The main goal of this manual is to help authors easily prepare for the recording of the presentation for the first online Mini symposium.

It is very important that you properly prepare and test all equipment in order to easily record the presentation.

Please read the following manual carefully and use the advice provided.

MEDICINSKI FAKULTET U BEOGRADU

MINI SIMPOZIJUM

April 2021.
Beograd, Srbija

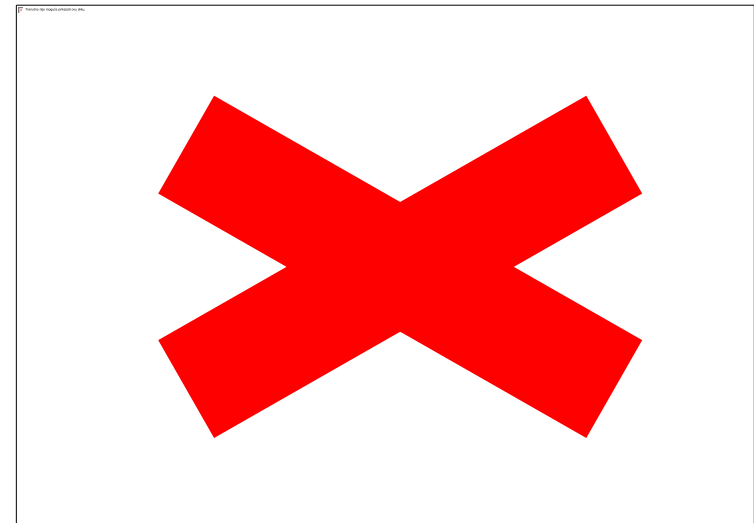# 1. **Presentation specifications**

In order to easily access the presentation during the Mini symposium, the following is required:

- the presentation should be made in Microsoft Office PowerPoint

- the format of the slides should be 16:9

- additionally provide a PDF version of the presentation

2. **Improve the function of your device**

- Make sure to close all unnecessary applications.

- Only the program for recording presentations, as well as the presentation should remain open.

- Especially make sure to close all streaming services, cancel downloading Internet files, cloud sharing, etc.

3. **Find a quiet place**

The committee will listen carefully to your presentations, i.e. every sound you make will be heard.

- Remove everything that could distract you, including the sound of mobile phones, e-mails or other notifications on your device.

- Ask family members or roommates not to distract you during the presentation.

- We recommend that you use headphones in order to improve the sound quality, as well as to decrease all outer noise.

4. **Test the lighting and ambient**

Prior to recording, make sure to test whether the lighting is good and whether you can be seen clearly on the video:

- It is recommended that you have a source of natural light facing you.

- Avoid placing the light source (natural or artificial) behind you!

- It is highly recommended to have a white background behind you and make sure to reduce any movement behind you (cars, people…).
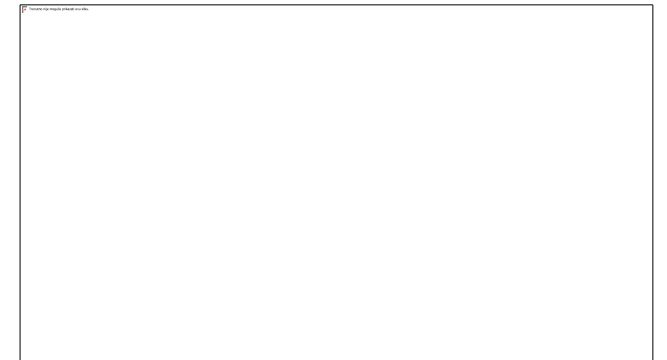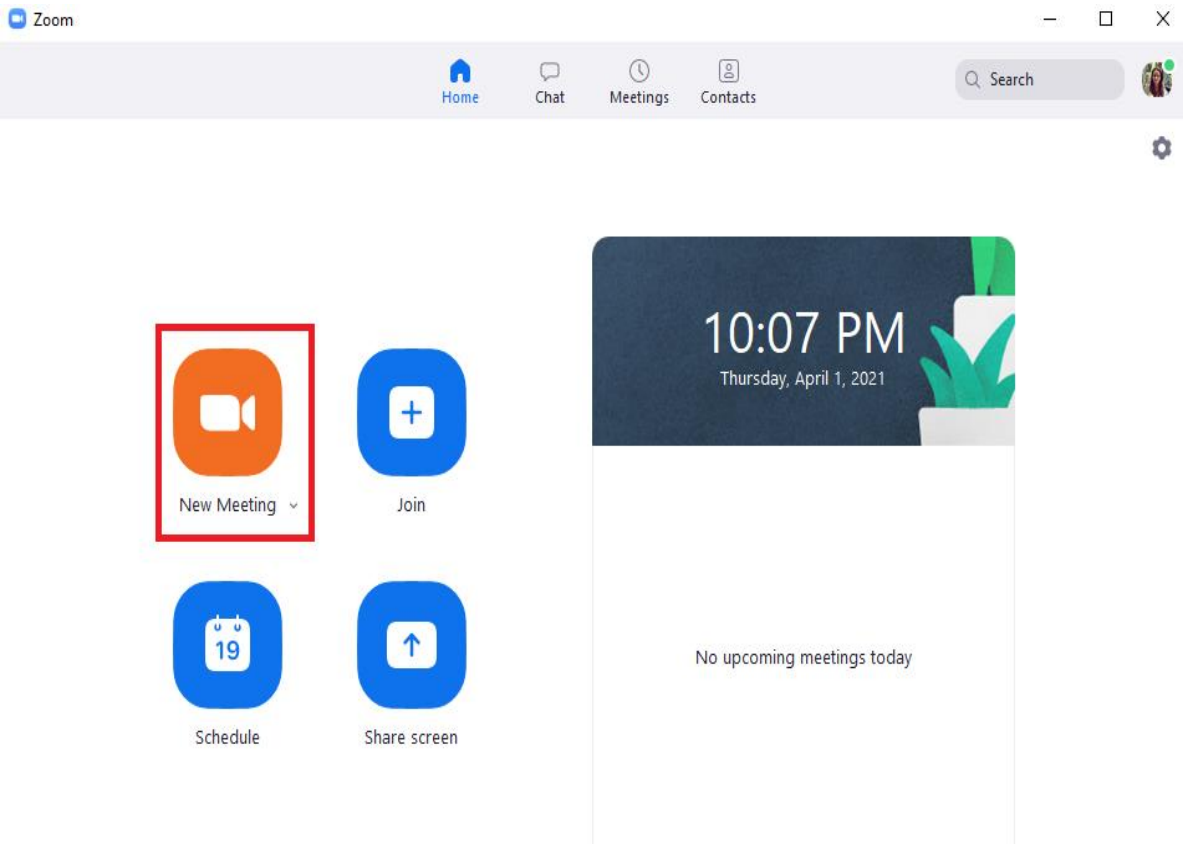
5. **Practice**

We recommend that you practice presenting a few times prior to recording.

