Open the Zoom application.
  - Click on Settings -> Recordings
  - Check or optionally modify the default location for the video recording.
  - Optionally, you can choose to place your video next to the shared screen.
3. Ensure you have a stable internet connection.
  - 1.5 Mbps "up" minimum (3+ Mbps "up" is recommended).
  - Hint: Use speedtest.net to test.
4. Start a new meeting.
5. Once the meeting has started:
  - Join Audio (i.e., unmute yourself).
  - Choose to Enable or Disable video – it is up to you if you want to include a live video recording as part of your presentation
  - Share your screen or the PowerPoint application to show your PowerPoint slides.
  - Start your PowerPoint slide show.
    - If you have more than one monitor, make sure that this presentation view is on the main monitor. IMPORTANT: Do not record the speaker view mode.
  - Enable the pen or laser pointer within PowerPoint. This can be found in the lower left corner of the screen and clicking the button marked with a pen.
    - Click "More" in the top black navigation bar and select Record on this Computer.
  - Give your complete presentation, speaking into your microphone and use the laser when needed.
    - Start your presentation with a short introduction of yourself, optionally including a video recording of yourself.
  - Again click "More" in the top black navigation bar and select Stop Recording when you are done.
  - End the meeting for all. Once you end the meeting, you will get a pop-up window saying: "Convert meeting recording"
    - Hit SAVE.
    - Note that the file may automatically save to a default location. This location is specified under Zoom's options (see step 2 above).
    - Note that this conversion can take some time, so please be patient.
6. Once the MP4 file is created, please check it from beginning to end to ensure that everything was recorded properly.
7. Please change the file name to the format <Paper Identifier>\_<First Author name>\_v1.mp4 before uploading.

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## Appendix 2: Creating a voice-over-PowerPoint (VoPPT) Presentation

The method below describes a two-step approach where you first create a voice-over-PowerPoint (VoPPT) presentation and then create an MP4 file from that VoPPT. This enables you to first focus on obtaining the best presentation of your work and then to focus on creating an MP4 of the proper size and quality.

To create a Voice-over-PowerPoint, follow the steps below. Refer to [this link](#) for more details. Note that you may go through these steps as many times as necessary to improve your presentation.

1. Click the Slide Show menu within PowerPoint.
2. Select Record Slide Show and Start Recording from Beginning. Make sure that you enable both "slide and animation timings" and "narrations, ink, and laser pointer". You can choose to enable your camera, but please note that the video recording could hide part of your slides.
3. You will now be in screen-show mode. Enable the laser pointer within PowerPoint. This can be found in the lower left corner of the screen and clicking the button marked with a pen.
4. Give your complete presentation, speaking into your microphone. Please use the laser pointer to draw the viewer's attention to the content of interest. We recommend that you have a 10-20 second pause in the beginning, in case you will use another tool for the screen capture and MP4 recording (see step 8-11).
5. To complete the presentation you must go all the way to the black screen at the end.
6. Check your presentation to ensure everything looks and sounds correct. You may do this by playing the slide show from the beginning.
7. Save your PPT file. This file will now include your narration and laser pointer.
  - Note that an MP4 file can be exported directly from the voice-annotated PPT. Information on how to do this is found [here](#). Note that this may result in larger than desired files; thus, we recommend obtaining an MP4 using one of the screen capture methods below.

Once you have the voice-over-PPT presentation, you must now create an MP4 video file. For any of these techniques, please.

8. Open your Web Conferencing or screen capture program, such as Zoom, WebEx, GoToMeeting Microsoft Teams, etc.
9. Share your screen for the PowerPoint application and then begin the PPT screen show. Your VoPPT presentation will now begin. If you recorded this with 10-20 seconds of pause at the beginning, you will have this much time to then begin your recording.
10. Start your screen recording and allow the VoPPT presentation to run completely.
11. End your screen recording and save your MP4 file.

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## Appendix 3: Example upload form completion

### vFairs Video Upload Form Need Help

Please fill out the following fields and upload your video. Once the video has been uploaded, it will be shared with your vFairs Rep.

<b>Virtual Event Name or URL</b> EUMW 2020	<b>Video Upload</b> Video URL: N/A
<b>Paper Title</b> Enter your Paper title...	<b>Drop Files Here</b> EuMIC01-1_Smith_Pitch_v1.mp4
<b>Paper ID</b> Enter your Paper ID... EuMIC01-1	<b>Browse...</b>
<b>Your Email Address</b> Enter contact email... Smith@email.com	

I hereby agree and consent to the [Terms and Conditions](#)

**Send**