Presentation requirements:

- For students, PhD students, young scientists and postdoctoral fellows, the video recording of the presentation should <u>NOT</u> exceed the maximum allowable duration of **15 minutes**. Please check the duration before sending the presentation. If your presentation exceeds 15 minutes, it will be returned to you for correction.
- The working languages are Bulgarian or English, and our requirement is that the language of the presentation and the report match.
- Recommended format of the presentations – 16:9.
- Please, if possible, use headphones with microphone during the recording of your presentation. This will increase the sound quality of the record.
- Please choose an appropriate place to record your presentation. Avoid loud places, the recording is better to be made inside. Avoid dark or very colourful backgrounds.
- You can send a link to your recordings via Dox.bg or GoogleDrive at conference@biomed.bas.bg until 25.11.2021.
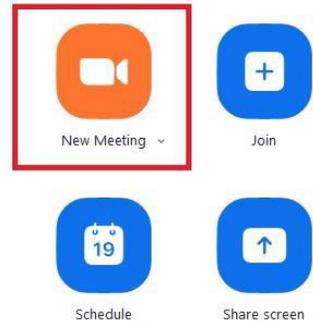
I. Video recording in mp4 format using Zoom:
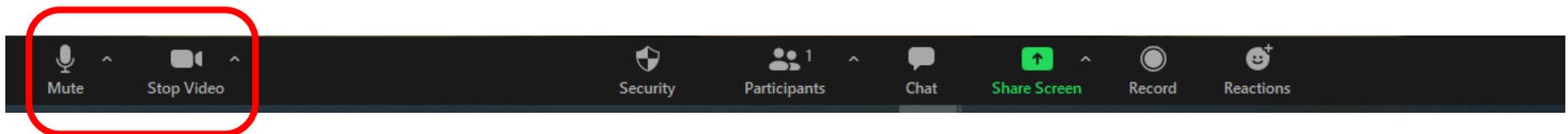
1. Sign into your **Zoom account**

- If you do not have **ZOOM account** please visit **https://zoom.us/download** and download the web browser client and proceed with creating an account.
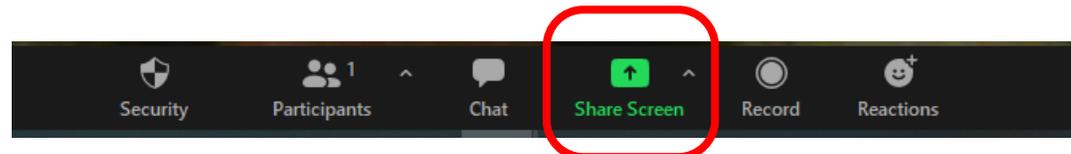- Sign in into the newly created account.

2. Start a "**New Meeting**"

3. After the Meeting is started make sure that your microphone is on as well as your camera.

The icons showing microphone and camera should not be crossed with red line.
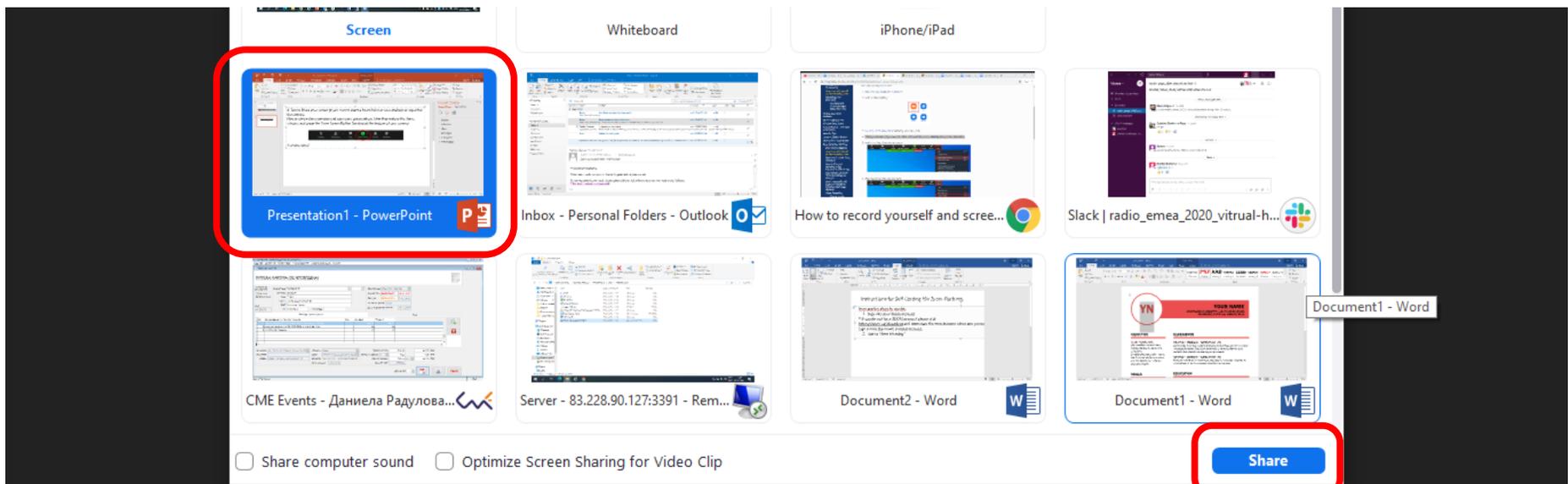
They should be presented as shown in the picture below.

4. Share your screen (if you wish to share a PowerPoint or your desktop or any other document). First minimize **Zoom** window and open your presentation. After that restore the **Zoom** window and press the "**Share Screen**" button (located at the bottom of your screen).
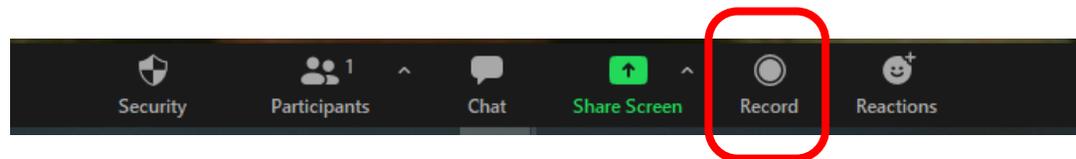
A window will be opened containing all opened programs and documents on your computer. Choose the window showing your presentation (**ppt** or **pptx** format) and press the "**Share**" button located at the right bottom of the screen.

5. Press the "**Record**" button located at the bottom of your screen. The recording will start right away. Talk through your presentation and at the end you could stop sharing your screen and tell final words.

6. Stop recording the meeting by "**Stop recording**" button located at the centre bottom of your page and after that leave meeting with the "**End**" button.

7. After ending the **ZOOM session** the recorded video will start compressing. After compressing save the video at a folder at your computer. The format of the video record is **mp4**.

For more information:

https://www.youtube.com/watch?v=CR199W7HdC0

https://www.youtube.com/watch?v=VrZv6c7nVrQ

II. Video recording in mp4 format using PowerPoint:

https://www.youtube.com/watch?v=WoKlrsNpK7s&t=10s

https://www.youtube.com/watch?v=2wO3OWtFxwU