- Avoid reading from the presentation.

- The optimal frame should always show your face and shoulders.
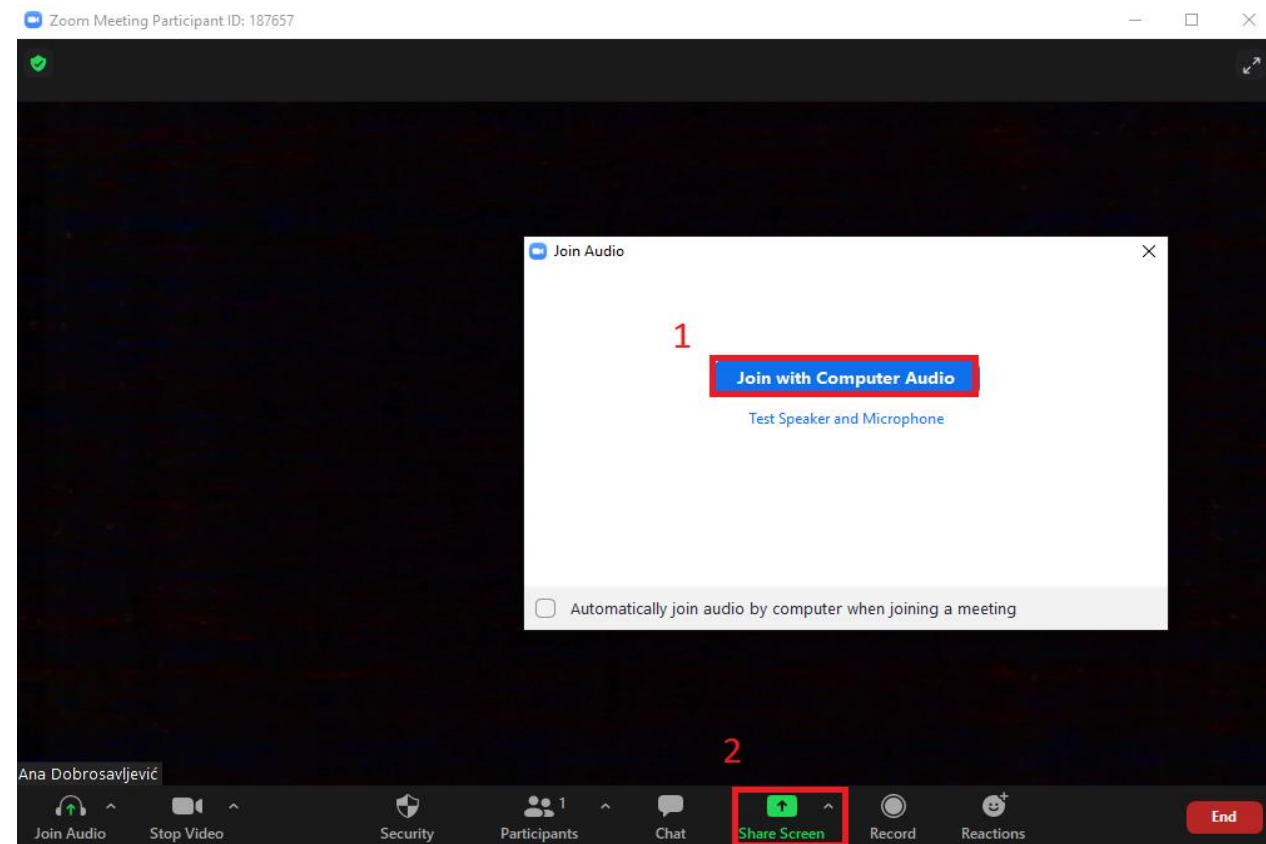
- Avoid sudden moves and touching the camera.
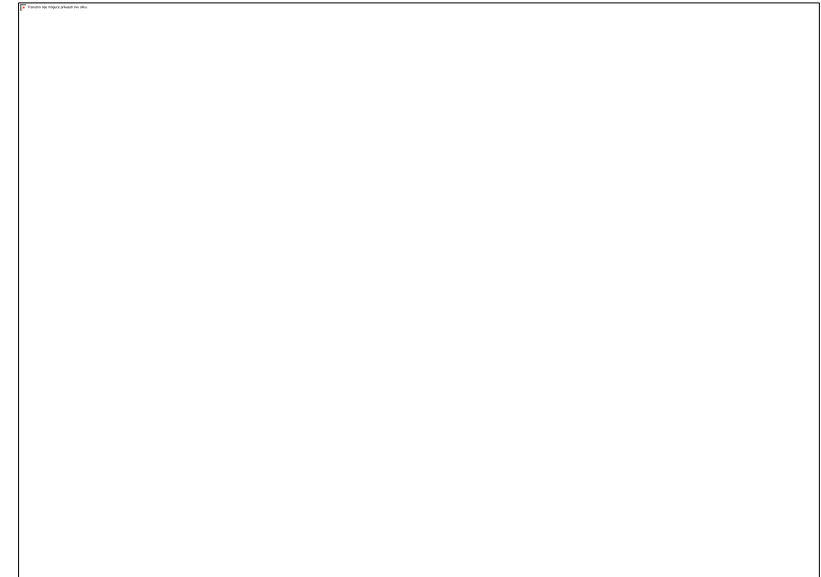
6. **How to record yourself in the *Zoom* app**

