

Instructions for Presentation Materials

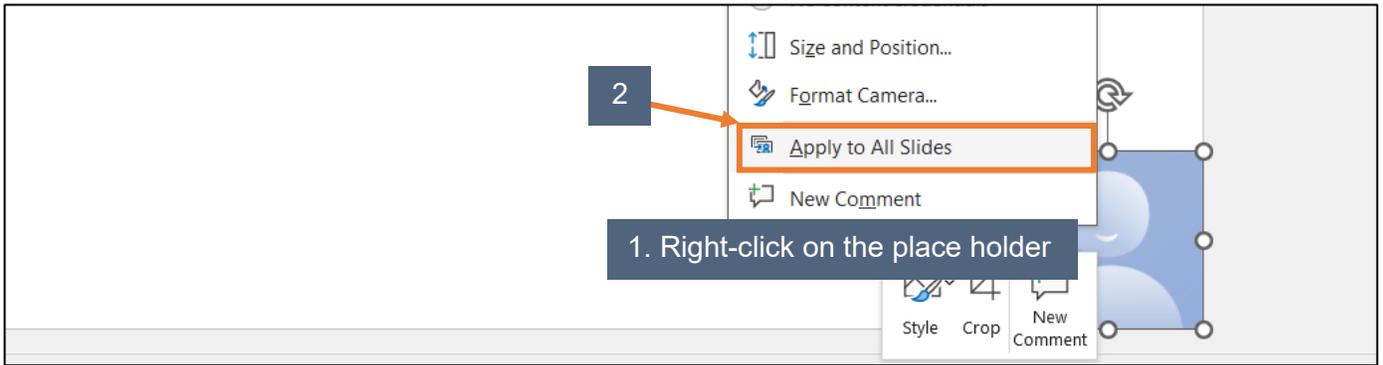
This document explains how to prepare your presentation slides and record your presentation as a video. The video recording option is available for presenters who are unable to attend the conference. It can also be optionally used by those attending in person, in addition to their PowerPoint presentation. Since all presentations will be video-recorded and uploaded to the IAARC YouTube channel, in-person presentations will be recorded during the conference if a pre-recorded video is not submitted. However, providing a video recording of your presentation is appreciated and could be of higher quality.

1. Preparing for Presentation Slides (Mandatory to all)

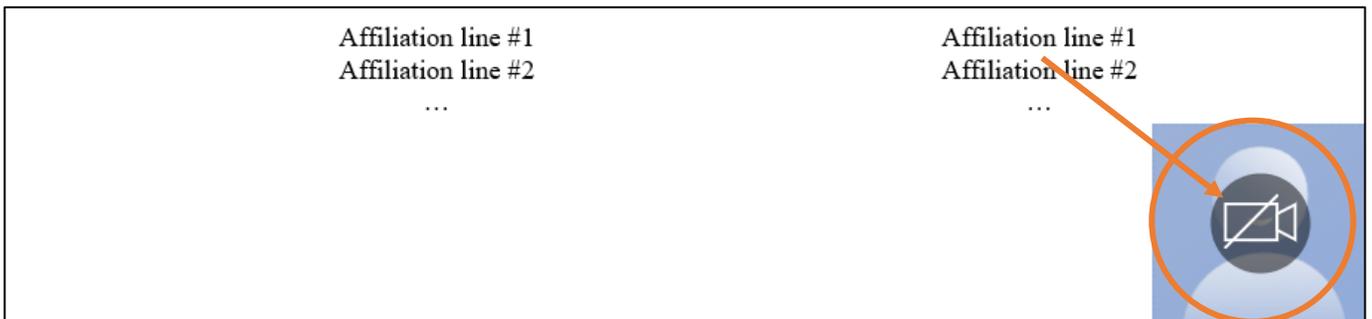
- (a) Download the PowerPoint template from the website (<https://www.iaarc.org/isarc-2025/author-instructions>)
- (b) If you plan to record your presentation, use Microsoft 365, Microsoft PowerPoint 2019, or a newer version to access Cameo features (<https://support.microsoft.com/en-us/office/presenting-with-cameo-83abdb2e-948a-47d0-932d-86815ae1317a>). If Cameo isn't available, you can try Zoom or other recording apps.
- (c) The provided template contains three slides: (i) a title slide template (ii) a main body slide template, and (iii) a hidden slide containing a Cameo placeholder (do not remove this hidden slide, as it will be used in later steps)
- (d) Create your title slide using the provided title slide template. Do not remove the embedded audio clip, which is used as a timer.
- (e) Prepare your main content slides using the provided main body slide template. Do not place any content in the bottom-right corner, marked with a gray reference box, as this area is reserved for the video recording.
- (f) After completing your slides, remove the gray reference box in the bottom-right corner (reserved space indicator) from all slides.
- (g) Save your presentation file following the naming convention: ISARC-[Contribution ID]-[Presenter's Last Name].pptx. For example: ISARC-395-Mirzaei.pptx.

