

## **Instructions for recording lectures at ONLINE CONGRESS**

-protocol by CONU-

There are 2 simple protocols for recording lectures an online congress. The protocol number 2 is recommended due to its better quality.

**Protocol No. 1** Record an oral presentation (15min; 5 min left for discussion) directly in Power point. Turn on the option for recording (**Slide Show > Record Slide Show** in the main menu) and record the presentation as the slides change according to its flow. During the presentation speak into the microphone integrated in web camera (or use the built-in microphone and camera on your laptop). The presentation recorded in this way should be exported into an .MP4 format as follows: Select the option: **File > Export > Create a video/File Format (MP4)**.The recommended resolution of the video is **W 1920, H 1080**.The option **Use Recorded Timings and Narrations** must be **SWITCHED ON**. Then select **SAVE**. The .MP4file created in this way should be sent to the organizer’s e-mail address: [conu2021@miross.rs](mailto:conu2021@miross.rs) .

**Protocol No. 2** For more professional recording of lectures, it is necessary to record at the same time: **1. PowerPoint presentation** (15 min; 5 min for discussion) - as explained in the protocol No. 1 (just voice recording; camera switched of) **2. Yourself while delivering the lecture** – using an external video camera (a good-quality camcorder, a video recorder, a DSLR etc.) or using a new generation mobile phone; **sound** - you could record it separately – using an external microphone (such as a USB microphone or 3, 5 mm cable one) or simultaneously with the video (using a mobile phone, good-quality camcorder, video recorder, DSLR etc.) Everything should be recorded in ONE continuous frame (as a lecturer would normally speak during a live lecture). In case of some important mistakes, our post-production team will cut and re-assemble those parts. If you use Protocol No. 2, you have to send the following: 1. Power Point presentation with voice recorded lecture 2. Footage of the lecturer while giving the lecture made by an external camera (better camera, camcorder, DSLR, mobile phone, etc.) 3. Original Power Point presentation and possible videos (clips) if used in the presentation (as a separate file) in the original. All the materials should be sent (using file transfer services such as [www.wetransfer.com](http://www.wetransfer.com) or [www.filemail.com](http://www.filemail.com) ) to the following e-mail address: [conu2021@miross.rs](mailto:conu2021@miross.rs) .

**Related to the actual epidemic situation and the new format of the Congress, further information for authors will be delivered soon.**

Sincerely, The Scientific and Organizational Committee of the Congress