

GUIDELINES FOR SUBMITTING THE PRE-RECORDED PRESENTATION

- One presentation is recorded in one video. If there are more than one presenter who will present a paper or research, submit only one video.
- You are required to record your presentation for max 10 minutes. Please note that all presenters must present at the virtual room for question-and-answer session, which is app. 5 minutes (not recorded/live session).
- Deadline to submit the PRE-RECORDED PRESENTATION is Tuesday, September 20, 2022. Submissions will not be accepted after this date and will be considered no-show presentations.
- The requirements of the video presentation are as follows:
 1. The maximum duration is 10 minutes.
 2. Display the slides and the face of the presenter, who is one of the authors of the paper.
 3. Start with a short introduction of the presenter.
 4. Video must have sufficiently good resolution.
 5. The video format is MP4 file.
 6. Video file name is **CONAPLIN 15 - the presenter's name or the first presenter's name**.
Example:
CONAPLIN 14 - Jeani Shinta Rahayu
 7. Presenters must upload the presentation video to their own Google Drive folder. The link to the google drive folder/ video is then sent to the committee of CONAPLIN 15 by email to conaplin@upi.edu.
 8. Make sure the link shared is set 'anyone with the link' and as 'editors' to give access to the committee of CONAPLIN 15 to open and download the video.

SUGGESTED METHOD OF RECORDING: ZOOM MEETING

Presenters are free to select their own platform when recording their presentations. If you are looking for a suggestion, CONAPLIN 15 would suggest Zoom. Once you end the meeting, your recording will be converted and saved to your computer as an MP4 file.

TO GET ZOOM

- Visit <https://zoom.us/signup>
- Create an account, it's free!
- Download the zoom desktop app or click *Host a Meeting >> With Video On* option from the zoom website.
- Ensure your webcam and your computer microphone are set up and working. You will see these options when you start your meeting in zoom.
- Press record when you are ready to start. Press the record icon again when you have finished.
- Once you end the meeting, your recording will be saved. It will not be saved before you end the meeting.
- Once the recording has been converted, a window will pop-up taking you to the recording's location on your computer.
- When looking for your recording, please note that Zoom saves three (3) separate files. The one you will want is the MP4 file. This is the video file.

In addition to Zoom, presenters can also use PowerPoint to record and present the presentation or other video conferencing tools available to easily record a presentation, such as Google Meet, WebEx or Skype.