

ASYNCHRONOUS PRESENTATIONS

An Asynchronous Presentation consists of a video uploaded on the conference website. Asynchronous Presentations will be accessible for all participants during and after the conference days. Participants in the Conference can leave comments in the appropriate text box under each Asynchronous Presentation. Access with username and password will be required.

The video can be the result of two processes:

1. The author can register her/his own **video**.
2. The author can elaborate a **PowerPoint file** with (optionally) related audio files.

Papers produced by the authors of asynchronous presentations will be published on the Conference Proceedings e-book (published with ISBN, ISSN and DOI codes by the Italian publisher Filodiritto Editore) and on the conference web site.

Authors of asynchronous presentations will receive the certificate of participation, the list of participants and the Conference Proceedings e-book.

The conference materials will be sent by e-mail after the conference dates.

The deadline to send the asynchronous presentation is **20 May 2024**.

▪ HOW TO PRODUCE THE ASYNCHRONOUS PRESENTATION

There are two available options:

- 1) Send a video of your presentation
- 2) Send a power point presentation and, if you wish, the related audio files

Option 1) Video Presentation

The video should respect the following requirements:

- 1) Maximum size 300 Mb
- 2) Maximum length: 15 minutes (this is really the maximum, it will not be possible to accept videos longer than 15 minutes, even by 1 second)
- 3) The video should be in .avi format
- 4) The file name should be: VP_Video_your paper code.avi (e.g VP_Video_ESM01.avi)

Option 2) PowerPoint Presentation with audio files

Please do not incorporate the audio files in the Power Point Presentation, but send them separately, as explained below.

Power Point Presentation

- 1) The Power Point Presentation should be in .ppt format
- 2) Please only use Times New Roman or Arial fonts to write texts.
- 3) Please do not insert slide transitions, animated images, animations or Flash files
- 4) The name of the Power Point Presentation should be: VP_PP_your paper code.ppt (i.e. VP_PP_ESM01.ppt)

Audio files (optional)

- 1) The audio files should be in .mp3 format
- 2) For each slide of the Power Point Presentation there should be an audio file; this means that if the Power Point Presentation has 20 slides, you should also send 20 mp3 files and each slide will be displayed as long as the length of the audio file
- 3) The name of the audio files should be "slide_number of the slide.mp3 (i.e. slide1.mp3, slide2.mp3, slide20.mp3)
- 4) The sum of the lengths of the audio files should not exceed 15 minutes (this is really the maximum, it will not be possible to accept videos longer than 15 minutes)
- 5) Once you have created all the audio files, please put them in a folder and compress the folder using Winzip or Winrar
- 6) The name of the compressed file should be "VP_Audio_your paper code.zip" or "VP_Audio_(your paper code).rar" (i.e. Audio_ESM01.zip or i.e. Audio_ESM01.rar)



▪ HOW TO SEND US THE ASYNCHRONOUS PRESENTATION

The two suggested options to send your presentation are:

WeTransfer: <https://wetransfer.com/>

You can upload and transfer up to 2 Gigabytes and send the file to a specific email address for free.

The speed of upload and transfer depends on your internet provider.

A first confirmation email will be received once the file is sent and a second email will be received once the file has been downloaded by the addressee.

DropBox: <https://www.dropbox.com/register>

A simple, useful and free software that can be downloaded from the Internet.

DropBox allows you to create a folder on your computer and share it with whoever you want. All the instructions are on Dropbox web site.

The user needs to:

- Download the software
- Install the software
- Create an account
- Paste the files you created in the Public folder of the DropBox folder
- Right click on the created file, chose DropBox and then "Copy Public link"
- Send an email pasting the Public link copied before