

INSTRUCTIONS FOR MAKING AND SUBMITTING YOUR VIDEO

The SEFI conference will run with pre-recorded videos in oral, symposium and poster sessions in combination with live discussion. This will improve quality and time management of the sessions. While showing the video, participants can post their questions for the discussion afterwards. Some chat items can be handled directly by you if you like, e.g. posting a link to an article that someone asks for.

1. Technical and functional specifications of the video

Functional specifications

The maximum video time per meeting type is:

- Pitch in poster session: 45 sec
- Presentation in oral session: 7 min
- Presentation in symposium: 4 min

We encourage you to limit the number of slides. As a rule of thumb, one slide per minute feels comfortable for your audience.

Technical specifications

- MP4
- Max 2 gb

2. How to record your presentation

Please use your University's facilities or software tools to record your own video. If you don't have facilities or tools at your University or at home we recommend to record your presentation with Zoom.

Recording with Zoom:

Point of attention: There might be up to 20 seconds waiting time within and between steps.

1. Make a free Zoom account on the website: <https://zoom.us/>. Or sign in if you already have an account.
2. Start a Zoom meeting: 'HOST A MEETING' with video on. Use Zoom Client by 'Download and run Zoom'. Join with computer audio.
3. Open your powerpoint in presentation view.
4. Start the recording: You find this under the 'MORE' button. (If you are asked, choose: Recording to this computer.)
5. You can switch between video and powerpoint with the 'SHARE SCREEN' button.
6. When finished you stop the recording via the 'STOP RECORDING' button.
7. Then choose 'END' and 'end the meeting for all'. Your recording will be converted automatically and the screen will show where the file will be saved.

For more help for Recording a Zoom meeting you can watch the support video:

<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

3. Sending the recording

Deadline: The deadline for uploading your video is the **6th of September**.

You can use WeTransfer (www.wetransfer.com) or similar service to send your presentation.

Please change the file name into:

Number contribution-Surname first presenter-First three words of title of contribution

WeTransfer will ask for the e-mail address to send the link to, use: sefi2020@utwente.nl

4. More support

Join us in one of the Recording Your Presentation support sessions; more information on the SEFI website under 'Support sessions'.

In case you have any further questions please contact us at sefi2020@utwente.nl