



# 35<sup>th</sup> IAS Meeting of Sedimentology

June 21–25, 2021, Prague, Czech Republic

[www.iasprague2021.com](http://www.iasprague2021.com)

## INSTRUCTIONS FOR PRE-RECORDED PRESENTATION

As previously announced **35<sup>th</sup> IAS Meeting of Sedimentology** will be held in a live online setting to accommodate the current restrictions related to the COVID-19 epidemic. The Meeting will be held in a **fully pre-recorded format** as a live stream with a live chat and live discussions for participants, as well as other additional online opportunities for getting engaged. Details regarding the exact time and place of the live stream will be announced soon and we kindly ask you for patience as we put everything into place. In the meantime, please pay close attention to instructions regarding the recording of your presentation below.

### General Description of the Meeting Format

As with in-person meetings, there will also be a dedicated slot for questions and discussion after the presentations. Participants will be able to use a Q&A box (similar to a chat) to ask questions during and right after the presentations. The session's chairperson will then select a few questions, depending on the time allocated for the discussion, and will read them to the presenter, who will be able to answer verbally during the session (live at the end of his/her talk). The presenter will also be able to answer any remaining questions through the Q&A box. All sessions will be fully recorded for post-meeting streaming so that all attendees can re-watch the sessions and recover talks they missed.

To give all presenters and viewers of the **35<sup>th</sup> IAS Meeting of Sedimentology** the best possible experience under these new circumstances, we kindly ask all **speakers to pre-record their presentations** to comply with the technical specifications outlined below.

There are quite a lot of different ways how to prepare (pre-record) your presentation. You can use the software or application of your choice to pre-record your presentation however some basic technical requirements shall be followed.

### Audio/Video File Requirements

- **All final files must be in MP4 Format.**
- **File limitation is 500 MB for pre-recorded talks, 150 MB for poster descriptions.**
- A bit rate of <1Mbps is recommended to ensure optimum playback experience for the users. To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate. If the bit rate is too high, please lower the quality to "Internet Quality" to create the MP4.
- **Maximum video time** is according to your Type of Presentation.
  - Oral presentation: maximum length of the pre-recorded talk: 12 minutes (Recommended length is 10-12 minutes. Oral presentations will be followed by live discussions. Oral presentations have a 15 minutes slot: 10-12 minutes for the presentation and 3-5 minutes for discussion.)
  - Short oral: maximum length of the pre-recorded talk: 5 minutes (discussion will be organized via a text chat only)
  - Poster description: maximum length of the pre-recorded talk: 3 minutes



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## Pre-recording Software

Please find some suggestions and guidelines below. **Firstly, we are mentioning 2 easy options (software) for pre-recording your presentation. Zoom or/ and MS PowerPoint 365.**

### Zoom

Open Zoom or install the Zoom.us application on your computer from <http://zoom.us/download>. Once the application has been installed, click 'Sign In' (for existing account users) or 'Sign up' to create a free account. See details how to manage it by clicking the links below.

- [Local Recording – Zoom Help Center](#)
- See also the tutorial how to pre-record your presentation via [Zoom](#)

### PowerPoint 365

It is also easy to use, you may also incorporate a video or animation and it is also possible to incorporate your web cam by using **PowerPoint 365 edition**.

All receivable academic formats are allowed as long as you respect the allocated time.

- More information can be found [HERE](#)
- Convert the voice over PowerPoint to MP4. More information can be found [HERE](#)

**As an alternative** there are several video conferencing tools available to easily record a presentation. In this method, you can also show **your face through the web cam** if you would like and display your slides as you talk. You can use any meeting software as long as you get a good quality recording, and **your final file is in the MP4 format**. Here are some links to instructions on recording a meeting on common platforms:

- WebEx: [Video Conferencing – Record a Cisco Webex Meeting](#)
- Skype: [Skype for Business: Recording a Meeting](#)
- Google Meet: [Record a video meeting – Meet Help](#)
- GoToMeeting: [How to Record a GoToMeeting Session](#) and [How to Convert and Open the GoToMeeting Recordings](#)
- Microsoft Teams: [Record a meeting in Teams – Office Support](#)
- [Prezi](#)
- [Screencast](#)



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## Tips for Recording

- Use an area as quiet as possible.
- Avoid areas that have echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps.
- Use a good headset with its microphone close to the mouth, BUT away from the direct airstream of the mouth to reduce “pops”. Avoid using the default built-in microphones of the computer.
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Adjust if needed.
- When entering Power Point’s presentation mode, we recommend using the laser pointer (in full screen mode: right mouse click --> pointer options --> laser pointer)
- Remember dress code, business casual is preferred. Prefer white walls in the surroundings, light your face and do not position your camera against windows.

## How and Where to Submit the Presentation

The recorded **MP4 files** shall be uploaded before the Meeting but please **no later than May 31, 2021**.

Please upload them via the online form that is accessible after Login in the [User Zone](#) (the submission form will be open on May 11)

- Login using your login details.
- Click on the item Contribution list in the menu on the left-hand side.
- Click on the title of your abstract
- Then you will be able to upload your **MP4 file**

In addition, please prepare **your photo and short bio**. This could be added into your user account on the virtual platform and we kindly ask you to do it before the Meeting starts