

How to record your HelAS “poster” presentation

In the following we present detailed instructions on how participants of the 15th Conference of HelAS, who have been attributed a “poster presentation”, may record it in an MP4 video using ZOOM and provide it to the conference organizers.

All poster video presentation will become available in the YouTube channel of HelAS in advance of the conference so that the participants may view them and ask questions to the authors at the dedicated poster session during the conference.

Please note that:

1. The length of your video **should not exceed 5min in time.**
2. You should upload it to the specified location **no later than Friday June 25, 2021.**

After you have prepared your poster presentation (say in Poweport, Keynote or PDF format) and you have practiced presenting it, in order to ensure that it lasts less than five minutes, follow the steps presented bellow.

Instructions

- 1) Download and **install ZOOM** for your operating system from <https://zoom.us/download>
If you already have ZOOM installed in your computer move to the next step.
- 2) Visit <https://zoom.us/signup> in order to register for a personal zoom account. **In the case you already have a personal zoom account skip to next step.**




Enter your age and your email address and click Sign Up. You can also register with gmail or facebook. Click the appropriate button bellow “Or sign in with”

Email address

By signing up, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

Sign Up

Or sign in with

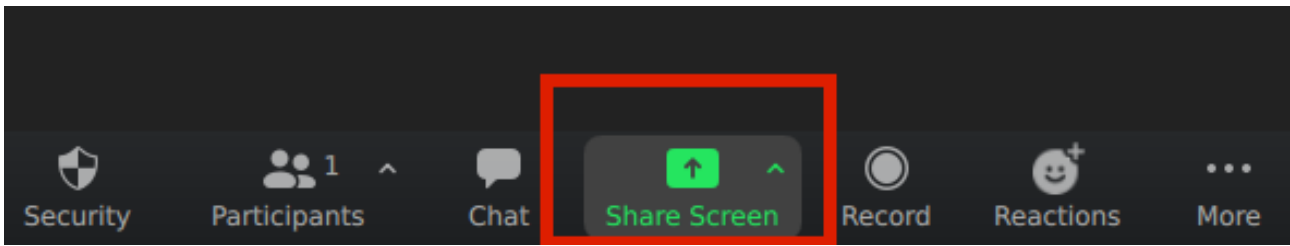
SSO Google Facebook

An activation email should have been sent in your email. Click on the link in includes in order to activate your personal zoom account.

After entering your personal details click “**Start Meeting Now**” to start a test meeting.

- 3) Open your poster presentation on your computer

4) Click **Share Screen** to start sharing



5) Unmute yourself, Start video (if you wish to also show yourself) and then click **Record** (next to share button) and select **Record on this Computer** to begin your short presentation.

6) Click **Stop Recording** when have finished your presentation.

7) Click **End** and **select End Meeting for All** to stop the meeting

8) The meeting video (mp4 format) will be saved on your computer and a new window will open with the location of the video. You will need this location later in order to find the video and upload it.

9) **Rename the video file** using the following convention:

SessionX_LastName_F.mp4

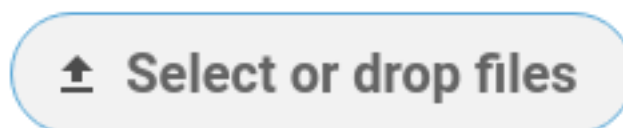
where «X» is the session number (that is 1, 2, 3 or 4) where your poster is assigned, «LastName» is your last name and «F» is your first initial. For example a possible name could have been «Session2_Charmandaris_V.mp4»

10)Click on the following upload link

<https://cloud.ia.forth.gr/index.php/s/DMn748b7Air6ipb>

in order to upload the video to our servers. A new window will open on your browser

11)Click **Select or drop file**



12) Go the location of the saved video (step 11) and then select your presentation video.

Please complete these steps **no later than Friday June 25, 2021**.

If you have any difficulties you may contact Giannis Kapetanakis (gk@ia.forth.gr)