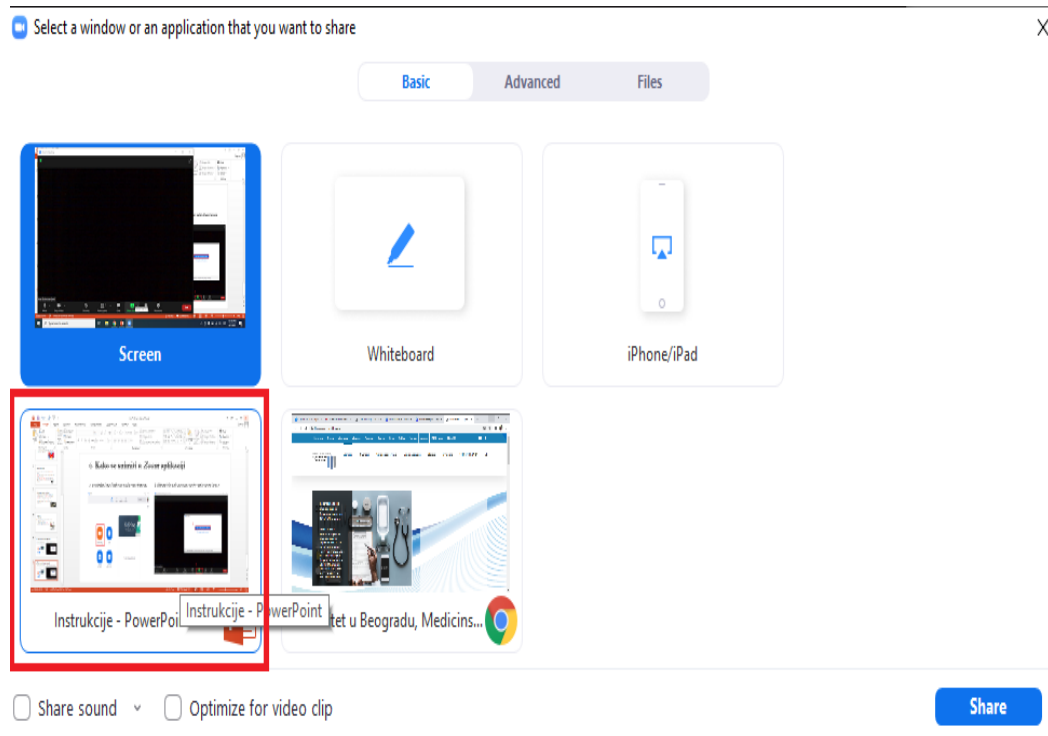1. Open the presentation, then install Zoom and choose the option New Meeting.

