



## Technical Requirements for Virtual Presentations

This presentation modality is addressed to those who are not able to attend the conference in person. Virtual presentations will consist of an asynchronous Power Point presentation (with audio) that will be uploaded on the conference web site. The presentation will be accessible for all participants during and after the conference days.

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

Authors of virtual presentations will receive an author certificate as well as all other conference material that will be sent to them by mail after the conference dates.

The deadline to send the virtual presentation is **15 May 2020**.

### A) HOW TO PRODUCE THE VIRTUAL PRESENTATION

You can choose between 2 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 (i.e. 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. PP\_ ESM01.ppt)

#### Audio files

- 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, even 1 second)
- 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)

### B) HOW TO SEND US THE VIRTUAL PRESENTATION

In order to send us the files related to your virtual presentation, you have the following options.

#### 1) FTP Server

If you have the possibility to use an FTP service, please upload your files on your server and send me the link so that I will be able to download them



## 2) DropBox

DropBox is a simple, useful and free software that can be downloaded from the Internet (<https://db.tt/O7NyLNZb>).

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. However, you just need 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 me an email pasting the Public link copied before

I will inform you once I will have received everything

## 3) Online services

On the Internet there are several web sites which allow to upload the files on their servers and then to send a link to download them (i.e. <https://wetransfer.com/> and many others)