

**1st International Conference on Advances in Civil & Environmental Engineering, UET
TAXILA (1st ICACEE-2022)**

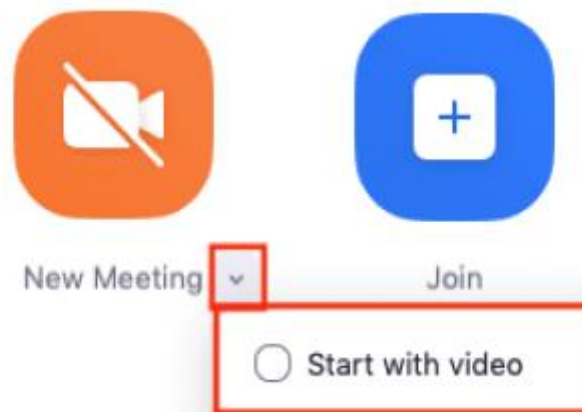
GUIDELINES FOR PRESENTERS FOR THE RECORDED VIDEO

The **international keynote speaker** can join us through online or through recorded videos. Please find the following guidelines for the recorded videos. For the videos to be verified and processed by the Organizing Committee, you are kindly requested to prepare, finalize and upload your video no later than **10th Feb 2022**. The duration of the Pre-recorded video presentations should be approximately **20 minutes**.

A-Step-by-step Instructions for the Pre-recorded Video Presentations

We advise you to record your presentation using the **ZOOM** platform, which is available to users on most platforms and countries. Zoom software allows recording audio, video, and PowerPoint presentation simultaneously in split format and export appropriate video files in MP4 format. Please follow the below steps:

1. Open your **PowerPoint Presentation** in the **Restore Down** mode.
2. Go to the **“Slide Show”** tab of the toolbar, click **“Set up Slide Show,”** click **“Browse by an individual (window),”** and press **ok**. At this stage, **do not press** the **“Slide show mode.”**
3. Open the **Zoom** application, select **“New Meeting”** v **“Start with Video,”** and press the camera icon. Be sure that your audio and video are both on and working:



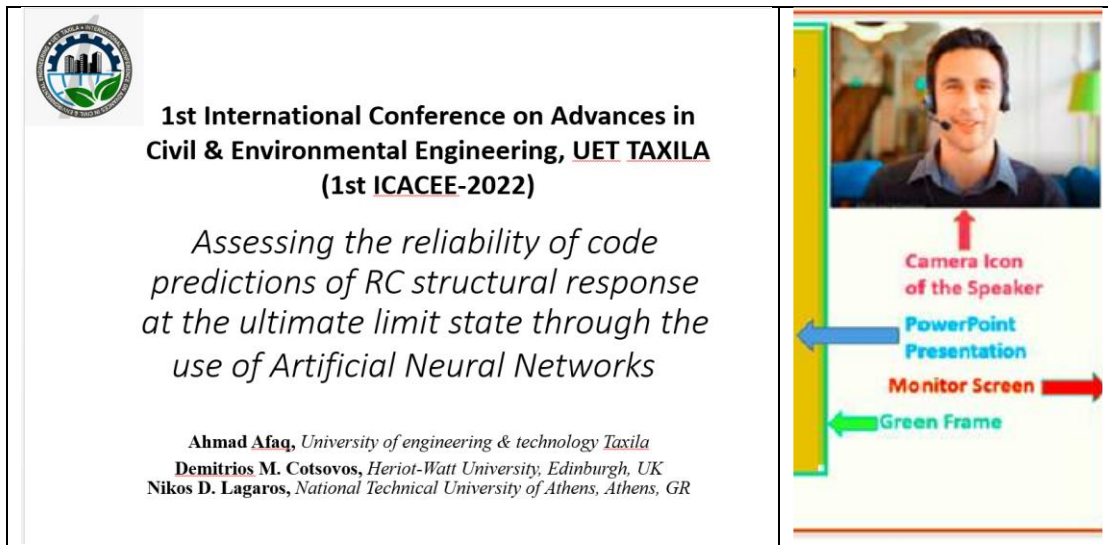
4. Go to the Tool Bar at the bottom of the screen and select the symbol next to the Camera icon and click **“Video settings,”** select **“Recording,”** click **“Record video during screen sharing,”** then click **“Place video next to the shared screen in the recording”** and close the window.
5. Insert your PowerPoint Presentation by clicking the **“Share Screen”** button.



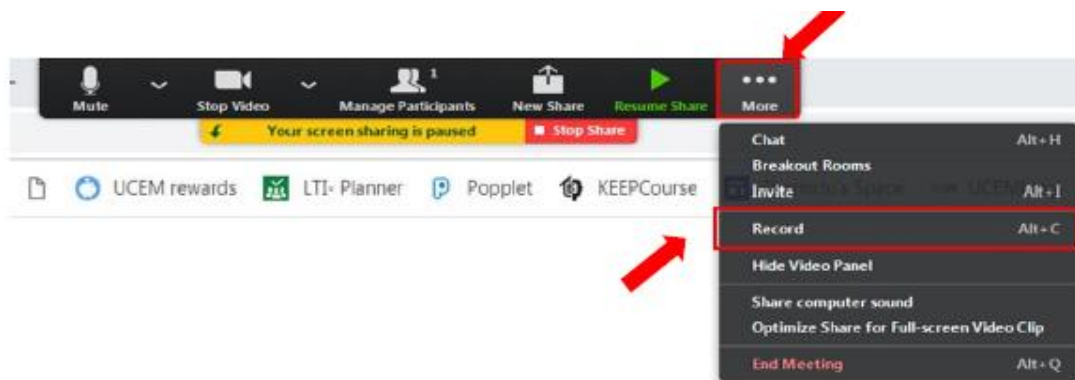
6. Select the window with the PowerPoint presentation on your screen, press share, and then press the **“slide show mode.”** The presentation will automatically be embedded into a **Green Frame**.

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7. Move the Green Frame with the presentation at the top left of your screen, enlarge your Camera image to be adjacent to the Green Frame, with an analogy of approximately 2/3 to 1/3 in the horizontal direction, as indicated below.



8. **Recording your presentation:** From the bar appearing at the top or the bottom of the screen, click **More** on the ellipsis and click the **“Record”** button.



9. You may start recording your presentation following the PowerPoint slides.
10. Once you have finished with your presentation, select **“Stop Recording,”** then **“Stop sharing”** and **“End the meeting.”** It will then begin automatically to convert your video to your local system into mp4 file.
11. Please use the following naming convention for your mp4 file: **PaperID.mp4** or **Nameofspeaker.mp4**, where **PaperID** is the code provided by the system during submission.

B-Alternative Option for Preparing your Presentation (besides ZOOM)

If you encounter difficulties with the recommended procedure, you could prepare your presentation with the option “Record Slide Show” provided by PowerPoint. Please note that we do not accept PowerPoint presentations only or PDF files.

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Tips for Recording:

- Use a room as quiet as possible.
- Avoid rooms that have echo and sound dampening with carpeting, curtains, furniture.
- A good microphone close to the mouth.
- Avoid, if possible, using the default built-in microphone on the computer.
- Remember to speak slowly and enunciate clearly, without pausing.
- Make sure you have good front light. If your back is to a window, close the shades.
- Place the camera at eye level.
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bitrate before recording the entire presentation. Make adjustments if needed.