2. Click Join with Computer Audio and then click on Share Screen.

6. **How to record yourself in the *Zoom* app**

3. Choose the window with the open presentation.

4. Zoom in on the slides, then click on More and then Record.

6. **How to record yourself in the *Zoom* app**

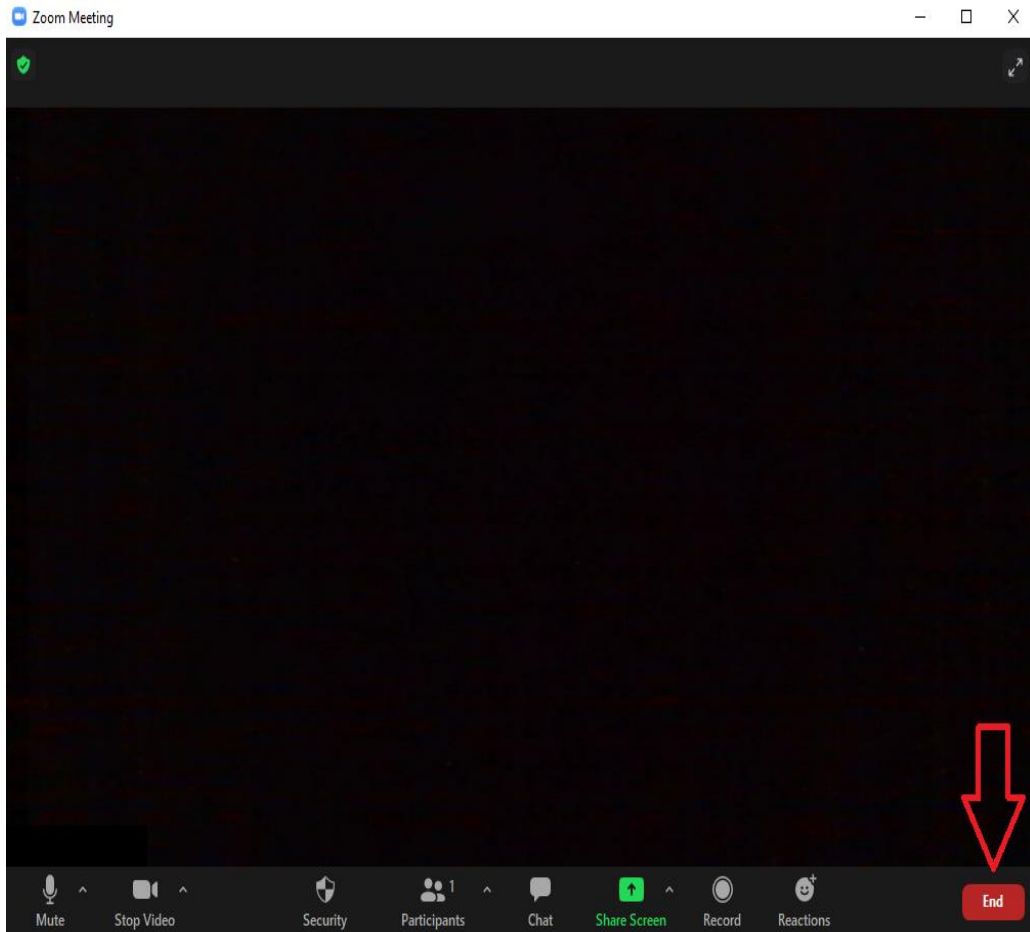5. When you're finished, press More and Stop Recording.
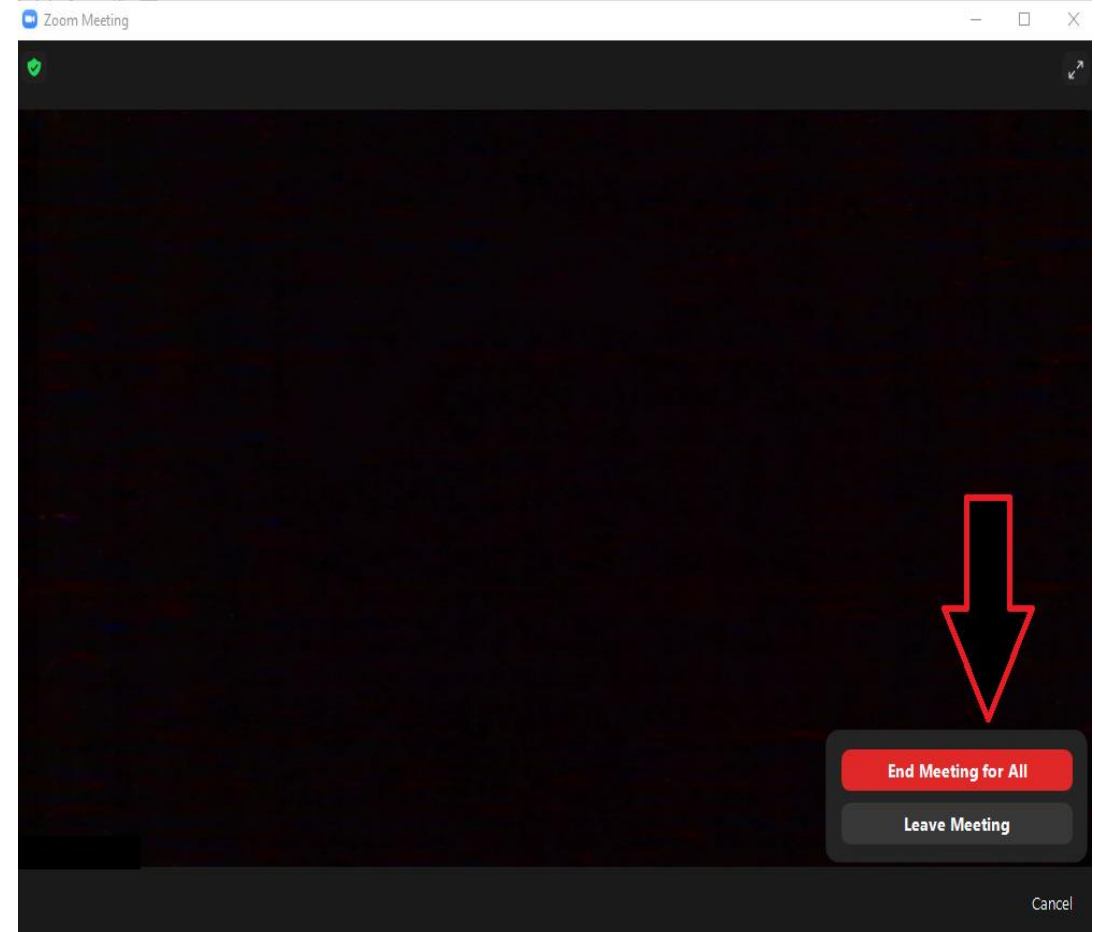
6. Click on the option Stop Share.
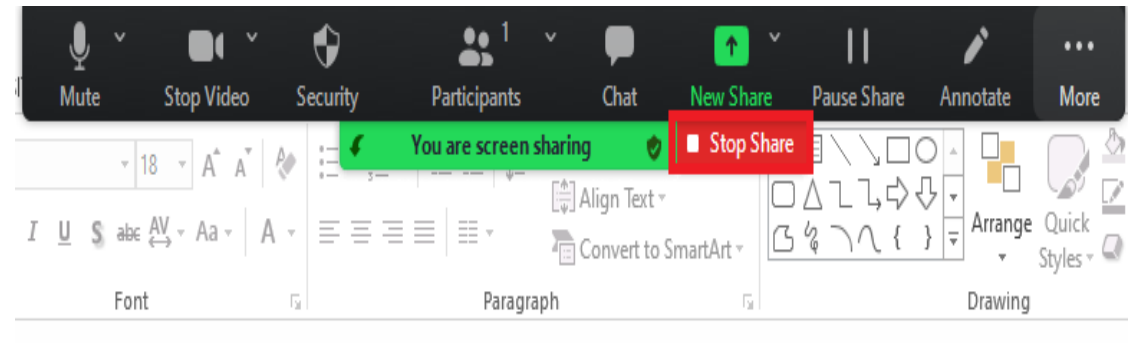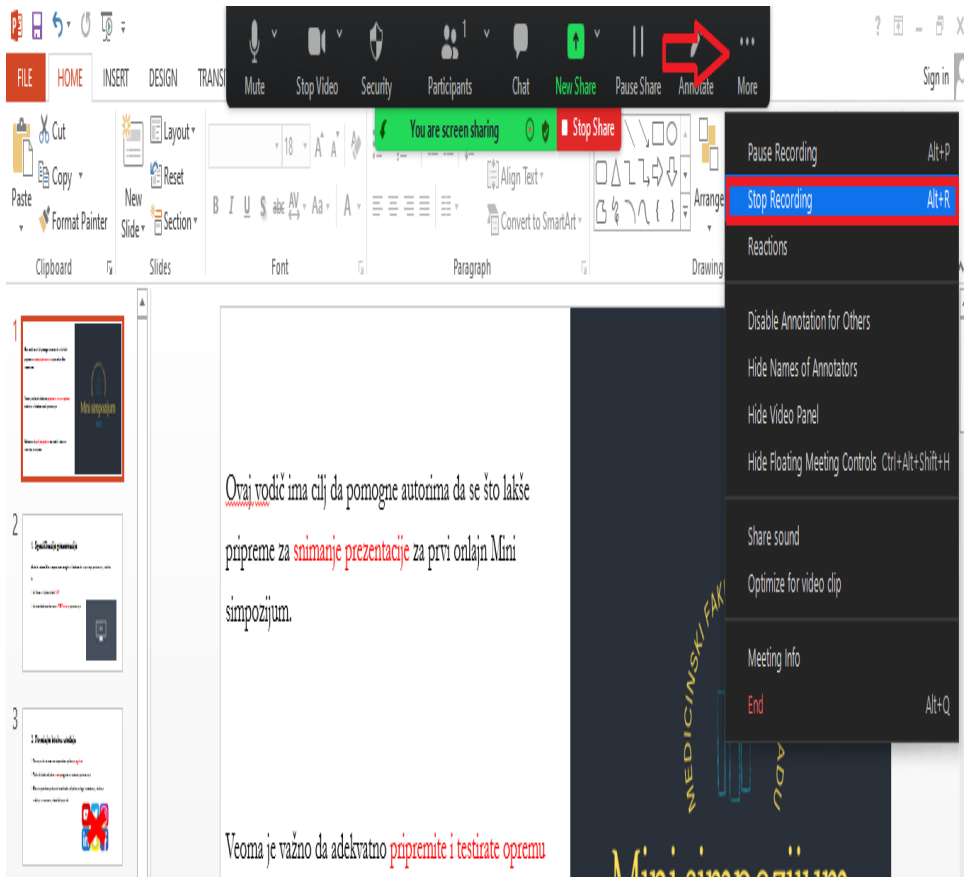
6. Kako se snimiti u *Zoom* aplikaciji