2. Preparing for Recording (Optional to those with in-person presentation)

- (a) Open your saved slides and navigate to the hidden slide containing the Cameo placeholder.
- (b) Right click on the Cameo place holder and select "Apply to All Slides".



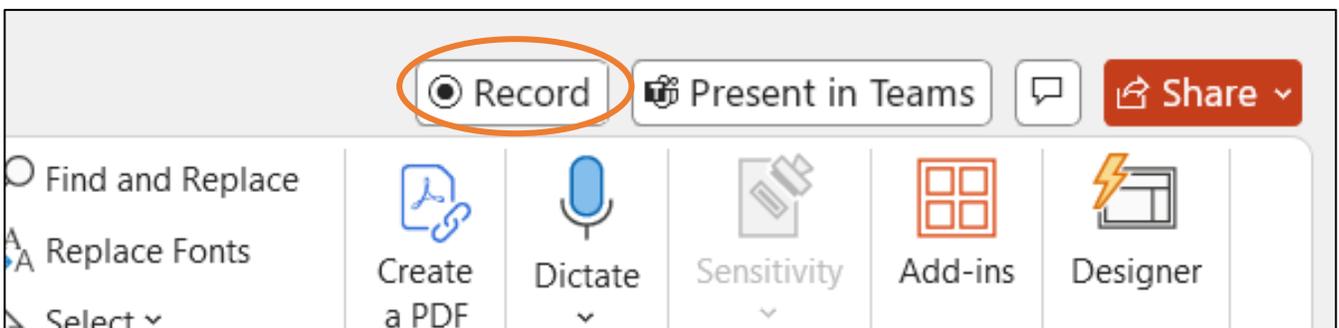
- (c) After applying, remove the hidden Cameo placeholder slide.
- (d) Navigate to the first page and click the Cameo placeholder to activate the camera.



