

Instruction to prepare the STACLIM 2021 Video Presentation

The International Conference on Science and Technology Applications in Climate Change (STACLIM 2021) will be conducted online via the Cisco Webex platform on **1-2 July 2021** amid the Covid-19 pandemic. In order to ensure the smoothness of the presentations and to minimize time drag due to technical glitches, we highly recommend all presenters to pre-record their presentation in MS PowerPoint (with narration) as video files (**MPEG-4**) and send that to us by or before **25th June 2021**. The session host will play the pre-recorded video presentation according to presenters scheduled time slot. The presenters are requested to standby during your time slot for question and answer (Q&A) session. If a speaker choose to present live, we also encourage presenter to prepare the pre-recorded video presentation. In case the presenter has a poor connection quality that prevents to hold a live presentation, the pre-recorded video must be played by the session host. Presenter need to prepare your presentation video **no more than 10 minutes** in length.

Presentation Preparation

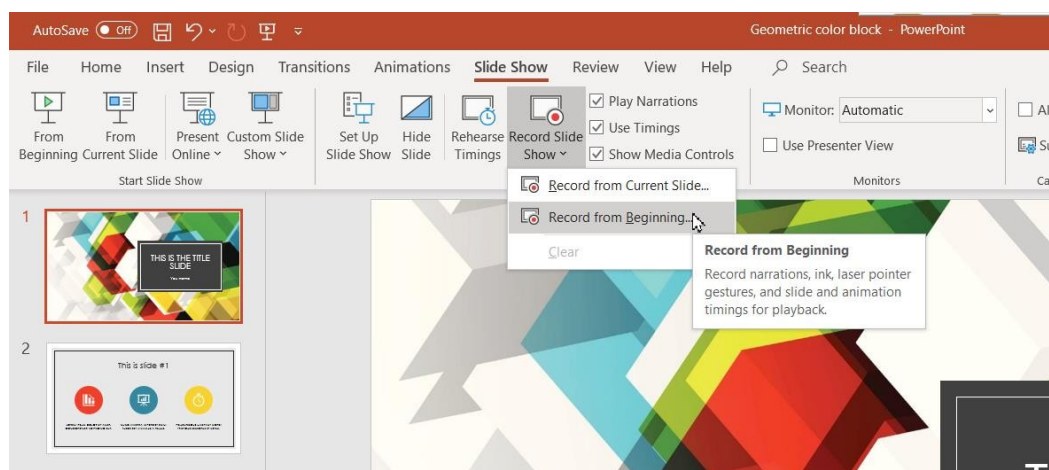
Presenters are free to design your own PowerPoint video with requirements as below:

- The conference logo should be added to each PPT slide;
- Title, presenter and affiliation information should be indicated in the first slide;
- Each slide should be concise, uncluttered and readable from a distance; include only key words and phrases for visual reinforcement. Avoid lengthy text
- Attached is the [PPT Sample](#) for your reference.

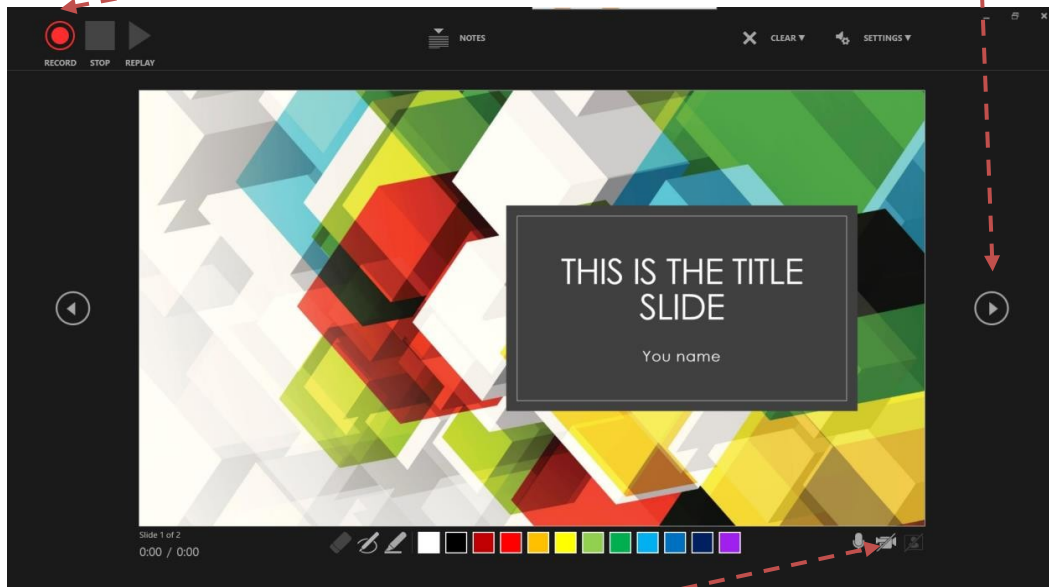
Guidelines to create PowerPoint presentation video

