

ISATE 2021

Pre-recorded paper presentations

These guidelines are given to all Pre-recorded Paper presenters.

Pre-recorded paper presentation sessions are scheduled to all four conference days. Check your own session from the program.

The Pre-recorded Paper Sessions will be run by using the Zoom service offered by Turku University of Applied Sciences.

Links to Zoom will be found on the virtual platform. Please read carefully the [Zoom guidelines](#).
[https://isate2021.fi/EXT-files/Zoom instructions.pdf](https://isate2021.fi/EXT-files/Zoom%20instructions.pdf)

Pre-recorded paper presentation has two parts:

- The pre-recorded video (6-8 minutes)
- Oral pitch of the key outcomes, ideas for the others and topics to discuss at the conference session (5 minutes).

TESTING ZOOM with us!

If you wish to practice joining Zoom or have any questions, please join a test session in Zoom with our technical team. NOTE: all times are local times (time zone EEST, UTC+3)

DATE: Monday 9 August TIME: 10:00-10:30

DATE: Thursday 12 August TIME: 10.00-10:30

Links to Zoom will be sent to presenters by email!

During the event

There will be short pitches and interactive discussion with presenters and participants hosted by a session chair. The chair will introduce the speakers and manage the time to ensure that each speaker has an equal amount of time available.

The length of one session is 45/60 minutes and there will be 4 or 6 pitches in each session. The time allocated for each pitch is limited to **5 minutes**.

Before the event: record your presentation in advance

Prepare a 6–8-minute presentation of paper in the form of pre-recorded video of Power Point presentation and kindly upload your recording by **6 August** using this upload form:
https://www.lyyti.fi/reg/ISATE2021poster_presentation

Please note that the session will be recorded and the sessions recording with all presentations will be available on the virtual event platform for the conference participants until 30 August.

How to make a recording with powerpoint

It is possible to make a recording with PowerPoint (with image and sound). Here are basic instructions how to record a PowerPoint presentation with narration:

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33?ui=en-us&rs=en-us&ad=us>

You need a microphone to record the audio, if an external microphone is not available, built-in microphone in your laptop will work, but make sure you are located in a quiet room. External mic or headset is strongly recommended.

To show your face in the presentation, you can activate your webcam feed visible while recording from the lower right corner. This will add personal touch to your presentation, and it is therefore recommended.

Please note the following:

1. Audio will NOT be recorded during slide transitions, so do not speak during transitions.
2. Camera feed can overlap important information on your slide (adjust text on the slide accordingly).
3. If you have videos in your presentation, please play them through completely (do not skip them while recording).
4. Webcam window will also move during certain transitions, avoid such transitions, as the audio is also muted during transitions.
5. Make sure the recording space is well-lit for optimal quality.

Please save and send us the presentation in **MP4 video format** (Save as -> Format).