

# IACIS 2022 Presentation and Recording Guidelines

## Important deadlines

### Conference Registration

All presenters are required to register and pay for the Conference. If you have not done so already, please visit <https://www.iacis2022.org/registration/> and complete the registration form.

### Presentation Recordings

The deadline for submitting a presentation recording is **Sunday 12 June 2022**, at midnight, Australian Eastern Standard time (AEST).

## Time allocation

The oral presentation time allocated is **12 minutes** for recording of the presentation and 3 minutes of live Question and Answer time, which includes any comments from the Chairperson.

## Recording your presentation

Recorded video presentations can be made in Microsoft PowerPoint (saved as an .mp4 file) or Zoom (saved as an .mp4 file). Should you use a Mac computer, and the recording is saved as .mov or another format, it has to be converted to .mp4 (H.264) format before uploading.

**We recommend using a plain background when recording your presentation.**

Please refer to the instructions to pre-record below for information on how to record your presentation. **Please ensure that you save your recording in MP4 format.**

## Recording Using Zoom

1. If you already have Zoom, open the Zoom application on your computer. If not, visit [arinex.zoom.us](https://arinex.zoom.us) and click on **'Download Client'** at the bottom of the screen, then download **'Zoom Client for Meetings'** and install it.

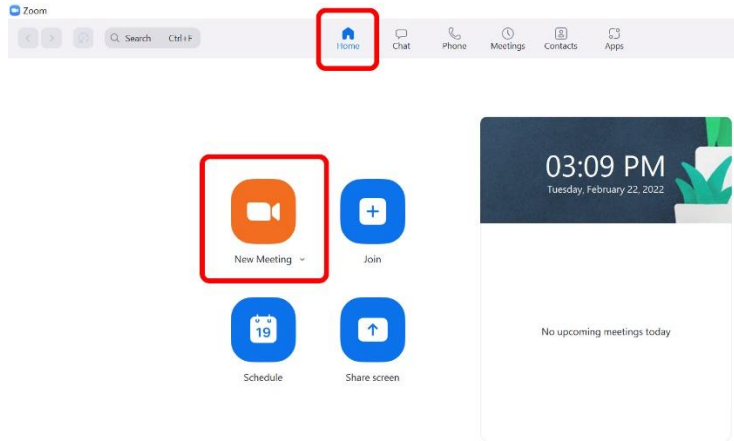
### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

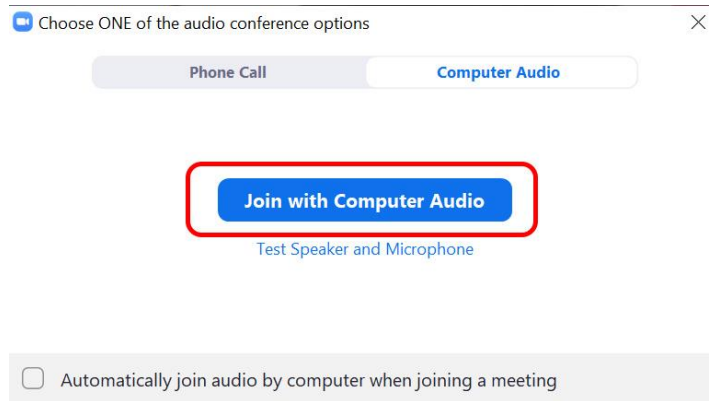
[Download](#)

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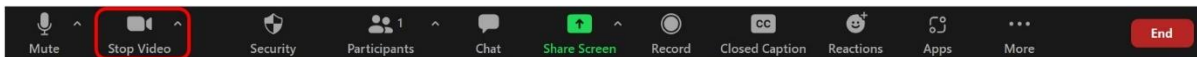
2. Click on **'Home'** tab, then click **'New Meeting'**.



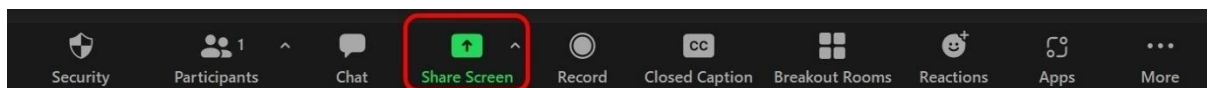
- When prompted, click on **'Join with Computer Audio'** so Zoom will record your computer's microphone.



