

HOW TO RECORD YOUR VIDEO-PRESENTATION

The pre-recorded **6 minutes video-presentations** of the 10th ECCOMAS Multibody Dynamics Conference 2021 will be broadcasted from **recordings** for the conference participants. Please note that each video-presentation will be followed by a **4 minutes live discussion**. Therefore we kindly ask you to be available in the time frame of your presentation, to be able to **answer the occurring questions live**.

The purpose of this document is to provide guidance for uploading.



Choose a silent, non-echoing room for making a recording. It's recommended to use a headset with a microphone. The microphone should be positioned close to the mouth but away from the direct line of it to avoid popping sounds.

There are multiple ways to create an excellent quality recording.



Tip: make a short recording just to check if your settings are correct.

I. Any conferencing tool can record your lecture (click for manuals):

Zoom:	Local Recording – Zoom Help Center
WebEx:	Video Conferencing – Record a Cisco Webex Meeting
Skype for Business:	Skype for Business: Recording a Meeting
Microsoft Teams:	Record a meeting in Teams – Office Support
Gotomeeting:	How to Record a GoToMeeting Session How to Convert and Open the GoToMeeting Recordings
Google Meet:	Record a video meeting – Meet Help

II. You can use Power Point as well for this purpose:

1. [Create a Voice Over Power Point file](#)
2. [Convert it to mp4 using Power Point](#)

Recommended video quality: **aspect ratio: 16:9**, resolution: 720p.



Tip: it results a better visual experience for the participants if they can see the presenter on the recording. If you record a webcam picture, make sure you position your camera correctly and you take care of appropriate lighting.

[If you choose to add speaker view, please take care not to cover any important information on the slide!]



Please save your recording in **mp4 format** and make sure its duration is **6 minutes**.



Please send your video file or a link of the video file to revhegyi@congressline.hu by **November 28th, 2021 the latest**.