Young Scientists' Conference on Multidisciplinary Research, **YSCMR 2021**
Organized by the Young Scientists' Association
of the National Institute of Fundamental Studies, Sri Lanka (NIFS-YSA)

Guidelines for Speed-Talk Presentations

- **You are given 3 minutes for your presentation followed by 2 minutes for questions and discussion.**
- Please submit your video presentation and MS PowerPoint presentation by using the guidelines mentioned below (Template attached).
- All the speed-talk presenters are required to send a **pre-recorded video presentation** limited to **03 minutes. Presenters should participate in a live Q&A (2 minutes) session scheduled during the program.**
- Please share your power point presentation (PDF file) and the recording (MP4) via the provided link on or before 8th of October 2021.
  (https:/forms.gle/Q5hJAaBsTPW3bp4dA)
- Please specify your particular Abstract ID (CMT ID) when uploading the video/presentation. (Eg:- YSCMR_ST_ID_001).

Guidelines for Speed talk presentation

- Presenters can have 3-5 slides (maximum 5 slides) and 3 minutes to explain the significance and breadth of their research to a non-specialist audience. The content of your presentation should be understandable by the educated general public.
- Please use the format below and the attached template to maintain consistency,
  - Font: Arial/Arial Black
  - Font Size: Main Topic 40
  - Font Size: Sub Topics 32-38
  - Font Size: Body Minimum 22
- Final version to be saved as MP4.
- All speed-talks should carry a recording (via Zoom) with 3 minutes which describes the slides (Follow the steps in Annexure 01).

Guidelines for recording

- Record MS Power Point slide show with vocal illustrations using **Zoom** technology (Follow the steps in Annex 01).
- All the recordings should be conducted in formal attire.
- Recordings should be carried out in a white background without background disturbances.
- Keep maximum volume during the recording.
- Make sure to maintain constant flow during the video preparation.
- An MP4 Landscape orientated full screen view video is preferred.
- Please limit your video presentation to 3 minutes.

Young Scientists' Conference on Multidisciplinary Research, **YSCMR 2021**
Organized by the Young Scientists' Association
of the National Institute of Fundamental Studies, Sri Lanka (NIFS-YSA)

Annex 01

<u>Video Recording Guidelines for Speed-talk Presentations</u>

1. All the speed-talk presenters are required to send a **<u>pre-recorded video presentation</u>** limited to **03 minutes.** (You need to join the respective technical session on the conference day to be present at the question and discussion session).
2. Please kindly use **<u>Zoom software</u>** for the video recording purpose to ensure consistency of presentations. Please let us know if you are using an alternative software for recording.

Recording a Zoom Based Presentation

1. Prepare your presentation using the PowerPoint template given on the conference web/attached herewith this email.
2. Create a Zoom account using https://zoom.us/ , or if you already have one, log in to your account with the Zoom app.
3. Open your presentation and go to presentation mode.
4. Go to the Zoom app and 'Start New Zoom meeting'. Then, select 'Join with computer audio', and unmute your microphone and turn ON the video camera icon at the left-bottom of your screen. (Not necessary to turn ON camera for speed-talk presentations)
5. In the Zoom toolbar, click the **'**Share Screen' option and select the 'Screen' option. (You may click on your PowerPoint presentation to share your presentation).
6. You will get your PowerPoint presentation through the Zoom window; minimize other windows opened, if any.
7. *If you have turned ON camera*, drag and drop your image onto the presentation's designated area, i.e., the right-top of the screen. When everything is ready, you should see a screen similar to the one below.
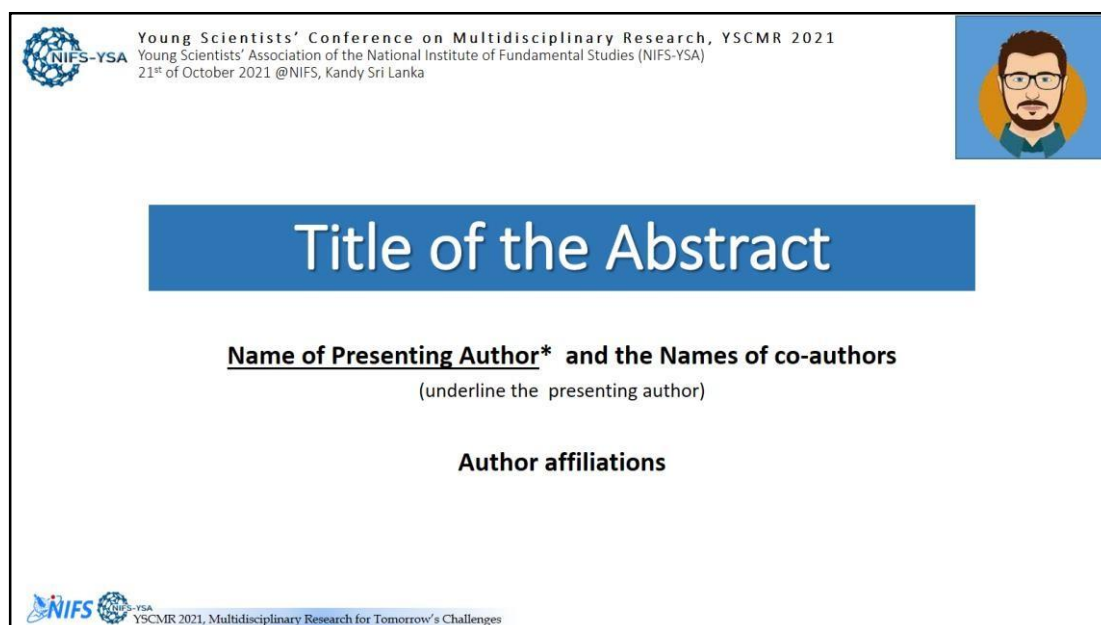
8. Next, click 'Record' in Zoom (it may be under the 'More' button). You can also start recording by pressing the Alt+R keyboard shortcut. When you click 'record, it will

Young Scientists' Conference on Multidisciplinary Research, **YSCMR 2021**
Organized by the Young Scientists' Association
of the National Institute of Fundamental Studies, Sri Lanka (NIFS-YSA)

begin recording; you may start to present your work. **Make sure that the microphone is ON in the Zoom software.**

9. When the presentation is over, press the 'Stop Recording' button or the Alt+R key combination once more.

10. Go to 'More' and click 'end'. Then click on '**Leave meeting for all'**.

11. Wait for the 'Convert Meeting Record' process to complete. It will be saved on your computer, and Zoom will open the recording folder after the video has been processed.

Note

1. Select a noise-free location with plain (white) background for your video recording.
2. Play and check your video before submitting us.
3. Kindly keep general ethics while selecting your attire.

Saving and submitting presentation

1. Go to the location of the video file. It is mandatory to save your recorded video presentation **in MP4 format**. Please rename your recording video by the abstract/paper ID number (CMT ID) before submitting (use Paper ID number with 3 digits).
   Eg: **YSCMR_ST_ID_001**

2. Upload the MP4 version of your video presentation and the PDF version of your presentation-slides to the google form by **8th of October 2021**. Presentation submission will be opened from 1st October 2021.

If you have any questions regarding these instructions, please email us at yscmr@nifs.ac.lk