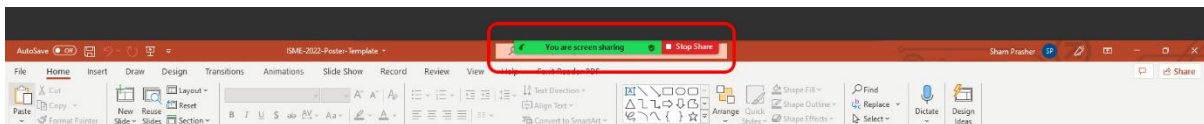
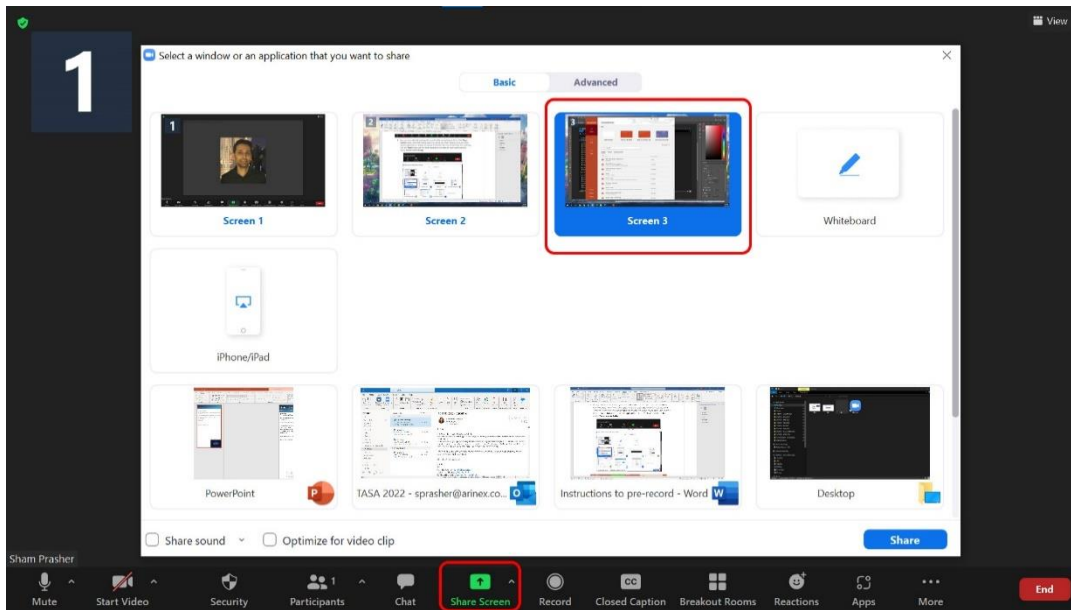
- If you do **NOT** want to have video on, click **'Stop Video'**.



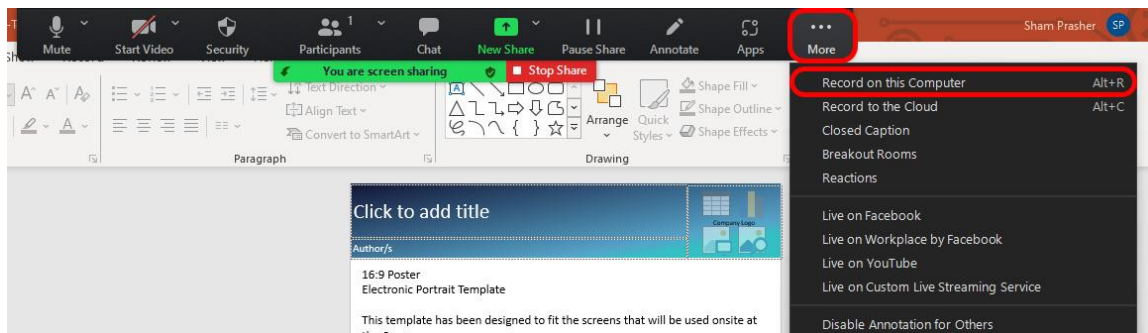
- Now you have started a meeting with yourself as the only participant. Click on the **'Share Screen'** button. Select the Desktop option to capture your entire desktop or you can select specific applications or displays to capture if needed (in this case, PowerPoint). Once selected, click the **'Share'** button and the chosen application or screen will have a notification bar saying **'You are screen sharing'**



