



## **Technical guidelines for preparing online presentations**

All submitted abstracts must be presented at the conference. Presenters are invited to pre-record a voice-over PowerPoint presentation narrated in English language in the duration from 4 to 6 minutes.

This [short instructional video](#) presents how the narration may be done, here you can find [additional instruction](#) on how to do it.

The file with the presentation videos should be uploaded to the following [Google Drive folder](#) at least one week prior to the conference. The file name should contain the name and surname of the presenter and the title of the presentation. The file should be in .mp4 or .ppsx format.

## **The conduct of online presentations**

Sessions will be delivered through ZOOM meeting application.

Presenters will have 4 to 6 minutes for presentation of their abstract. Both ways of presentations are possible – either live in which the author shares his screen with the presentation or pre-recorded presentation. In either case, the presenter should be available in the ZOOM room for discussion. The total time available for the presentation and discussion is approximately 10 minutes per abstract/short paper.

As a presenter, you are required to:

- Be online and join the appropriate ZOOM room 15 minutes before the sessions begins.
- Have a reliable and fast internet connection.
- Test your microphone and video camera.
- Have a non-distracting environment around you during the presentation. The room you will be using should be both quiet and the background used as plain as possible.

## **How will the presentations in a ZOOM room be conducted?**

ZOOM rooms will be accessible through the conference programme/schedule. The links will be available also in the email sent to your mailbox a few days before the conference.

ZOOM rooms can be simply entered by clicking the appropriate session published on the conference programme.

In each ZOOM room, there will be a chair coordinating the activities (taking care of starting the presentation videos in appropriate moment, appointing the presenters, taking care of time, etc.) and a host taking care of technical issues (The host will start pre-recorded video presentation and enable discussion afterwards).

After each presentation (live or pre-recorded), 5 to 10 minutes are devoted to the discussion. In the role of a presenter, you will be able to answer the questions and discuss them with other participants. Session chair will take care of the time.