**PRESENTER GUIDELINES**

**Creating a Video Presentation for ICEE 2024: A Comprehensive Tutorial**

1. **Video Presentation Requirements:**
2. Duration: Your video presentation should last between 5 to 7 minutes.
3. Format: The presentation must consist of a PowerPoint (PPT) along with the presenter’s narration. You have the option to either show your face or present without video.
4. Video Format: Please ensure that the final video is in MP4 format.
5. File Size: The size of the video file must be less than 40 MB.
6. Maximum Slides: Your presentation should not exceed 7 slides.
7. **PPT Content Structure**
8. Ensure your PowerPoint presentation includes the following essential sections:
9. Title: Clearly state the title of your presentation.
10. Background: Provide context or background information relevant to your topic.
11. Method: Describe the methods or procedures used in your research or project.
12. Results and Discussion: Present your findings and discuss their implications.
13. Conclusion: Summarize your key points and highlight the significance of your work.
14. **Software Recommendations:**

Presenters are welcome to utilize various software applications for video creation. However, it is highly recommended to use Zoom Software for recording your presentation. Please refer to the detailed tutorial provided below for guidance on using Zoom effectively.

1. **Virtual Background:**

To enhance the visual quality of your presentation, presenters are encouraged to use the virtual background provided by the committee. This background can be downloaded from the following link: **[**[**ICEE 2024 Virtual Background**](https://icee.upi.edu/file/download/ICEE_2024_Virtual_Background.jpg)**] (**[**https://icee.upi.edu/file/download/ICEE\_2024\_Virtual\_Background.jpg**](https://icee.upi.edu/file/download/ICEE_2024_Virtual_Background.jpg) **).**

1. **Zoom Video Recording Tutorial:**

Follow these detailed steps to record your video presentation using the Zoom application:

1. Installation: Ensure you have the Zoom application installed on your laptop or computer. You can download it from ([**https://zoom.us/download**](https://zoom.us/download) **)**
2. Sign In: Open the Zoom application and sign in using your Zoom account or your Google account.
3. Access Settings: Click on the gear icon (⚙️) located in the upper right corner of the Zoom application to access settings.
4. Video Settings: Click on the “Video” tab to verify that your camera is functioning correctly. Test the camera by clicking the button in your camera settings.
5. Audio Settings: Navigate to the “Audio” tab to ensure your microphone is working. Click on “Test Mic” to check the audio input.
6. Screen Sharing Settings: Click on “Share Screen” to ensure that the option is accessible and functional.
7. Recording Settings: Make sure to enable the option that allows recording during screen sharing.
8. Initiate a New Meeting: Return to the home page and select “New Meeting” to start a new session.
9. Audio/Video Check: Confirm that both audio and video are active in your Zoom meeting interface.
10. Start Recording: Click the "Record" button to initiate the recording process. Begin your presentation by introducing yourself clearly.
11. Share Your Screen: Click on "Share Screen," then locate and select your PowerPoint presentation. Ensure that your PPT file is open before sharing.
12. **Presentation Execution:**

Once you share your screen, your PowerPoint presentation will appear, with your camera feed displayed in the upper right corner. You may now begin your presentation, keeping in mind the maximum time limit of 8 minutes.

1. Completion of Presentation: Upon finishing your presentation, click on "Stop Share," then "Stop Recording." To conclude the session, click "End Meeting for All."
2. File Conversion: Zoom will automatically convert your recording into three different file types. Navigate to your designated folder to verify that the recording files have been saved successfully.
3. Video Format: Ensure that the final video format is .mp4.
4. File Naming: Rename your video file using the following format: **`Video\_Author\_Title` (Video\_Gitta\_Bella\_GenderIdentityPerspectiveAnalysisofNarrativeTextIllustrationonthe4thGradeElementarySchool’s2013CurriculumInstrucionalMaterials).**
5. Submission: Finally, complete the Presenter Preparation Form and upload your video presentation via the following link: **[Presenter Preparation Form] (https://bit.ly/PresenterPreparationForm).**
6. **Submission Deadline:**

Please be reminded that the deadline for uploading your video presentation is **20th November 2024.** Ensure your submission is made before this date to avoid any penalties.