

PAPER PRESENTATION RECORDING INSTRUCTIONS

- For video, capture a **single screen** with your presentation/slides in **full screen**. Advance the slides as if presenting normally. A video feed of the presenter (such as via webcam) is **not required**.
- For audio, we recommend using an external microphone whenever possible. Using the microphone built into your webcam and/or laptop is also acceptable, but **please ensure that you minimize ambient noise**.
- Use free screen capture software, such as ShareX (download at <https://getsharex.com/>) or similar.
- If using other recording software, please make sure to record the video in 1080p resolution (or your maximum screen resolution) and at 30 frames per second in the MP4 video format.
- Once you have begun recording, but before you begin your presentation, please stay on your **first slide for 10 seconds** without talking. After the initial 10 seconds of silence have elapsed, you may proceed with your presentation normally. This 10-second gap will make it easier for our editors to put the presentations together cleanly.
- Similarly, after you have concluded your presentation, please remain on the final slide for 10 seconds in silence.
- Do not worry about recording your system navigation before you begin and after you end your presentation. Our editors will cut these parts out and only keep the full-screen presentation. You do not need to edit your recording in any way.
- **Your presentation should be at least 15 minutes in length but should not exceed 20 minutes. It must be voiced in clear and understandable English. The filename must be the title of your paper.**
- Before submitting your presentation to us, please send it to your friends or colleagues for review and ask them to confirm that the slides are legible and that the audio is clear.

To submit your recording, upload your video file to a cloud storage service such as Google Drive, WeTransfer, DropBox, CoreMail, or a similar service and send the download link to the Conference Manager at conferences@eai.eu. Please include the conference acronym in the subject of your email.