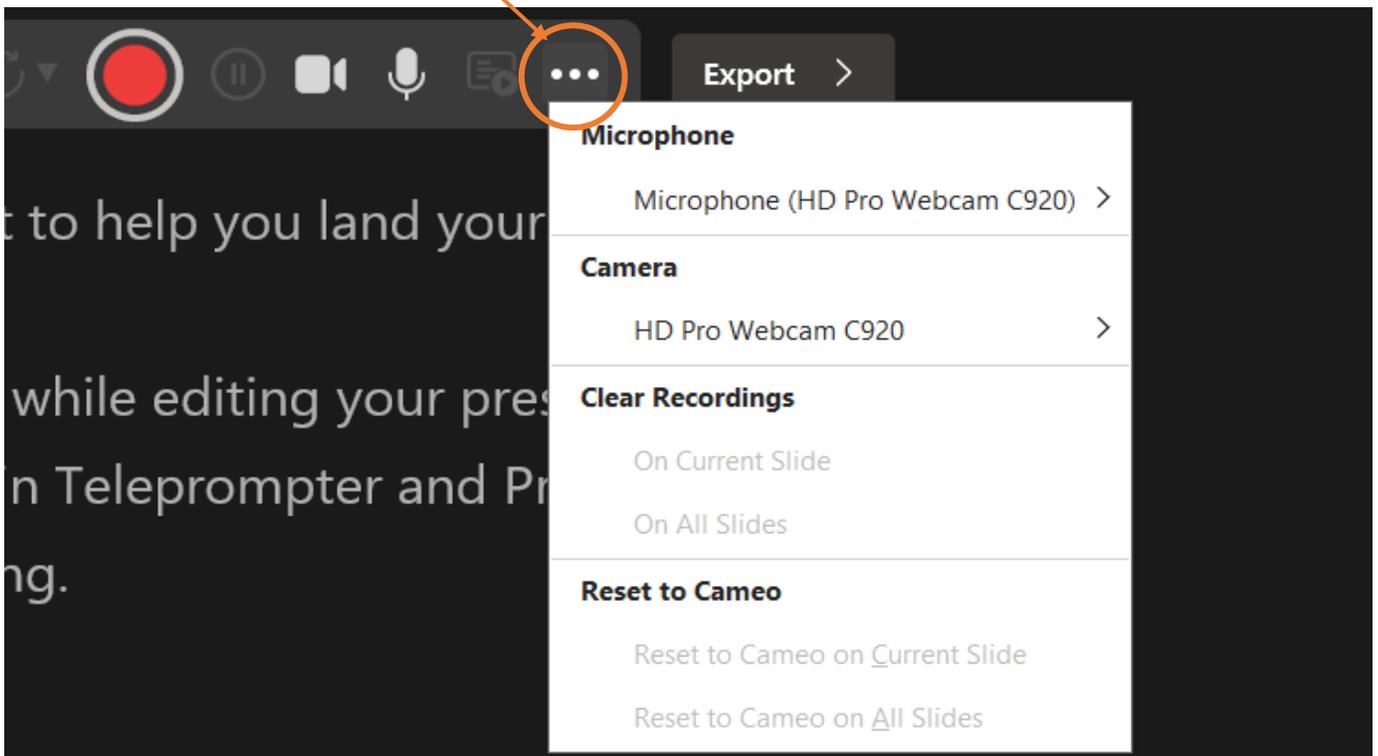
- (e) Adjust your position in front of the camera and ensure you are recording in a quiet room for clear audio.

Recording

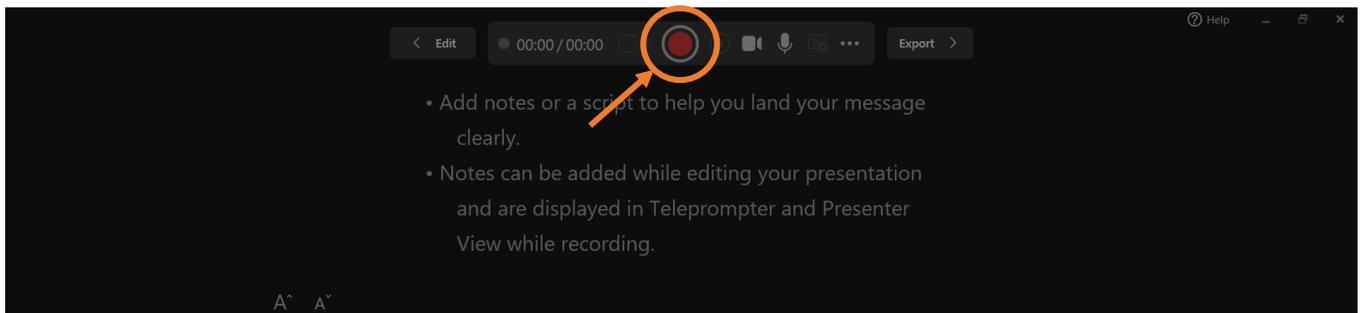
- (f) Click '**Record**' on the top right.



