



SYNCHRONOUS PRESENTATIONS

Synchronous Presentation consists of a live video presentation where authors present (optionally, through the help of images, slides, YouTube videos etc.) the contents of their papers to the other participants joining in a virtual room.

Presenter and listeners are online at the same time in a synchronous live session, taking place at a specific hour.

At the end of each presentation, all the participants in the sessions can ask questions and make comments. Further online discussions can be agreed, individually, between participants after the presentation ends, this is possible by inviting the speaker and/or other participants to private virtual meeting rooms.

The recording of the presentations will be uploaded on the conference web site, and it will be accessible for all participants after the conference days.

Papers produced by the authors of synchronous 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 synchronous 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 Powerpoint presentation and a **back-up copy** of your synchronous presentation is **10 October 2023**.

▪ PREPARATION AND TESTING

Two weeks before the conference days, a virtual meeting will be organized for each of the speakers with the conference tutor.

The purpose of the virtual meeting with the tutor will be:

- To present the speakers the platform and how to use it. The tutor will make sure the speakers thoroughly understand the platform they will be using during the conference and its corresponding functionalities.
- To test each speaker's equipment: monitor, webcam, and microphone. Speaker must eventually make sure they use the same equipment during the conference.

▪ RECOMMENDATIONS FOR SYNCHRONOUS PRESENTATIONS

- ✓ Visual in conjunction with voice is the main tool the speaker uses to involve participants and communicate contents. It is recommended to limit the amount of text in favour of visual material. It is to be underlined that visual material should not be "decorative" but should be relevant and appropriate to facilitate communication.
- ✓ To involve participants, it is possible to propose interactive activities before, during, after the speech. For example, using polls and surveys with multiple-choice questions – created in advance using Kahoot (<https://kahoot.com/>).
- ✓ Make sure that the background is tidy, distraction-free and quiet.
- ✓ Do not put a bright light behind you (e.g. a window): your face will be almost invisible.
- ✓ Dress professionally.
- ✓ Respect timing: please remember that your presentation must last **20 minutes, plus 5 minutes dedicated to questions and answers** by the audience.



More recommendations will be provided to registered users who chose the Synchronous Presentation modality.

▪ HOW TO PRODUCE THE PRE-RECORDED PRESENTATION (OPTIONAL)

A Pre-Recorded Presentation consists of a recorded video showing the author who presents (optionally through the help of images, slides etc.) the contents of her/his paper

Presenters might choose to have a Pre-Recorded Presentation as an optional support: the Pre-Recorded presentation can be reproduced during the synchronous live session in case the author requests this option.

Pre-Recorded Presentation can also be used as a backup solution in case the speaker, at a very last moment, is not able to participate in the conference

RELEVANT SOFTWARES

The following free programs allow to register your screen while presenting, and create a video of your presentation as if you were talking in front of a mirror:

SOFTWARE	BEST FEATURE
NCH: https://www.nchsoftware.com/capture/index.html	The software can record the webcam, external devices, computer screen and video streaming (trial version)
Jing: https://www.techsmith.com/download/jing/	Available for Windows and iOs systems
Free Screencast: http://www.free-screencast.com/	Movies can be produced in many formats: AVI, WMV, MP4, etc.
oCam: https://ohsoft.net/eng/ocam/intro.php?cate=1002	Users can configure a registration window that can be moved or resized

PRODUCTION OF THE VIDEO

After installing and running the software, please do a trial run before registering the final version, following the "Guidelines" written on page 1.

Now you are ready to start your registration!

SAVING THE VIDEO

Please save your video using WMV or MP4 format, which is the most compatible file extensions. Make sure to save your video in HD format, using a minimum resolution of 1280 x 720 pixel (720p).

In case you need assistance please send an email to conference@pixel-online.net: a proper solution will be found according to every single case.

HOW TO SEND THE PRE-RECORDED 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 will depend 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>

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 the 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