Pre-recorded Video Presentations

Presenters that will not be able to make a live presentation via Zoom in a synchronous mode, are required to prepare a pre-recorded video presentation, that can be made in one of these two ways (in no particular order):

➢ Recording a video of the presentation;
➢ Creating a PowerPoint presentation with slides and a voice-over, and saved as a video.

The file must be in <u>VIDEO format</u>, we won't accept any other formats, like .ppt files.

1) About recording a video presentation: You can 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) About creating a PowerPoint presentation with a voice-over: Use the PowerPoint program or similar (available in any Operating System) to compose your presentation in slides. This software is convenient and easier for most of people, but you're welcome to use other tools, creating advanced presentations. We suggest you start by present 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 note for videos and PowerPoint videos:

- Spoken and written words must be in <u>English</u>.

- 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 is as follow:
  Oral Presentations / Posters - must not exceed <u>10 minutes</u>
  Workshops – no video presentations are allowed; workshops must be given in a live Zoom session.

- You <u>MUST NOT EXCEED</u> the time given for the video presentation, and the file must be **under 100 MB of space file**.

- The video file must be sent by email to secretariat@end-educationconference.org or through Dropbox, Google Drive, WeTransfer, etc.

- Since the conference will be held totally in virtual mode, using the Zoom platform, we will have sessions throughout the 3 days of the conference (June 26 to 28). These sessions will only include the live presentations. The pre-recorded Video Presentations, previously sent by authors that cannot make the live presentation in a synchronous mode, will be available in the conference YouTube channel. The videos will not be public, only those with access to the links will be able to see them.

- 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.