

Unilag 15th Annual Research Conference and Fair

[September 22-23, 2020]

Guidelines for Oral Presentation

1. The presentation length is 10 minutes for each paper
2. Ensure you are connected to a good network and your device has sufficient power
3. Pre-record your Presentation in **Zoom** (create a zoom account at <https://zoom.us/signup>)
4. Test your Zoom connection, especially your audio and video
5. Ensure your microphone, headphone or speakerphone is near you.
6. Avoid bright lights and windows behind you.
7. Good light in front of you (on your face) will provide for a better image.
8. Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.

Zoom Recording Instructions

1. Open Zoom. In your profile, click "Settings", then "Recordings". Be sure that Local Recordings is on.
2. At the upper right corner, it will say "Host a Meeting". Click on "Host a Meeting with Video", and follow the instructions to download and run Zoom or wait for the meeting to generate.
3. Be sure that your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.
4. The size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
5. Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording.
6. Press the "Record" button. Select "Share Screen" and begin your presentation. As a reminder, your presentation should not exceed 10 minutes. If your presentation exceeds the time limit, it may be rejected after receipt.
7. Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting--which will stop the recording. It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.
8. The .mp4 file type should be sent for presentation.