

RECORDING AND UPLOAD INSTRUCTIONS

1. Test your computer
2. Record your presentation
3. Submit your video

1. PREPARE AND CHECK YOUR COMPUTER

What do you need? A computer with a microphone and a webcam.

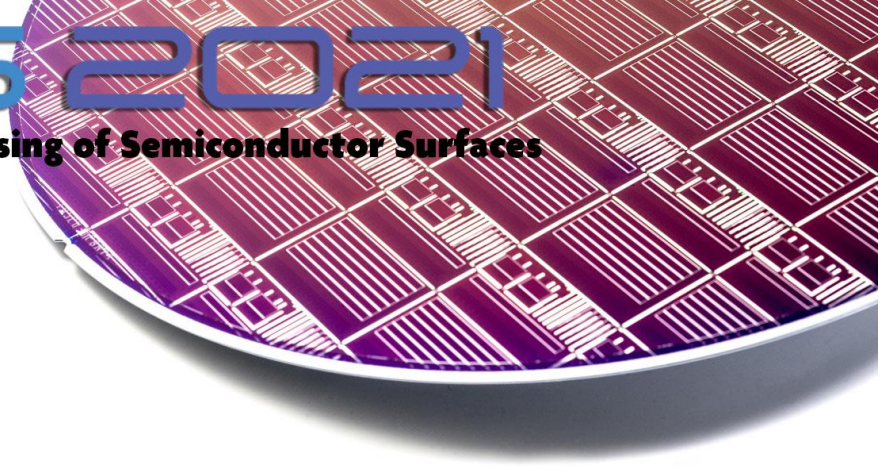
Tips & tricks:

- Make sure your computer is up-to-date and running stable (no warning messages, annoying advertisement pop-ups, software update reminders, etc...).
- **Close all software programs** you won't be needing during your presentation to avoid unwanted notification messages (incoming e-mails, calendar reminders, etc...).
- If you are using a laptop, make sure your power adaptor is connected so your computer doesn't run out of battery.

2. PREPARE YOURSELF AND CHECK THE ROOM

Tips & tricks:

- Choose a **quiet environment**, free of any distractions (no open windows, no street noise from roadworks or passing vehicles with sirens, no kids or pets around, etc.). Don't forget to turn off your phone ☺.
- Check your **camera image** for any distractions or private items that are visible in your video background (family pictures, confidential info on a flipchart, etc.) – **remove anything you don't 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.
- Choose your **clothing**. Neutrals, soft blues, and browns are the way to go. Avoid high-contrast clothing like a bright green shirt and bright red pants, and striped/dotted/pattern clothing.



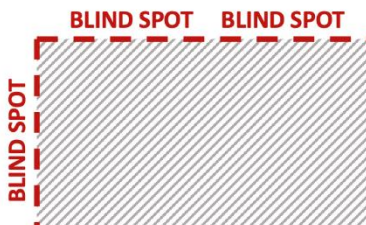
3. PREPARE YOUR POWERPOINT

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 wanted (all images, videos, animations, etc.). If you are showing charts, tables, or images, make sure everything is **readable**.
- Mind the **blind spot in the lower-right corner!** The 'picture-in-picture' recording will hide this part of your presentation.

3. PREPARE YOUR POWERPOINT

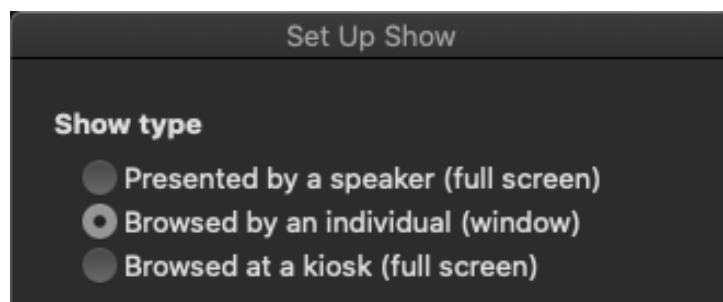
- **16:9 format.**
- Check all images, videos, animations, etc... Make sure everything is **readable** and showing/working as intended.
- **Attention: blind spot!**




EVENTRONICS
POWERING TECHNOLOGY

Set up your PowerPoint as following:

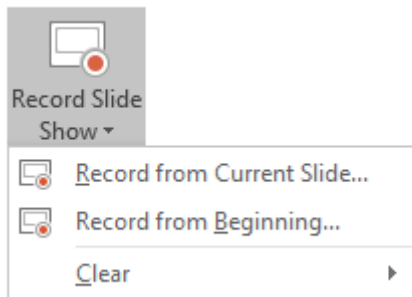
1. Open the provide PowerPoint template presentation.
2. In the top menu, navigate to **SLIDE SHOW > SET UP SHOW...**
3. Under **SHOW TYPE**, select **BROWSED BY AN INDIVIDUAL (window)**.



4. Confirm the settings by clicking **OK**.
5. Start the slideshow. 

4. RECORD YOUR TALK

PowerPoint offers the option to record voice-overs very easily. Just click on “record Slide Show”.



You can find an extensive explanation here:

- [Windows](#)
- [MacOS](#)

Oral Presentation video

Max 17 minutes

5. DOWNLOAD YOUR VIDEO

Save as MP4

Make sure your files is format as following:

Oral presentations: X_X_PresenterLastName_PresenterFirstName

Example: 1_1_Doe_Jane

6. PUBLISH YOUR VIDEO

Publish your video file on Encyro ([Secure uploads made easy. \(encyro.com\)](#)). The upload on Encyro is needed as a back-up in case something goes wrong with your connection during the conference and to upload your video on the on-demand platform afterwards.

Please upload your Oral presentation as an MP4 file(s) and your CopyRight document as a pdf file.

All video recordings and copyright documents should be uploaded by **1 April 2021** at the latest.