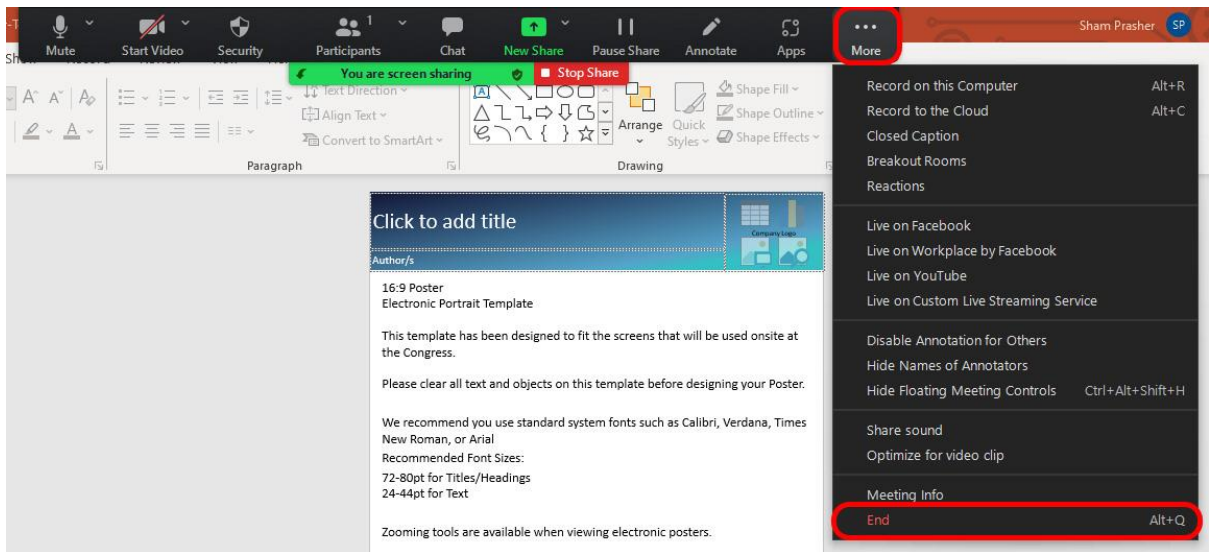
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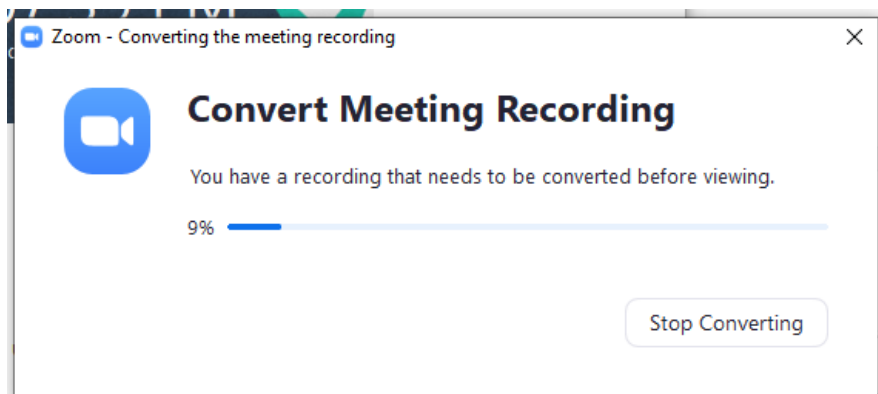
- Now you are ready to record! Move the mouse to the screen sharing notification, click on **'More'**, then **'Record on this computer'**. There will now be an indicator on the notification bar verifying that the meeting is now being recorded. We recommend you make a brief test recording first to confirm that your equipment is working as expected.



- When you have finished recording, go back to the Zoom Toolbar, click on **'More'** then **'End'** and **'End Meeting for All'**



9. Zoom app will begin compressing the screen recording and save it on your computer.



10. Once compression is completed, the windows explorer will be popped up for you. The recording file that we are interested in is 'zoom\_x.mp4'.