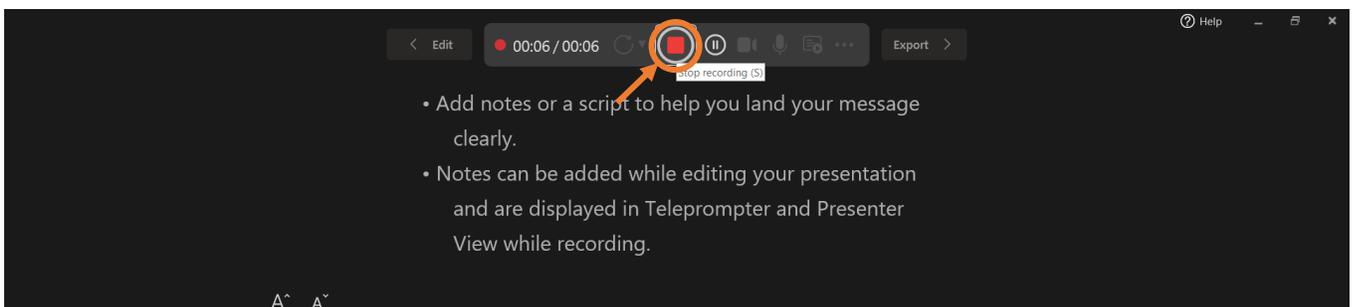
- (g) If needed, select your preferred camera and microphone settings.



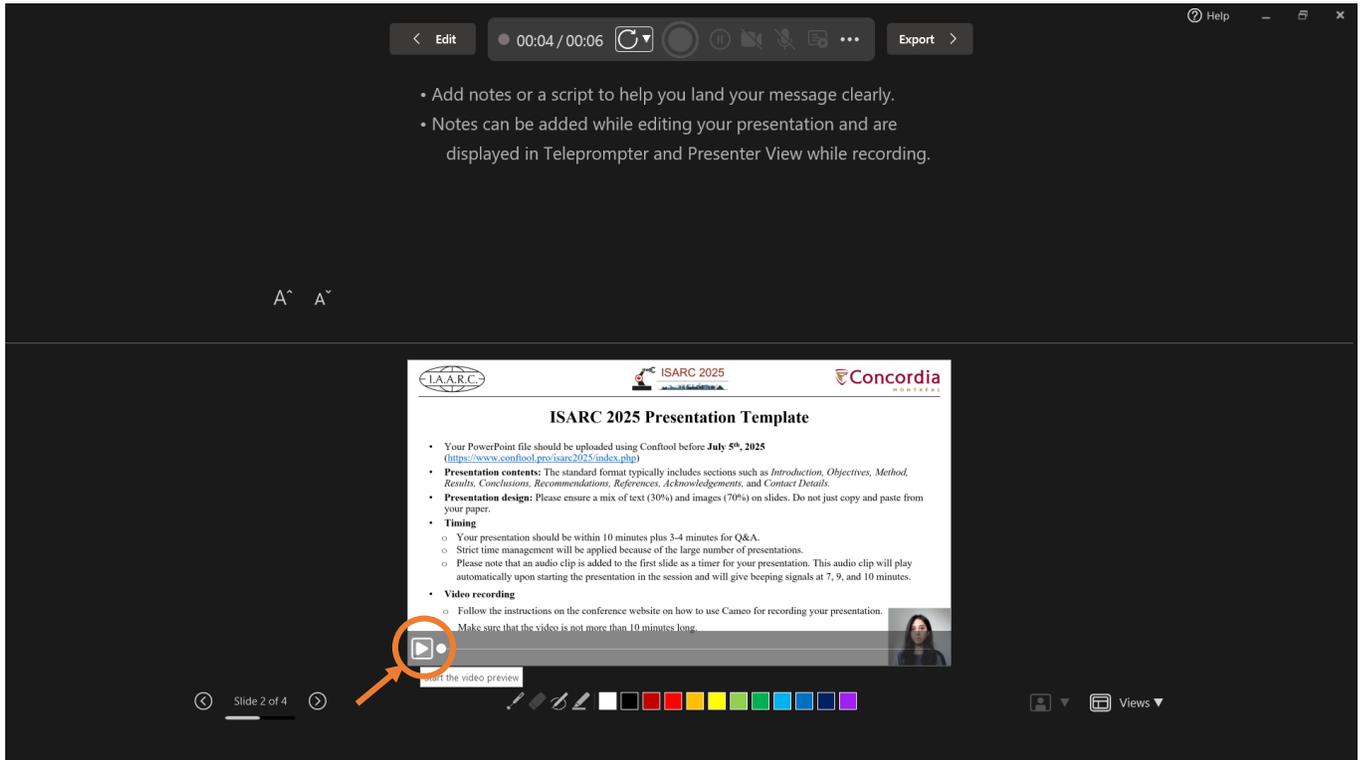
(h) Click the **Red button** and simply go through your slides.