6. **How to record yourself in the *Zoom* app**

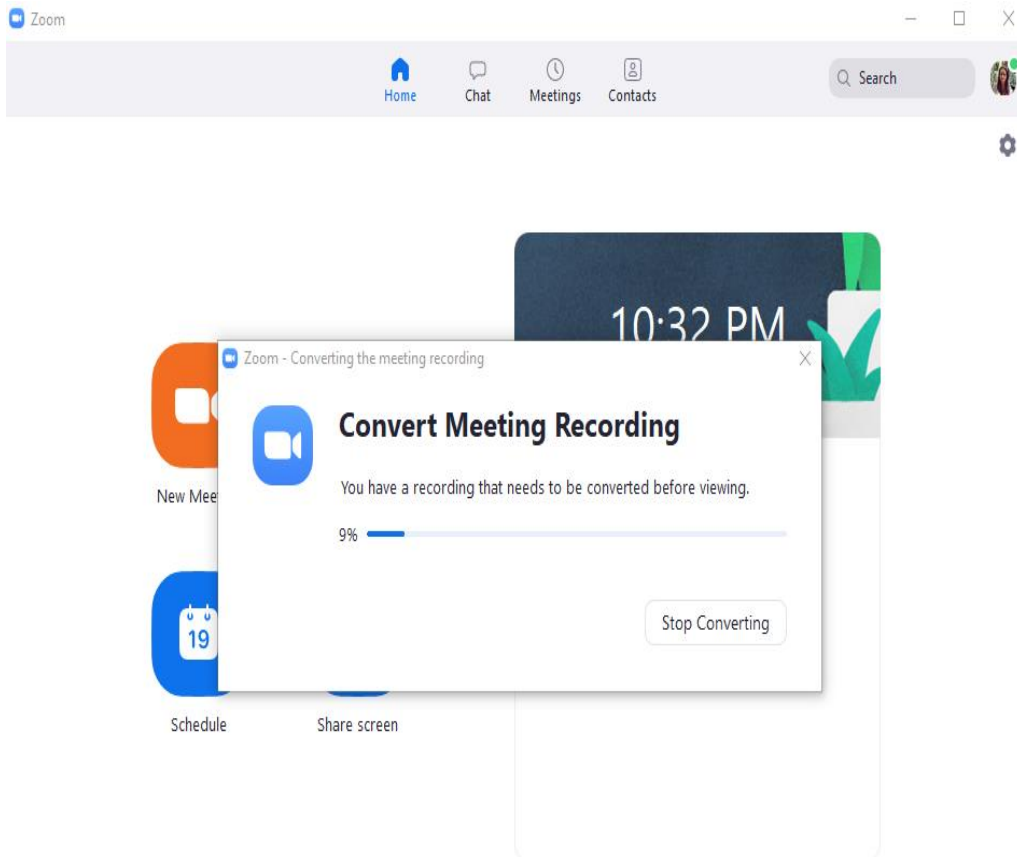7. Go back to Zoom app and click on the option End.

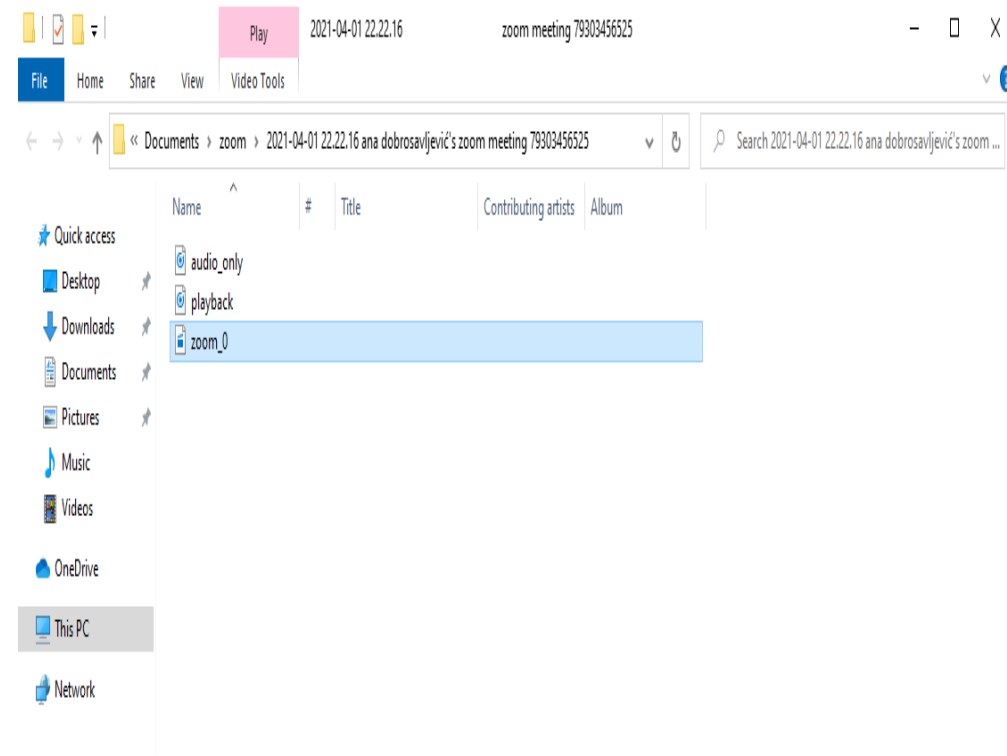8. Click on the option End Meeting for All.

6. How to record yourself in the *Zoom* app

9. The video will be automatically saved after this.

10. A folder containing the saved video should appear.

*Save the folder/video in a place where you can easily locate it later (i.e. Desktop)

7. **Recording**

- Making a free recording is also possible in other programs (PowerPoint 2019...).

- It is only important that the recording fulfills the requirements of the Mini symposium.

- Make sure to remain focused and present in a professional manner, as you normally would if the session were to be held live.

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8. **After recording**

- Check if the recording lasts up to **5 minutes**.

- Make sure everything is visible and audible. Cut out the excess parts, if there are any.

- Save the video in a .mp4 format.

