**Instructions for the oral presentations**

To make sure that the conference will run smoothly and to reduce the impact of unstable internet connections, we require you to send a recording of your 10-minute presentation along with your presentation slides (in both PDF and PPT formats) by **6th August** **2021**. Please ensure your presentation is no longer than 10 minutes and 0 seconds exactly, otherwise we will not be able to accept the recording. Please email your presentation and recording to us at aqua360@exeter.ac.uk and the subject of the email should be ‘Recording of Paper (please add your ID number in here)’. For example, Recording of Paper 175.

Please see below the instruction for recording via Zoom and MS Teams:

**Using Zoom:**

1. If you do not have zoom on your machine, please download and install the software ([https://zoom.us/download](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fdownload&data=04%7C01%7CS.M.K.Sadr%40exeter.ac.uk%7Cef932900afff492a391408d94c7b593b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637624914917335108%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Dze5225y1zM%2FTKh5Y6Aw30qMQ4WhyzmXcu%2BdjE%2FlmNI%3D&reserved=0))
2. Open zoom and select the orange button ‘new Meeting’. Make sure that you select to join with your computer audio and video.
3. Share your screen to see the presentation and then hit the ‘Record’ button to start recording your presentation.
4. Once you have filmed your presentation, download and save the recording on to your computer and send this to aqua360@exeter.ac.uk via Dropbox / WeTransfer or Google Drive. We will then check and edit the raw footage (if required) and save it in our files, to be embedded at the end of a session. Here is a useful video to help you record using Zoom: [https://support.zoom.us/hc/en-us/articles/201362473-Local-recording](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.zoom.us%2Fhc%2Fen-us%2Farticles%2F201362473-Local-recording&data=04%7C01%7CS.M.K.Sadr%40exeter.ac.uk%7Cef932900afff492a391408d94c7b593b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637624914917345101%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=r0NwbdRkZ6mhEL4O9W1iv1TkGzOWqWPLbeNyqgHOhNw%3D&reserved=0)

**Using MS Teams:**

1. If you do not have MS Teams on your machine, please download and install the software (<https://www.microsoft.com/en-gb/microsoft-teams/download-app>)
2. To record your presentation using Microsoft Teams, simply open the application, start a meeting.
3. Share your screen to see the presentation and select start recording in the meeting controls tab.
4. Once you have filmed your presentation, download and save the recording on to your computer and send this to aqua360@exeter.ac.uk via Dropbox / WeTransfer or Google Drive. We will then check and edit the raw footage (if required) and save it in our files, to be embedded at the end of a session. Here is a useful video to help you record using MS Teams: [https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.microsoft.com%2Fen-us%2Foffice%2Frecord-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24&data=04%7C01%7CS.M.K.Sadr%40exeter.ac.uk%7Cef932900afff492a391408d94c7b593b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637624914917355097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=An54TgPRUbTwc5FMviYsP5ofVmHgJhKNzQgN%2F80aDzk%3D&reserved=0)

If you do not have access to either Zoom or Microsoft Teams you can use any other pieces of software for recording your presentations. Please make sure that you are sharing your screen and that both the video and audio are switched on.

**Some useful tips for recording your presentations:**

* You look at the screen/camera – your ‘camera’ is your audience – it should be placed at eye level.
* Clean/neutral background.
* Use a headset/ an earphone if possible, to avoid background noise
* Dress as if you were presenting in ‘real life’.
* Turn your phone off, notifications/calls can distract you.
* Turn off your emails/teams/etc or put them to offline, or the audience will hear your notifications.
* Avoid any background or ambient noises.
* Place your notes as close to the camera as possible to avoid looking elsewhere.
* Avoid any lights coming from behind or above you – this will cause your face to be in a very dark shadow. The ideal would be for you to be facing a window with plenty of natural light (i.e. your camera is facing away from the window). You can also position your study lamp or other source of light in such a way that light directly comes on your face.
* Just to remind you that we will be offering prizes for best presentation and surely the way you present will help in addition to the technical content.

Please note all presenters are expected to attend their respective sessions and participate in the question and answer/discussion part of the respective sessions. This is the place where you can get most of the conference and develop and enhance your networks.

**Presentation Template:**

Please see our website ([https://www.aqua360.net/instruction-for-authors](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aqua360.net%2Finstruction-for-authors&data=04%7C01%7CS.M.K.Sadr%40exeter.ac.uk%7Cef932900afff492a391408d94c7b593b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637624914917365090%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=a91zfYctWYN0vHTU36h0N5kvqnn8ewZ2j8FnJmHmEok%3D&reserved=0)) to download the template for your oral presentations.