Name	Status	Date modified	Type
audio1858035535	✓	22/02/2022 3:41 PM	M4A File
recording.conf	✓	22/02/2022 3:41 PM	CONF File
video1858035535	✓	22/02/2022 3:41 PM	MP4 File

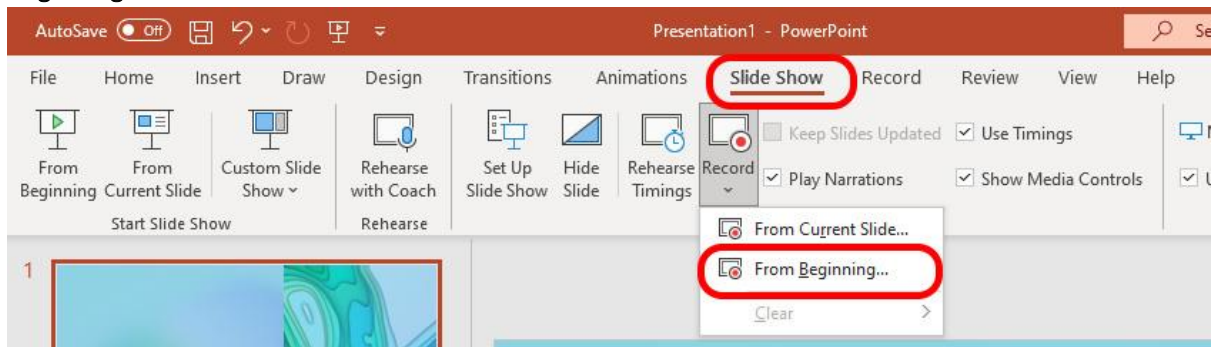
11. Please rename your presentation recording file to the following: **IACIS022 – Last name – ID** (insert submission ID number). Example: IACIS2022 – Leong – ID1

## Recording Using PowerPoint

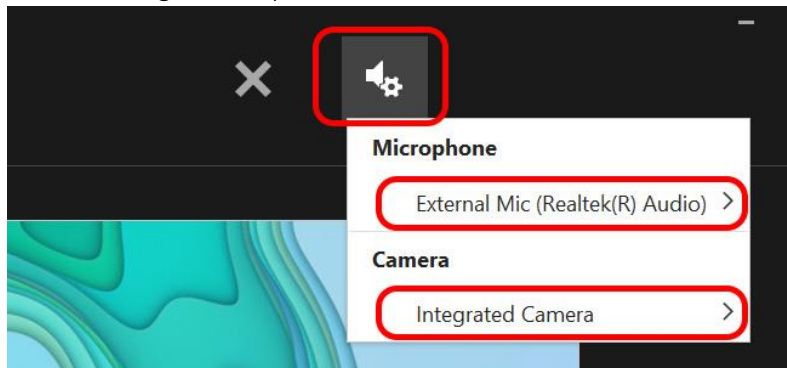
### Recording Slideshows

To record a slide show in PowerPoint, you must have an internal or external computer microphone. When you record a slide show in PowerPoint, you advance through the slides in Slide Show view while narrating it. This saves the narration with the slides and lets you deliver a presentation to others when you are not able to deliver a presentation in person.

1. Open your PowerPoint presentation. Click on **'Slide Show'** tab then **'Slide Show'** and choose **'From Beginning...'**



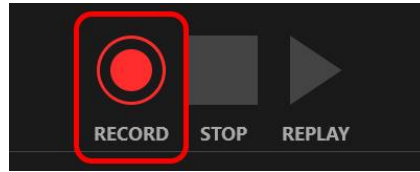
2. The Slide Show mode will be launched. Click on the settings icon in the top right-hand corner to ensure the right Microphone and Camera are selected.