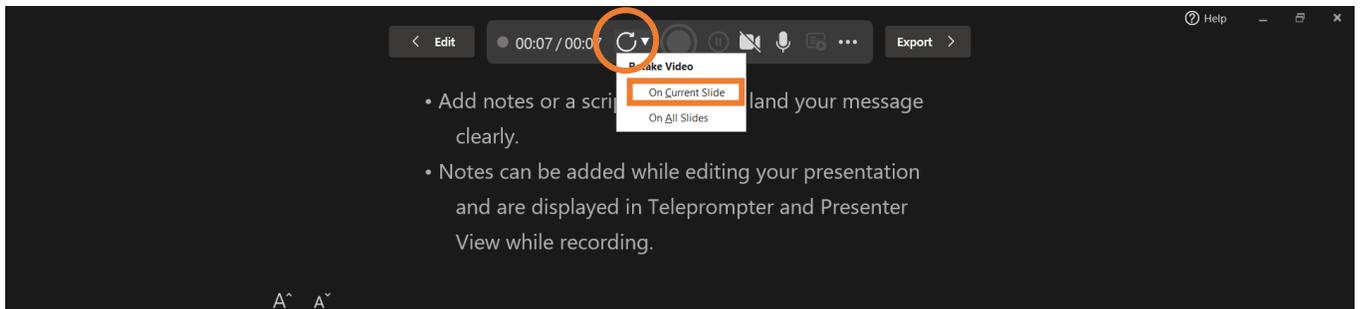
(i) Click the **Red button** again when done.



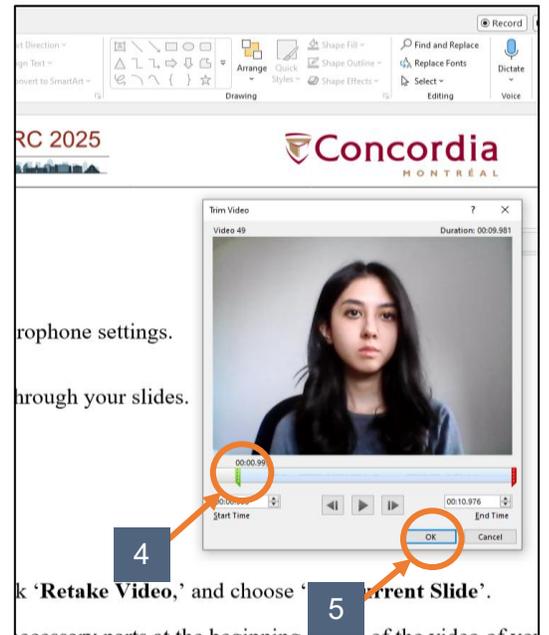
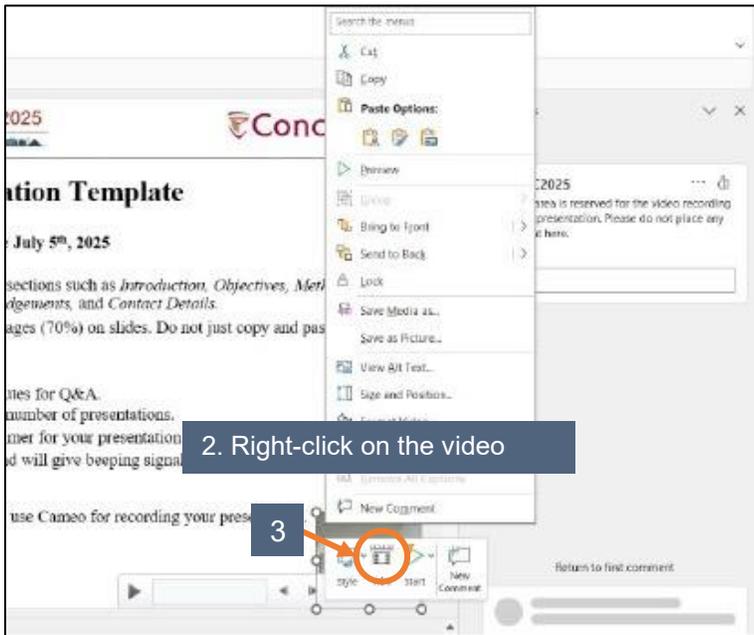
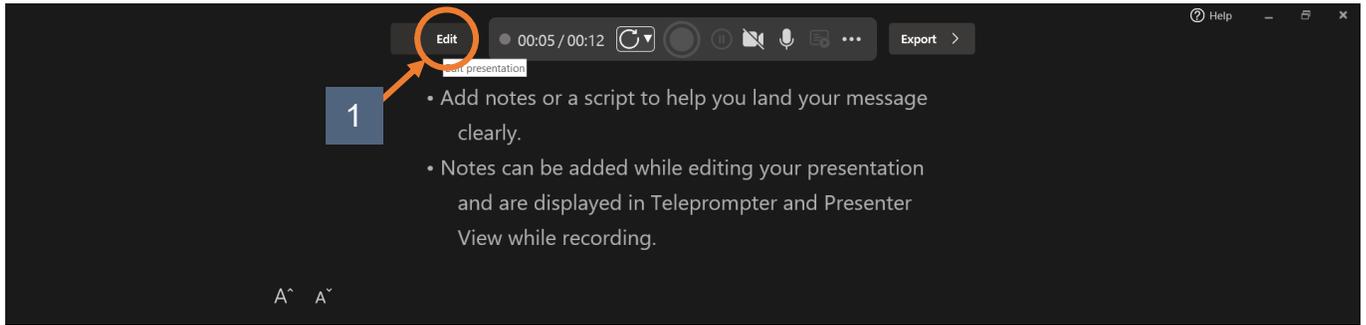
(j) Watch the **preview** to check the quality.



