SPEAKER GUIDE ON RECORDING

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We believe you would support us to overcome technical challenges and to run the conference smoothly. For this reason, we kindly asked all speakers to pre-record the presentations and send us the in advance (Check deadline).

Recording tool
What we require is to record both you and your presentation in one video. To do this you have the option of recording using any tool/ software comfortable to you. Nevertheless, one of the easiest ways to record is via Zoom.

1. First step is to download zoom application. To do this use your internet browser and search for zoom and press download and install the application (app).

2. Open the zoom app and sign up and go to 'settings' (It is symbolized as a wheel in the right-side corner of the screen).
    - Click on the 'Audio' tab on the left side of the screen.
    - See if the microphone works, Press 'Test Mic'.
    - Test the speaker thereafter, Press 'Test Speaker'.
    - It is best that you use a built-in output (headphones) with a built-in microphone.
3. Then go to 'Video' tab and check on the camera.
    - If you have built-in camera click 'FaceTime HD Camera(Built-in) or if you are using an external camera click 'ManyCam...'
    - Click – 16.9 (widescreen)
    - Enable HD
4. Then go to 'Recording' tab
    - Choose the location where you want the recording to be stored.
    - Make sure you make a folder and name it before you choose the location. Name the folder as: (Corresponding Author surname as in programme_Paper ID Number_Session number) eg: **Silva_PA101_01**
    - After that exit 'settings'
5. Open your (PPT) presentation PPT or any other presentation tool.
6. Then go back to zoom and start a 'new meeting' by clicking on it.
    - Join with Computer audio
    - Click on 'share screen' at the bottom of the frame. Make sure you select your PPT screen.
    - Now it will display your PPT and you (frame of your face on camera). Make sure your frame with face is set at the right corner in small.
    - If all is fine we move to the next step 'recording'
7. Go to the 'more' button and click 'Record' button that is on the same panel as 'share screen'
    - Make sure the 1/16 slide is on the Screen when you start the presentation (in the given PPT template).
    - And make sure you finish your presentation with 16/16 slide (given PPT template).
        - This is important for us to know that you are at the end of presentation.
    - When you finish presenting press 'stop sharing' so we see you on big screen.
    - Then you press the 'stop recording button'
8. Then 'end your meeting'.
    - At this time automatically the video will get converted.
    - Wait for it to convert
    - And you will have an **.mp4 video** and an **.m4a audio**, rename these files as (Corresponding Author surname as in programme_Paper ID Number_Session number) eg: **Silva_PA101_01**

9. Now attach the files and email us at faru@uom.lk or faru2022.uom@gmail.com before the **said deadlline**. Email subject should be <PA_000prerecording>.

10. Email body should contain the following:

I, <u>name of author</u> , the presenting author of PA_<u>Paper ID number</u> WILL NOT be presenting live. Thus, I have attached herewith the pre-recorded video to be played during my session.<u>Please attach the pre recorded video</u>

Or

I, <u>name of author</u> , the presenting author of PA_<u>Paper ID number</u> will be presenting live online. Nevertheless, I have attached herewith the pre-recorded video that can be used in case of any technical failure.<u>Please attach the pre recorded video</u>