- Load the video of your presentation on WeTransfer and send the link via e-mail to the person responsible for your session. You can send the PDF version of your presentation directly through e-mail.
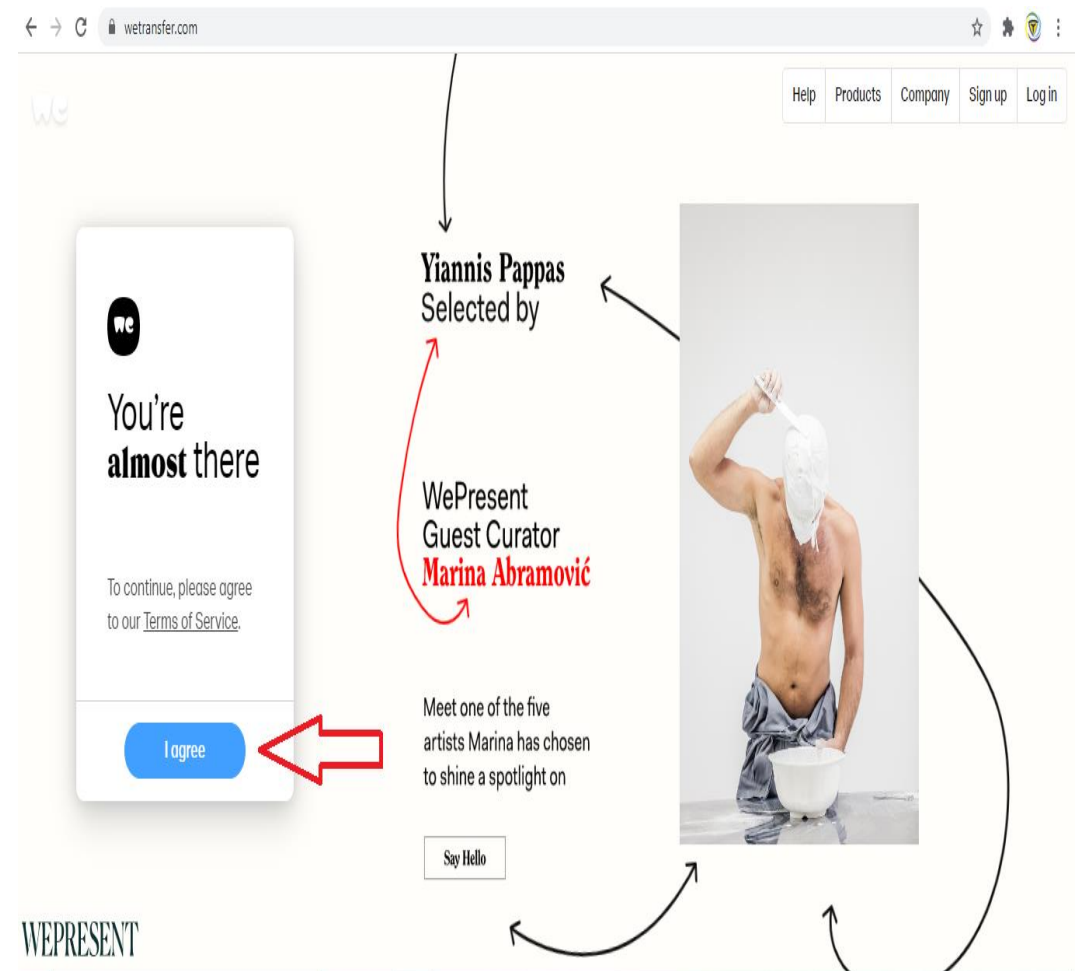
VIDEOS LONGER THAN 5 MINUTES WILL NOT BE ACCEPTED.