(k) To retake a slide, select the slide, click **'Retake Video,'** and choose **'On Current Slide'.**



(l) (Optional) Use **'Trim'** to remove unnecessary parts at the beginning or end of the video of your face for each slide.

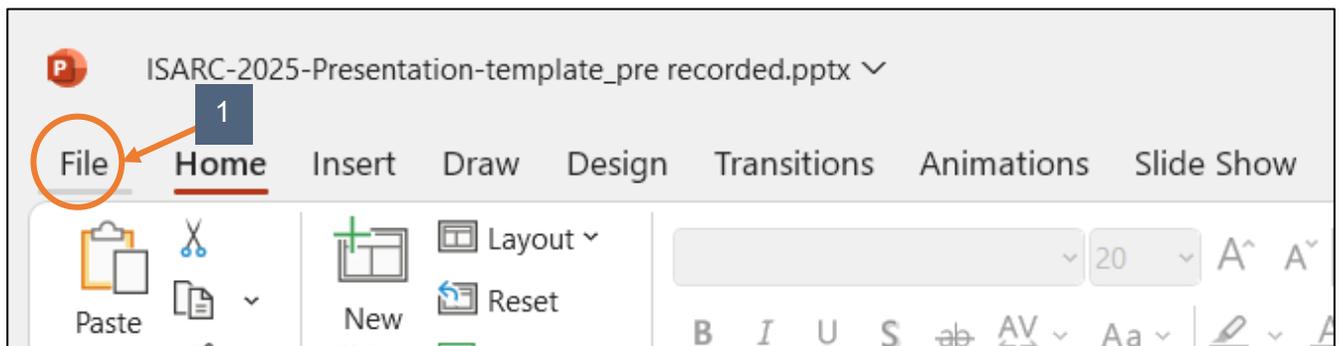


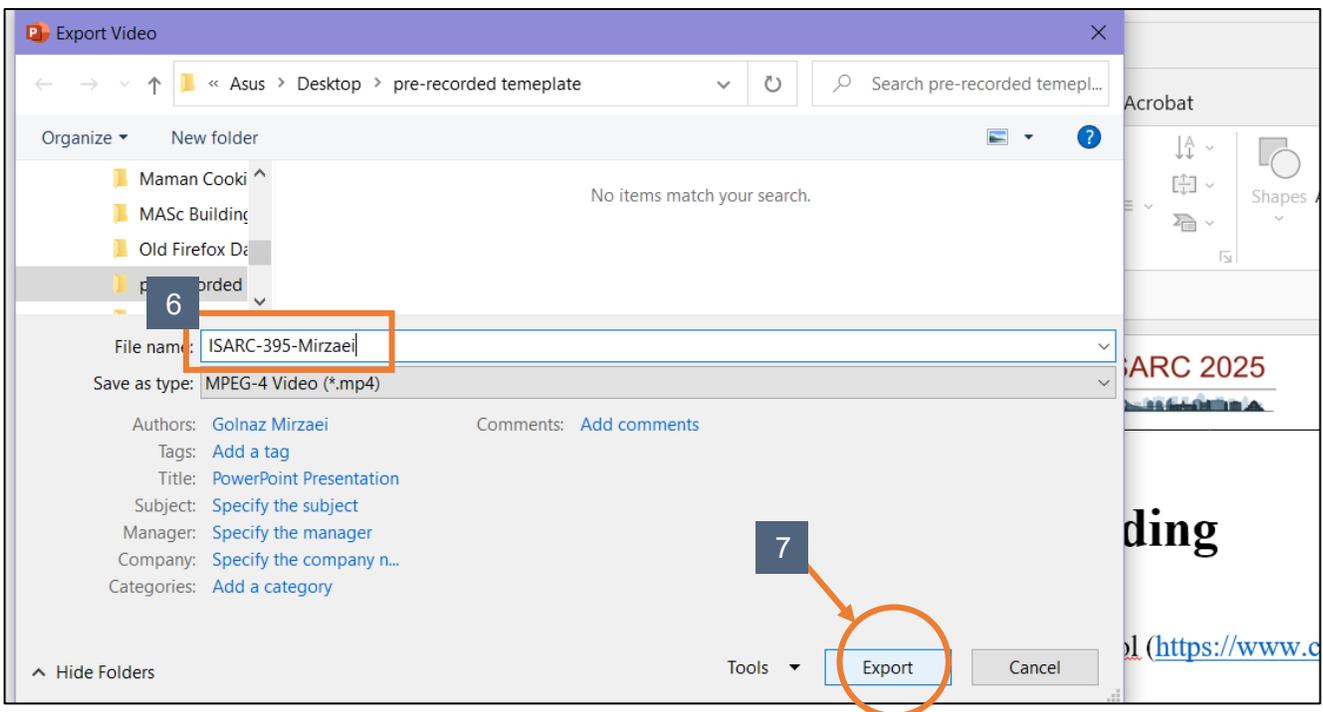
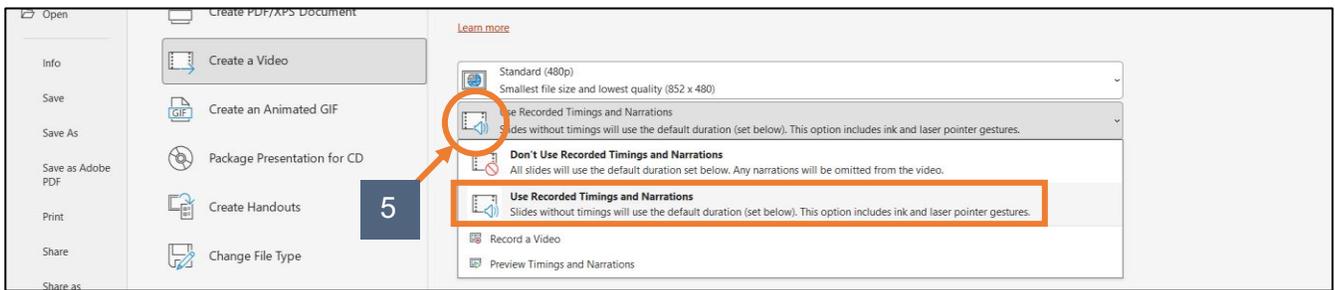