3. On the bottom right-hand corner, click on:
  - a. The camera icon to turn camera on/off
  - b. The photo icon to turn camera preview on/off



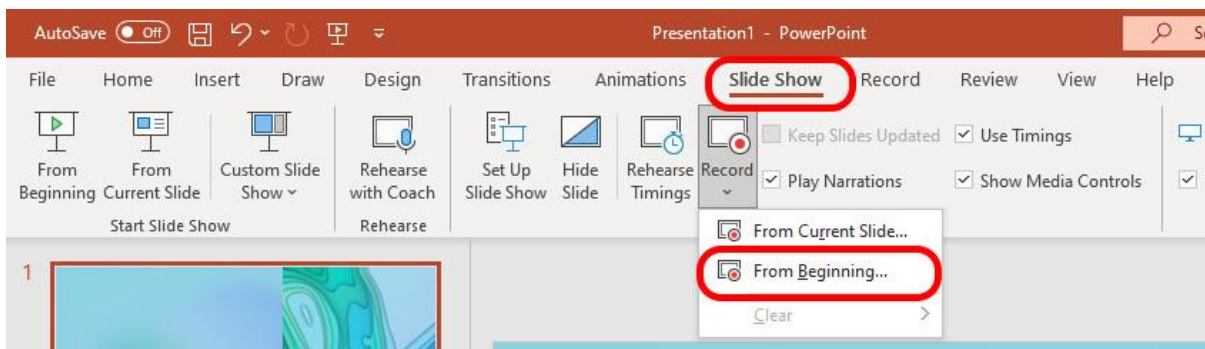
4. Once you are ready, click on the **'RECORD'** button on the top left-hand corner to start recording.



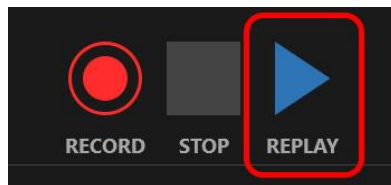
5. Use the right arrow on the keyboard to move slide forward and the left arrow to move slide backward.
6. After the last slide, tap the right arrow on the keyboard one more time to exit the Slide Show mode



7. Click on 'Slide Show' tab then 'Slide Show' and choose 'From Beginning...' again



8. On the top left-hand corner, click 'REPLAY' to view and verify your recording.



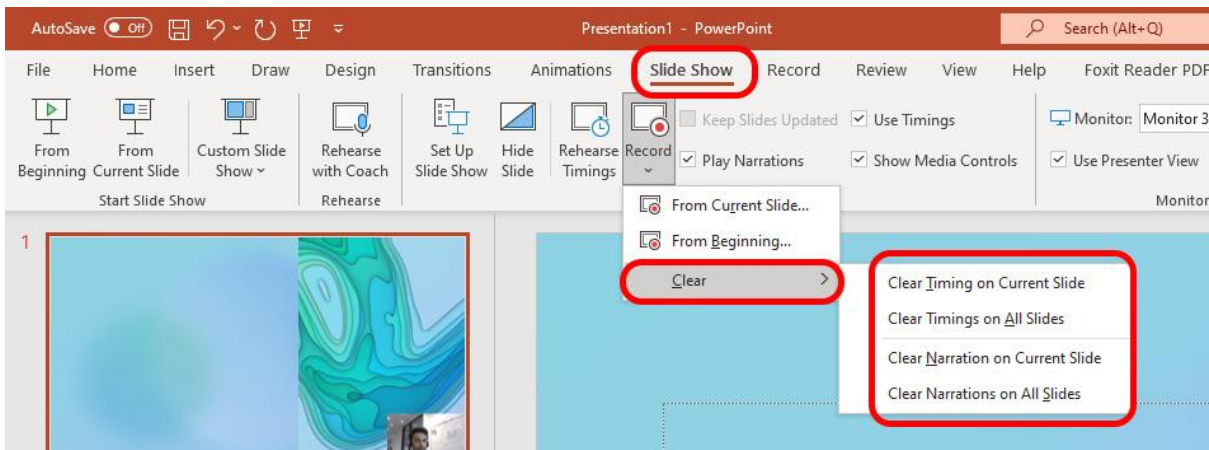
9. Once you are happy with the recording, close the Slide Show mode and click Save button on the main menu (PPTX format) or **Save As to save as MP4 format**. No other format will be accepted.



10. Please rename your presentation recording file to the following: **IACIS2022 – Last name – ID**(insert submission ID number). Example: IACIS2022 – Leong – ID1

11. If you need to edit your recording, there will be options available on the **'Slide Show'** as shown in the screenshot below.

