Instructions for preparing pre-recorded Flash Presentations

For ISMOS-8, authors will make pre-recorded presentations that will be grouped into short end of the day sessions, tracked as per the themes of the congress. Below you will find the instructions for preparing your recorded Flash Presentation. To ensure that the audience stays connected during your presentation, you are advised to ensure your recording is attractive and interesting. This way you get the best chance of having further interactions in the live Question & Answer sessions, and afterwards. At the end of the preparation, you will be requested to submit a set of 2 files:

1. PowerPoint presentation (for back-up purpose)
2. Recorded Flash Presentation video
3. Photo of you

A. Slides

1. Remember to include a title slide.
2. Add your contact information to the last slide. If you would like delegates to contact you with questions or comments after the event provide your information on the final slide.
3. Keep display of logo to the first slide only.
4. Avoid commercialism.

B. Video

The presentation can be recorded by any of the co-authors and will be available during the original dates of the conference and on-demand for 3 months after the conference concludes.

The video must not be 4 minutes in length (5 min slot and 4 min for presentation).

Please note:

1. Videos featuring a product/service/technology must be informational rather than promotional. Presentations that appear to be a sales pitch will be removed from the programme.
2. Make sure your recording includes your PowerPoint presentation, and you (or a co-author) are speaking with it.
3. Media that is identified as obscene, provocative, inaccurate, or otherwise containing objectionable content will be removed from the programme.
4. Do try to record from a location with no background noise, with enough natural light or with additional lighting options available. Avoid windows & lights behind you. Good light in front of you provides a better image.
5. Ensure you keep some blank space in the right-hand corner of your slide where the video of you presenting will be located. See more information on this below.

There are several video conferencing tools available to easily record a presentation. These methods allow you to show your face via webcam and display your slides as you talk. Our recommended approach to record a compatible video from content displayed on your computer screen and voice recorded via the computer microphone, is to record the presentation using Zoom, available to users on most platforms and in most countries. Recordings are possible even with the free Zoom account!

- Instructions for using Zoom can be found at: Local Recording – Zoom Help Center.
- This video also has some good tips on how to record your presentation.

Should you be unable to use Zoom, you may use any other meeting software as long as you get a good quality recording and your final file is in the **MP4 format**. The recording must show your face while you are presenting. The face must be displayed on the top right-hand corner of the slides that you are displaying.

Video of you presenting

Your PowerPoint Presentation
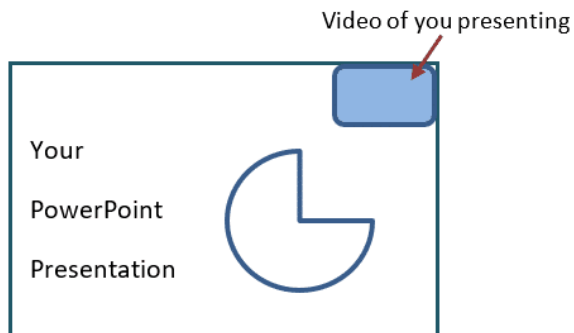
C. Uploading your recorded Flash Presentation (MP4) and PowerPoint Slides (PPTX)

Please use the following naming convention: AbstractIDNumber_Lastname.mp4 and AbstractIDNumber_Lastname.pptx. (e.g. 45_Smith). The AbstractID is the code that was entered in front of your paper title when it was accepted. For videos to be verified by the technical program committee, **please upload your files by Monday 24 May 2021.** **Equally important: When uploading the files, please upload as well your profile picture that we will use on the programme in the congress platform. The image size should be 500px x 500px.** Use AbstractIDNumber_Lastname.jpg

To upload your 3 files, please [click here](#)

Important note: Video files that do not comply with the required specifications will not be accepted. You will be notified if there are issues with your files.

All technical sessions will be recorded and uploaded in the Whova App for ISMOS delegates to watch the presentations on their own pace. The recordings will only be available in the closed Whova App environment and will be terminated 3 months after the event.