

# ICFM2023 - Video Recording Submission Guidelines

Dear ICFM 2023 Presenter,

Presentations will either be delivered in person or as pre-recorded videos. As a presenter, you are **required to make a 10-minute oral presentation** at the Conference. There will be a **5-minute Q&A session** after each presentation.

All presenters are required to **attend the conference either online or physically and deliver the presentation.**

You must submit your pre-recorded video through the following Google Form **on or before 15<sup>th</sup> November 2023.**

Google Form: <https://forms.gle/XpRKM79S6KqjJrt17>

The online presenters are requested to submit a 10-minute long pre-recorded video of their presentation referring to the following information.

## **Online pre-recorded video presenter guidelines.**

1. All the presenters are required to prepare a **pre-recorded video presentation** limited to **10 minutes.**
2. Please kindly use **Zoom software** for video recording purposes to ensure the consistency of the presentations.
3. First prepare your presentation using PowerPoint.
4. Create a Zoom account (including in the free version) using <https://zoom.us/> or if you already have one, log into your account with the Zoom app.
5. Then click your profile icon. You will see this in the top-right corner of the window. It might have a picture of you or your initials.
6. Next, select Settings.
7. Then click Background & Filters. You will see this in the left sidebar of the Settings window that pops up.
8. Finally, change your background using one of Zoom's default images or click the plus sign to upload to **ICFM Zoom virtual banner** image.
9. Open your presentation and go to presentation mode.
10. Go to the Zoom app and "Start New Zoom Meeting". Then select "join with computer audio", and unmute your microphone and turn ON the Video camera icon at the left bottom of your screen.
11. In the zoo toolbar, click the "share screen" option and select the "Screen" option. ( You may click on your PowerPoint presentation to share your presentation).
12. You will get your PowerPoint presentation through the Zoom window; minimize other windows opened, if any.
13. Drag and drop your image to the right top of the screen.

14. Click “Record” in Zoom (It may be under the “More” button. When you click “record”, it will begin recording; you may start to present your work.
15. When the presentation is over, press the “stop recording” button.
16. Go to “More” and click “end”. Then click on “Leave meeting for all”.
17. Wait for the “Convert Meeting Record” process to complete. It will be saved on your computer and Zoom will open the recording folder after the video has been processed.
18. It is mandatory to save your recorded video presentation in **MP4 format**. Please rename your recording video by the abstract ID number before submitting it. Ex: **ICFM\_ID\_001**

The physical presenters are requested to submit their MS PowerPoint presentation slides.

If you have any queries, please contact the ICFM2023 Conference Secretary at [kamani@vpa.ac.lk](mailto:kamani@vpa.ac.lk) or +94714453225