

## Presentation Guidelines

1. Each presenter has been allocated 10 minutes for the presentation followed by a 5-minute discussion. Please, ensure that you stick to the time allocated.
2. All the paper presenters should use the recommended presentation (PPT) template of WURC 2021, which is available on the <https://www.wyb.ac.lk/wurc/>.
3. All presentations should be LIVE online. However, each paper presenter is requested to prepare a pre-recorded presentation video based on their accepted paper to avoid any technical issues.
4. Even though you record and submit your presentation, at least one of the authors should present orally your work in the online environment. The recorded video will be played only the presenter encounters any technical failure. However, one/all of the authors should be available to answer the questions in the Q & A session. If you FAIL to do so, the abstract will be excluded from the proceedings of WURC-2021.
5. The maximum time limit for a recorded video presentation is 10 MINUTES. It is compulsory to save your recorded video presentation in MP4 format.
6. Ensure that your face appears in the video recording while recording the presentation. Please name your saved file using your respective abstract ID before sending it.
7. You are kindly requested to use ONLY THE ZOOM SOFTWARE for the video recording to ensure consistency of presentations and administrative convenience. (Instructions regarding recording a Zoom-based video presentation are provided below.)
8. The recorded video and presentation should be uploaded to the following link.  
<https://forms.gle/i26PPF2HoNXd2KHV6>
9. As the conference organizers, we will not do video editing. If you need any editing for the video, you are kindly requested to do it by yourself before sending it to us.
10. Your corporation will ensure the smooth flow of the session.



#### • Recording a Zoom-based Presentation

1. If you have an already created Zoom account (including the free version) using <https://zoom.us>, you can start a Zoom meeting and record the session to your hard drive of the computer. (The free account you create will allow you to record a 10-minute video presentation without any problem.)
2. The basic process is as follows:
  - I. Log into your Zoom account using your Zoom desktop application
  - II. Start a new meeting – Only you will be logged in for the meeting
  - III. Check your Camera for the Video quality and the Microphone for the sound quality
  - IV. Also, please make sure that you set the volume of your recording device to the maximum to ensure that it is highly audible.
  - V. Wearing an appropriate professional dress code is important when recording your video presentation.
  - VI. Please make sure to use the given WURC Virtual Background while you are recording the presentation.
  - VII. Open your presentation on the desktop.
  - VIII. Start the Video and Unmute the Microphone.
  - IX. Share your presentation using the Screen Sharing option. You should click the ‘Slide Show Button’ and get the presentation on full screen.
  - X. Now your video will be visible on one side of the screen.
  - XI. Click the record button in the Zoom application and select recording on the computer.
  - XII. Once you click the “Record’ button, the recording has started, and therefore you should start speaking immediately.
  - XIII. At the end of the presentation, click ‘Stop recording.’ Then your recording will end.
  - XIV. If you use the record on the computer option, the file will be converted. Give some time for it to convert and then save it on to your computer.
  - XV. You can check and go through the video at the saved location on your computer and make any edits if necessary. Please make sure that your video is equal to or less than 10 minutes.