9. **How to load videos on *WeTransfer***

1. On your Internet browser, type wetransfer.com. and decide on one of the options concerning cookies.
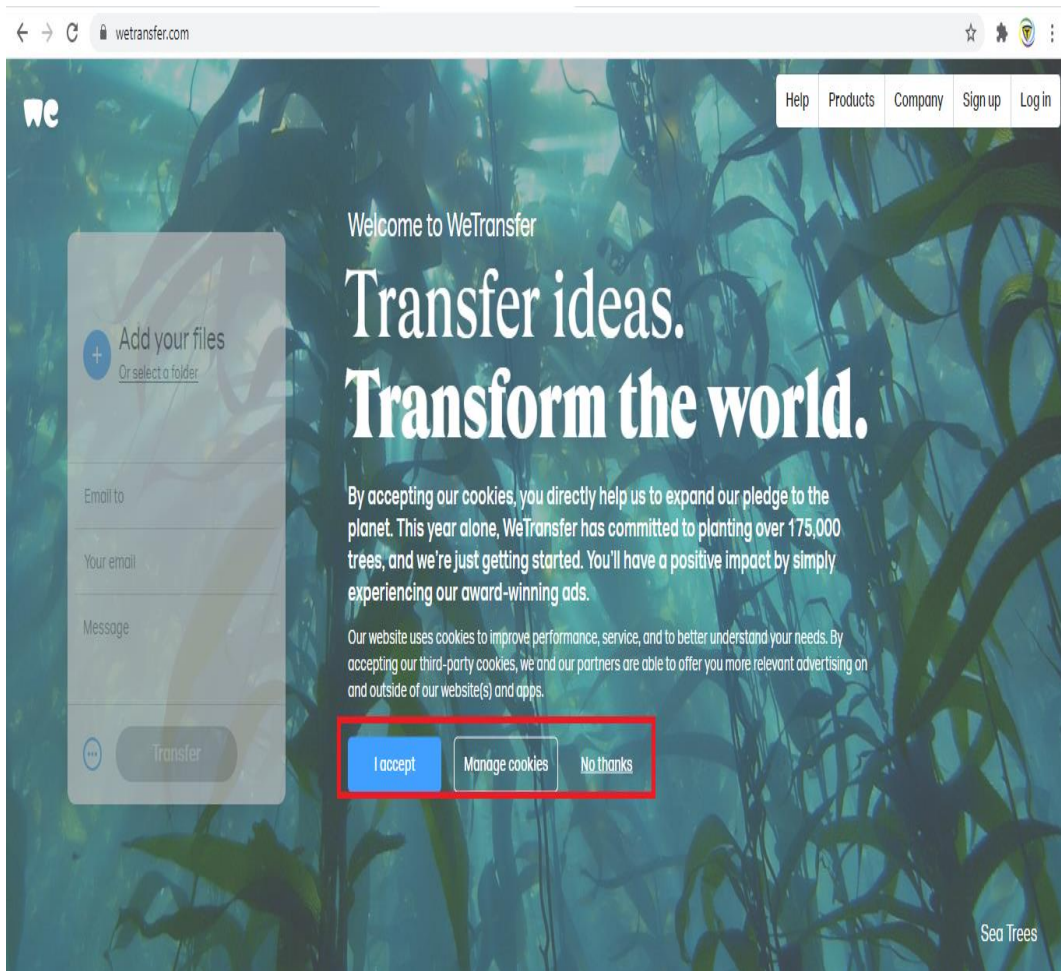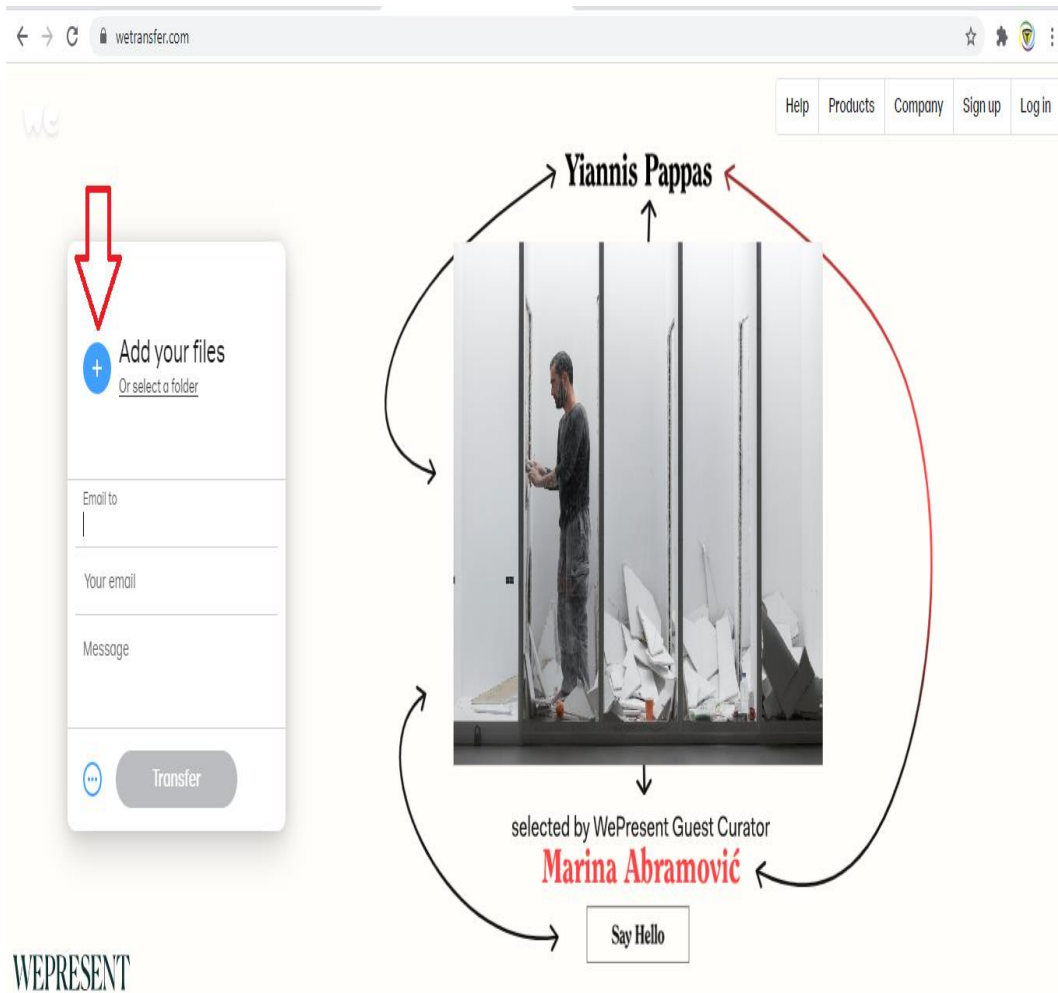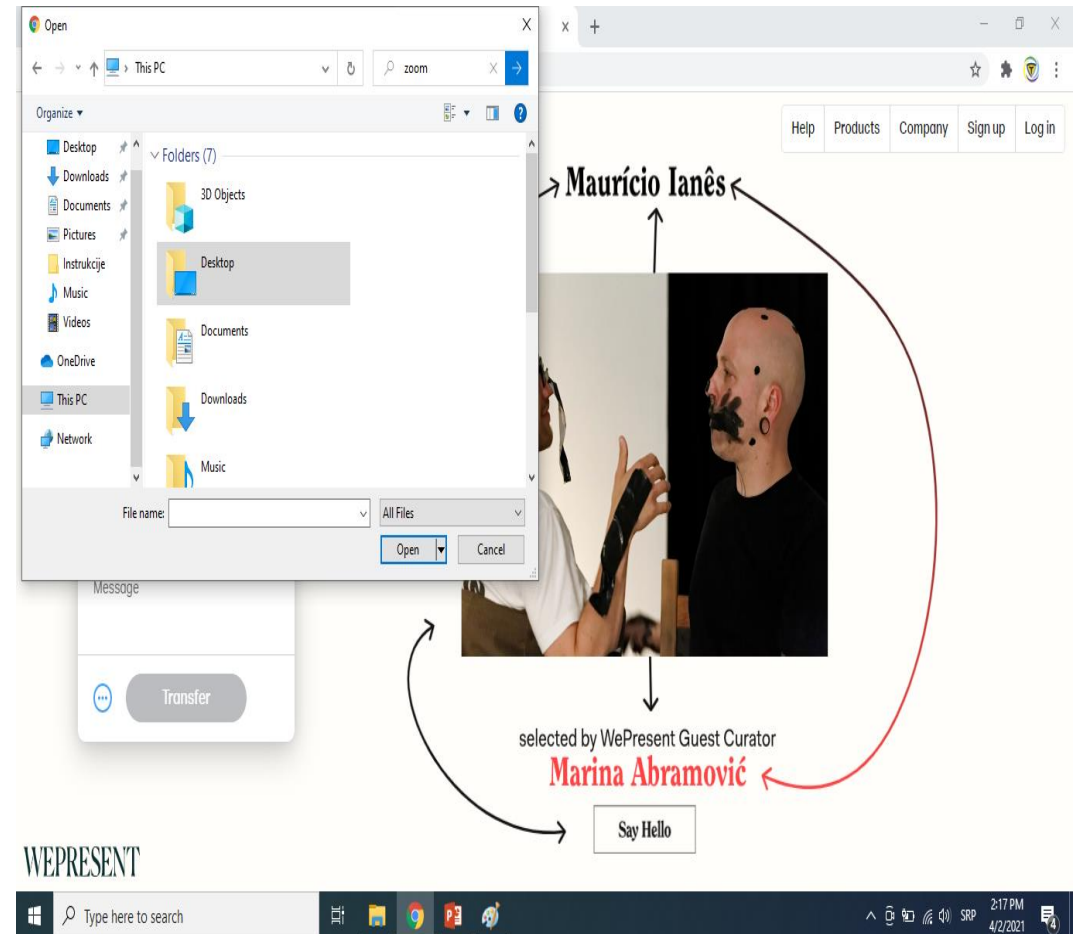
2. Press the option I agree.