- a. Clear Timing on Current Slide
- b. Clear Timings on All Slides
- c. Clear Narration on Current Slide
- d. Clear Narrations on All Slides



#### For Mac Users:

To record audio, allow the app to access audio inputs:

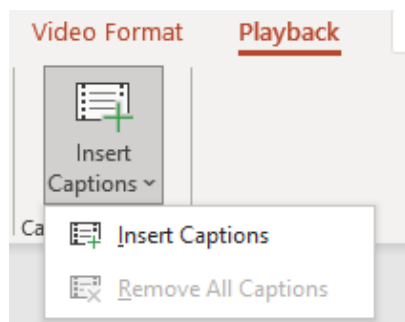
1. Close the PowerPoint
2. On your Mac, choose Apple menu > System Preferences, click Security & Privacy, then click Privacy
3. Click Microphone
4. Select the checkbox next to the PowerPoint app to allow it to access the microphone

Open PowerPoint and try to record audio again

#### Adding Captioning

To add captions to a recorded video presentation:

1. Open the slide that has the video to add captions to.
2. Select the video by clicking on it.
3. On the Playback tab in the main menu, select *Insert Captions*.

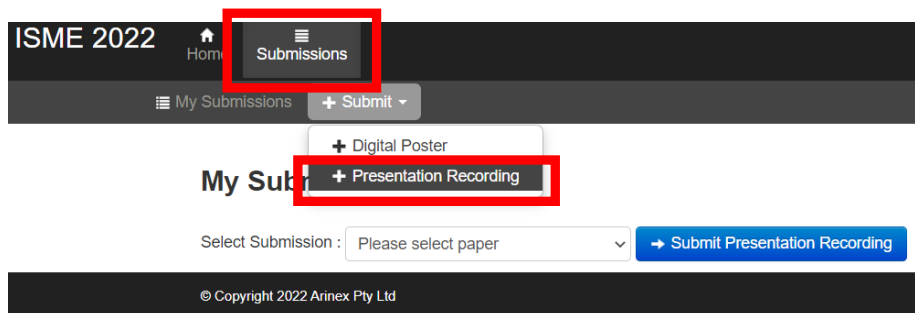


4. Click *Insert Captions* in the drop-down menu. Select a captions file to use in the file browser.
5. To add another caption file, repeat steps 1-4.

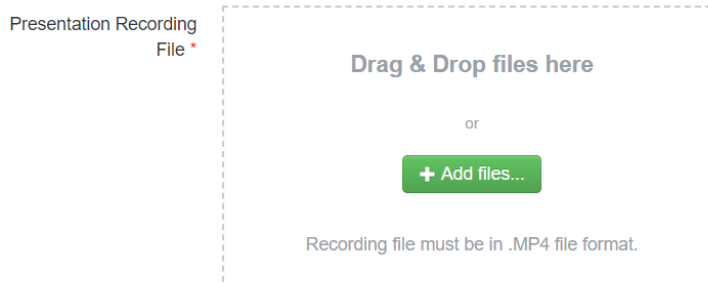
## Uploading your recording

Please follow the below steps to upload your presentation recording to the submission portal (Note: this is the portal you've used to upload your submission/s, which is different to the online virtual platform you will use to attend the event).

1. Log into the submission [portal](#) using your author login details (same as when you submitted your presentation or symposia)
2. From the home screen select "Submissions" in the main menu, then select "+Submit" in the sub-menu then click on "+Presentation Recording"



3. After selecting "+Presentation recording", you will be able to select your submission by clicking on the drop-down box next to 'Select Submission' and this will auto fill the form with the details of your submission.
4. Fill out the submission form and upload your presentation recording file in the space provided.



5. Complete all other required fields then click "Preview and Submit" at the bottom to complete your submission.

If you require further assistance, please contact the Conference Managers at:

**Email:** [iacis2022@arinex.com.au](mailto:iacis2022@arinex.com.au) **Phone:** +61 7 3226 2800

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Thank you for your help in making the 17<sup>th</sup> Conference of the International Association of Colloid and Interface Scientists a success.

**Managed by Arinex Pty Ltd**

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**Website:** <https://www.iacis2022.org>