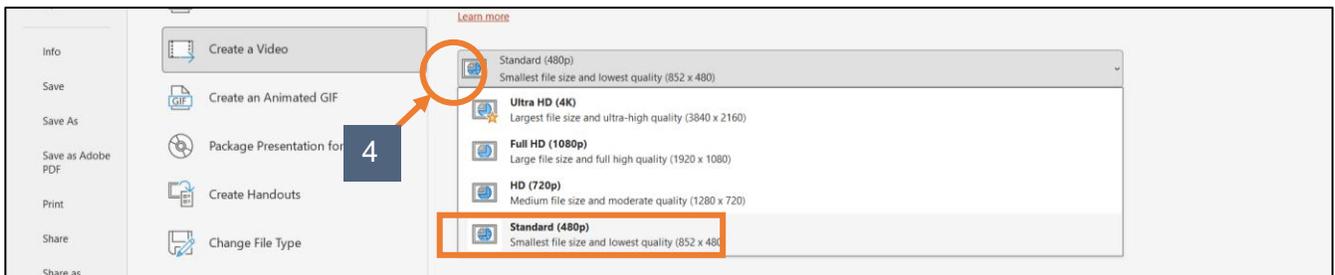
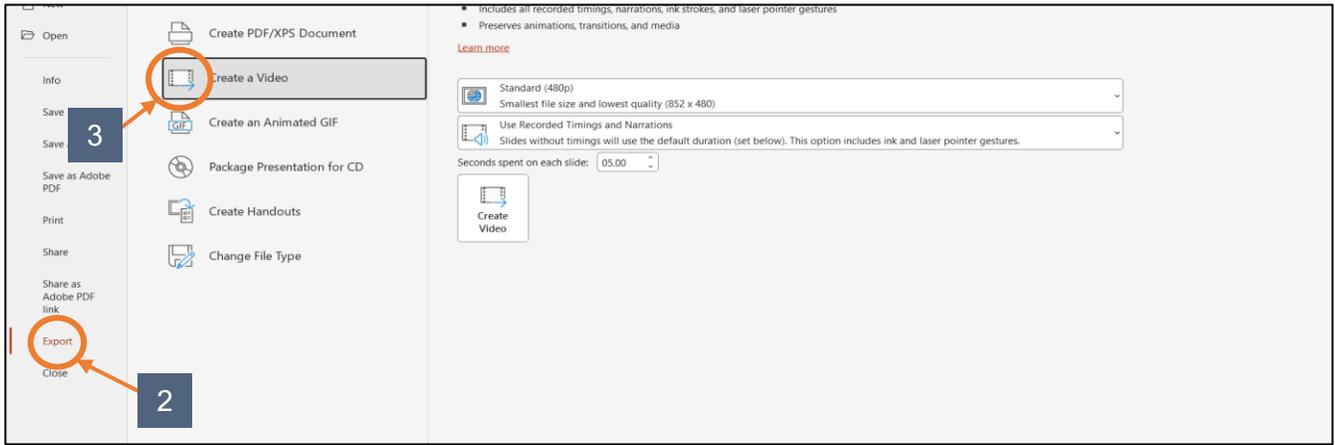
Saving

(m) Save the PowerPoint file (.pptx).

This file will include the recorded videos of your face on each slide.

(n) Save the presentation as an MP4 video file with a resolution of 480p. Name the file using the format: " ISARC-[Contribution ID]-[Presenter's Last Name]" For example, 'ISARC-395-Mirzaei'.





- (o) If the video file size is over 200 MB, you can use this online free tool to compress the video:
<https://www.freeconvert.com/video-compressor>
- (p) Submit your video to Conftool: <https://www.conftool.pro/isarc2025/index.php>
- (q) To learn more about Cameo use this YouTube link:
<https://www.youtube.com/watch?app=desktop&v=7uAbuWLU0Dg&t=85s>