9. **How to load videos on *WeTransfer***

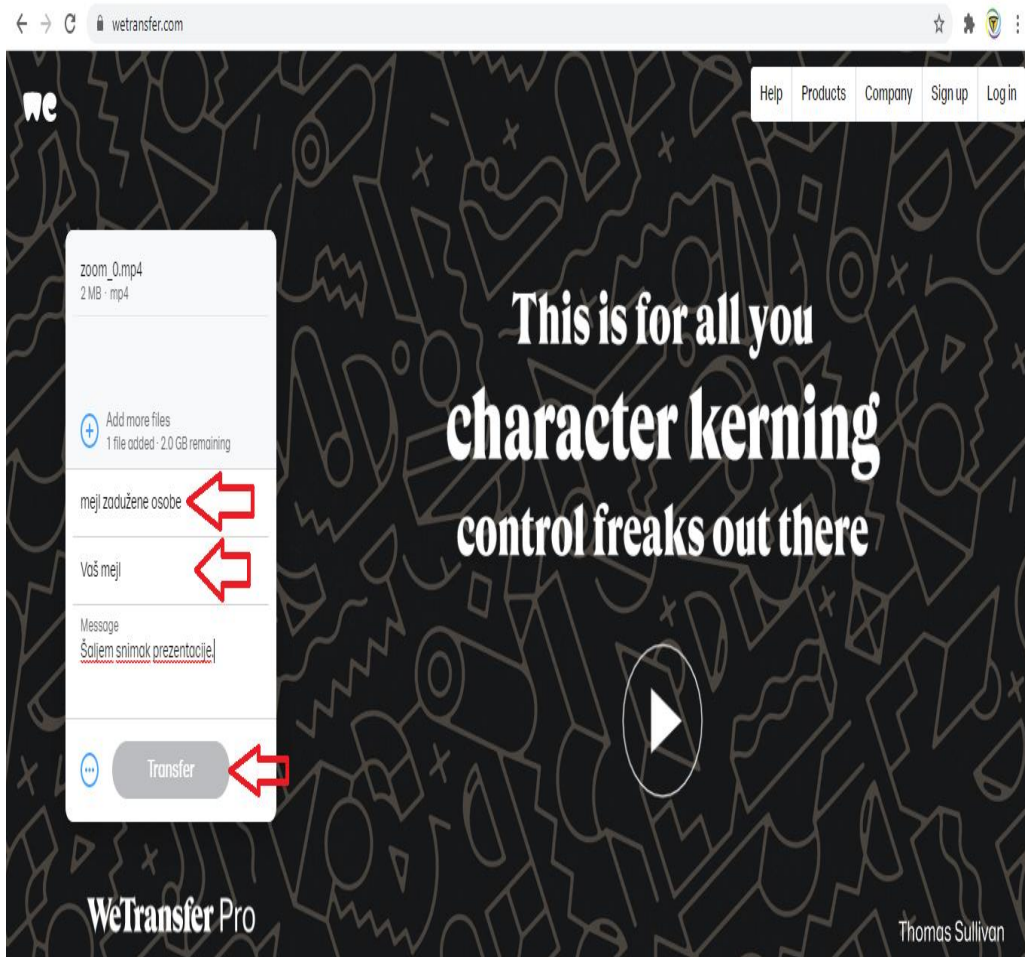3. Click on the plus in order to add a video.
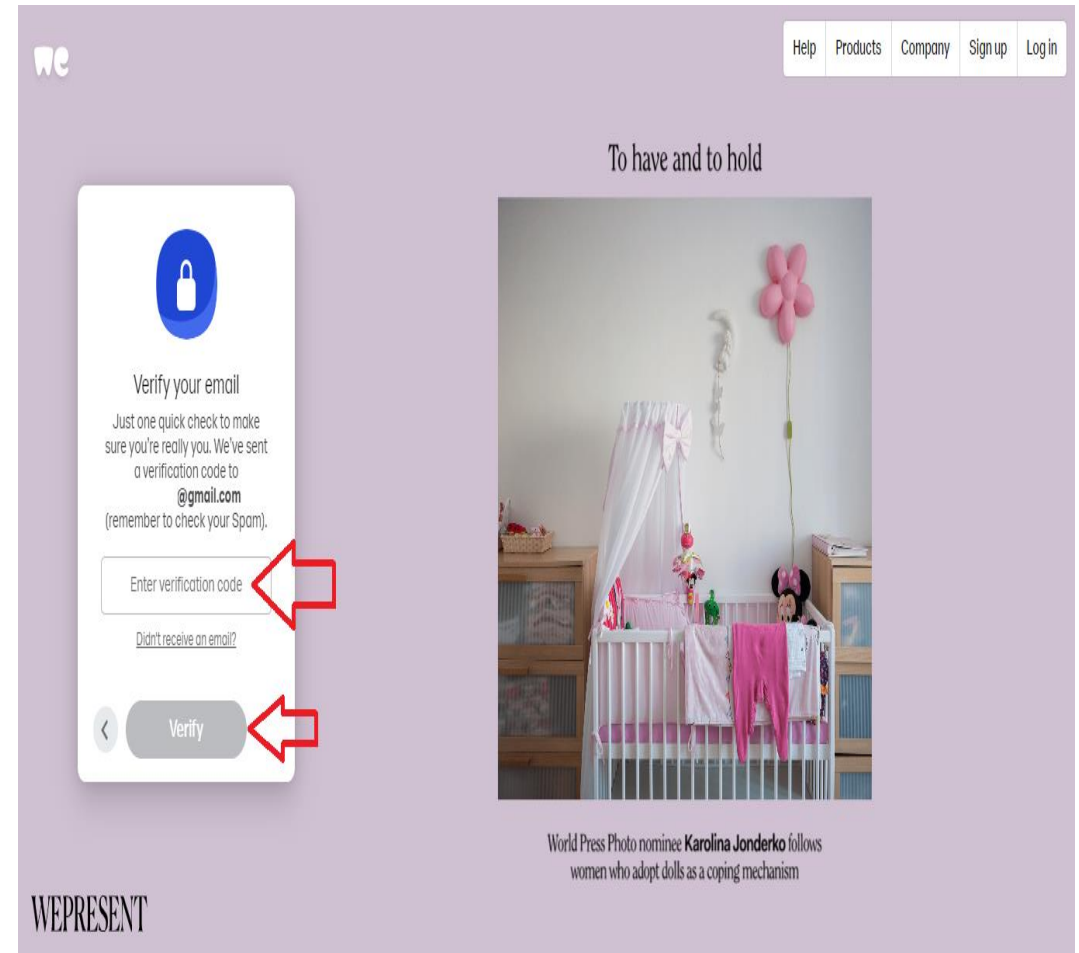
4. Choose a video.

9. **How to load videos on *WeTransfer***

5. Fill in other necessary information and press Transfer.

6. You will receive a code via e-mail, that you will then enter in the blank field, then press Verify. Video will then be loaded and sent.

Thank you for the attention!