**PRE-RECORDED VIDEO PRESENTATIONS**

All presenters are required to prepare a pre-recorded video presentation which includes:-

1. Video of the presenters when presenting with slides;

OR

1. Video of PowerPoint presentation with slides and a voice-over.

Please note: presenter \*will not\* be judged on video/ recording quality or editing capabilities. Judging will focus on the presentation, ability to communicate research to a non-specialist audience.

**The file must be in VIDEO format (e.g. .mpeg, .avi etc.), no other type of format will be accepted.**

1) Pre-recorded video presentation: You may record your presentation through a camcorder, web-camera or mobile phone with at least 4 mega pixels quality. Feel free to open your video in an editing program (Windows Movie Maker, iMovie, AVID, Final Cut Pro or other editing software), according to your expertise and convenience, to make alterations and all kind of editing (putting a title, your name, etc.). Save your file either in \*.AVI, \*.MP4, \*.MPG, \*.WMV or \*.MOV (extensions format).

2) PowerPoint presentation with a voice-over: Use the Microsoft PowerPoint to prepare your presentation in slides. You may start by presenting a picture of yourself with email contact and affiliations, with a welcome message to the audience, feel free to use your creativity, but try to keep it easy and brief. Use an audio recording device, such as a microphone or other external voice recorder, music, etc. Once you have you PowerPoint slides, you can insert the audio files using the program itself – click Insert > Movies and Sounds > Sound from file (choosing the location of your audio files). You can also record your voice with PowerPoint in each slide, if desired – click Insert > Movies and Sounds > Record sound. One can create self-running slides, including your voice narration. After you made the synchronized PowerPoint presentation, turn it into a movie file – click File > Make Movie – the opened window will allow you to choose the location where you want to save your video from the PowerPoint presentation. Save your file either in \*.AVI, \*.MP4, \*.MPG, \*.WMV or \*.MOV (extensions format).

**Important notes**

* Spoken and written words must be in English.
* Try to achieve a good quality voice recording, to facilitate the hearing, by making it in a quiet setting and by speaking clearly and in a paused manner.
* Videos and PowerPoint videos should be kept simple, transmitting information clearly, like in a poster presentation with the respective contents. Use clear and visible characters in the writings when editing text or topics.
* Review your video and watch it several times in your video player, to make sure everything is fine.
* **The duration of the video presentations must not exceed 7 minutes.**
* You MUST NOT EXCEED the time given for the video presentation, and the file must be **under 100 MB of space file**.
* The video file must be sent through <https://forms.gle/ksqxGmNL6QT7ahGv9>.
* Please name your file as: “first name-your surname-reference number”
* The authors of the pre-recorded Video Presentations can be contacted via email by any conference participant who wishes to discuss the contents of the presentation.