

7th EVIW Guidelines for Preparing and Uploading Oral Presentation

Submission Deadline: 9 August 2021

Language: The working language of the 7th EVIW is English, so please prepare your presentation in English.

Length: Please check the time allowed for the duration of your presentation, and adhere to it. Presentations longer than allowed will not be uploaded.

Format: Your oral presentation must be submitted in MP4 format.

Title: The title of the presentation should be the same as the title of your submitted abstract.

Recording: Your presentation should include your video image. For example, you can use “Slides as Virtual Background” feature in Zoom which allows your image to be superimposed on your presentation ([see example](#)). Please submit the file of a sufficient quality (it cannot be improved by our software).

Please submit your file through the Participants page.

<https://www.7theviw.org/index.php?r=site/participants>

Follow these steps:

1. Click the UPLOAD YOUR PRESENTATION button on the Participants page.

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2. Sign in (if you are already signed in, this step will be omitted).



3. Select the abstract for which you want to send the oral presentation. Browse for your movie file by clicking on the Browse button. Finally, click the Upload button.



NB: Only a MP4 file can be accepted for oral presentation. You can check the allowed duration of your presentation by clicking the CHECK YOUR PROFILE button on the Participants page.

You can view your submitted presentation by clicking the CHECK YOUR PROFILE button on the Participants page.

Until 9 August, you can change your submitted presentation by uploading another file. The last uploaded file will be taken as your final presentation.

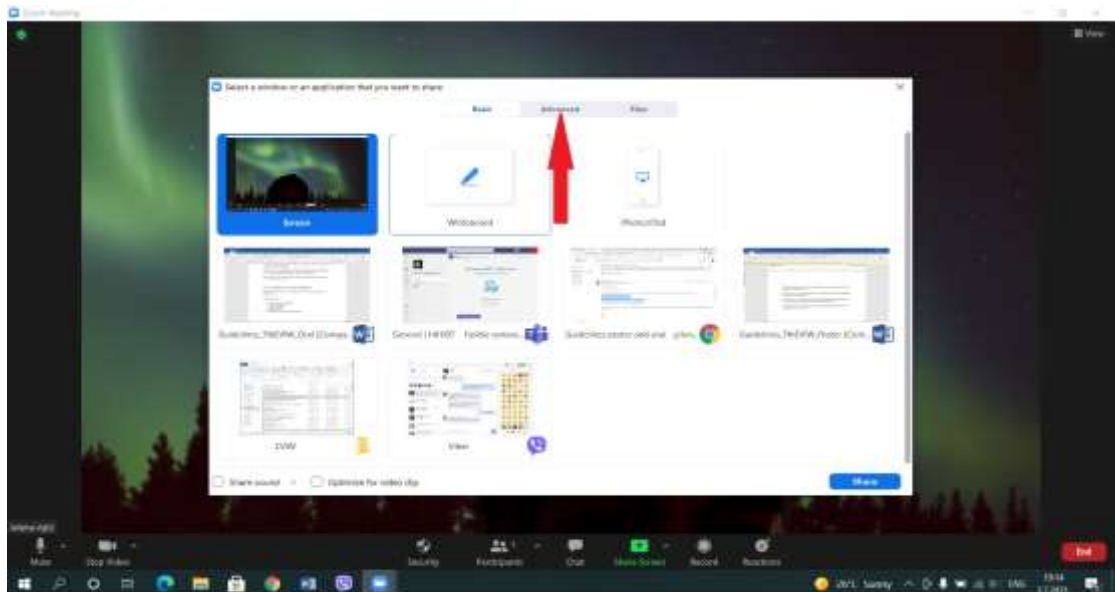
For additional information before and after the submission deadline, please contact us at info@7theviw.org.

EXAMPLE ON WINDOWS: Using Zoom to create your oral presentation

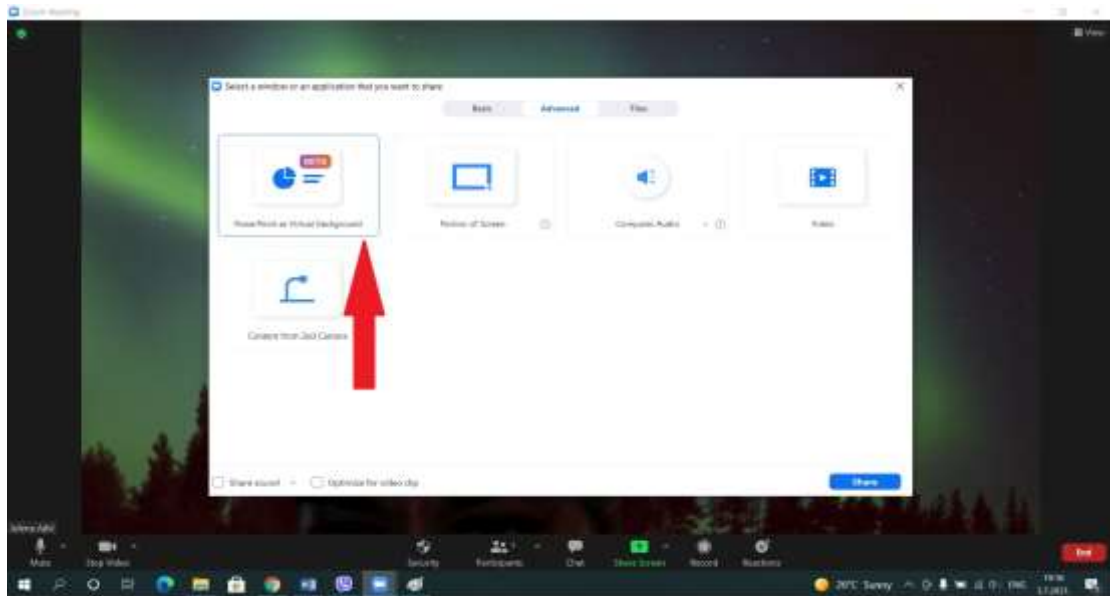
Please note that this is just one of a number of ways you can create your video presentation.

Follow these steps:

1. Open Zoom on your computer
2. click New Meeting
3. click Share screen
4. click Advanced



5. double-click PowerPoint as virtual background



6. choose your PowerPoint presentation
7. when the presentation is ready, click Record
8. Zoom will notify you when recording starts
9. you can pause or stop, and then resume recording
10. Zoom will convert the recorded file to MP4 when you end the meeting (click End button)
11. Zoom will open the directory where your MP4 file is saved.

If you are making a Zoom oral presentation for the first time, be prepared to record yourself several times before you optimize the duration of your presentation so it is not longer than allowed.