For guidelines to create PowerPoint presentation video, please follow the following instruction:

1. Open the PPT slides that you have prepared. To make a video with your narration, you can use the PowerPoint's function '**Record Slide Show**' from the '**Slide Show**' menu. Record your presentation from the beginning of your slide.

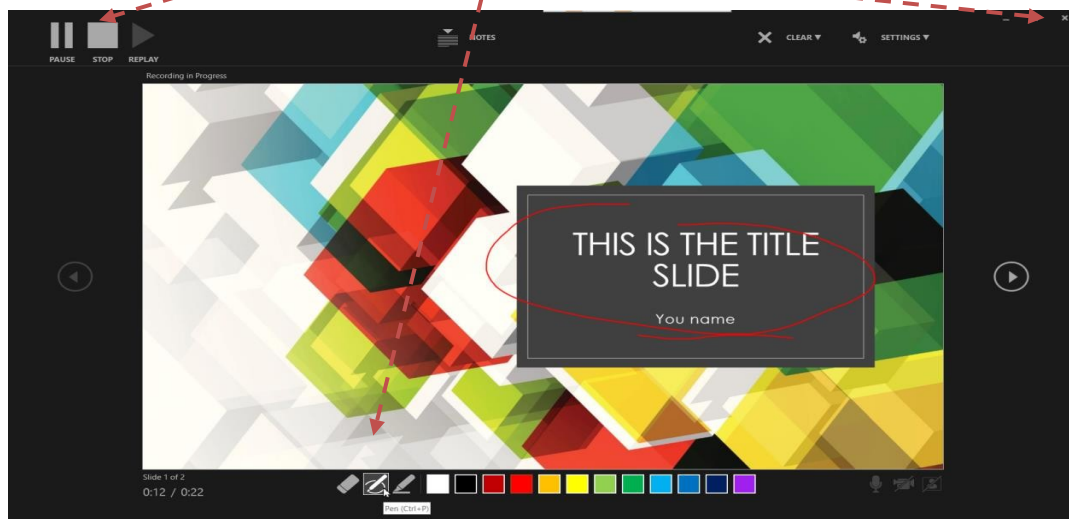


2. To start recording your presentation, you can press the **'RECORD'** button and start your narration. To move over to the next slide, you can click on the **'Next'** button. You can pause the narration in the middle if you want and continue on with the presentation by pressing the **PAUSE** button again.

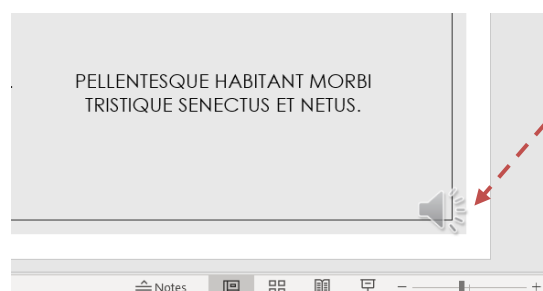


If your computer has a camera, an inset video of yourself will appear on the lower right. To off this, you can press the **cam** button at the bottom right.

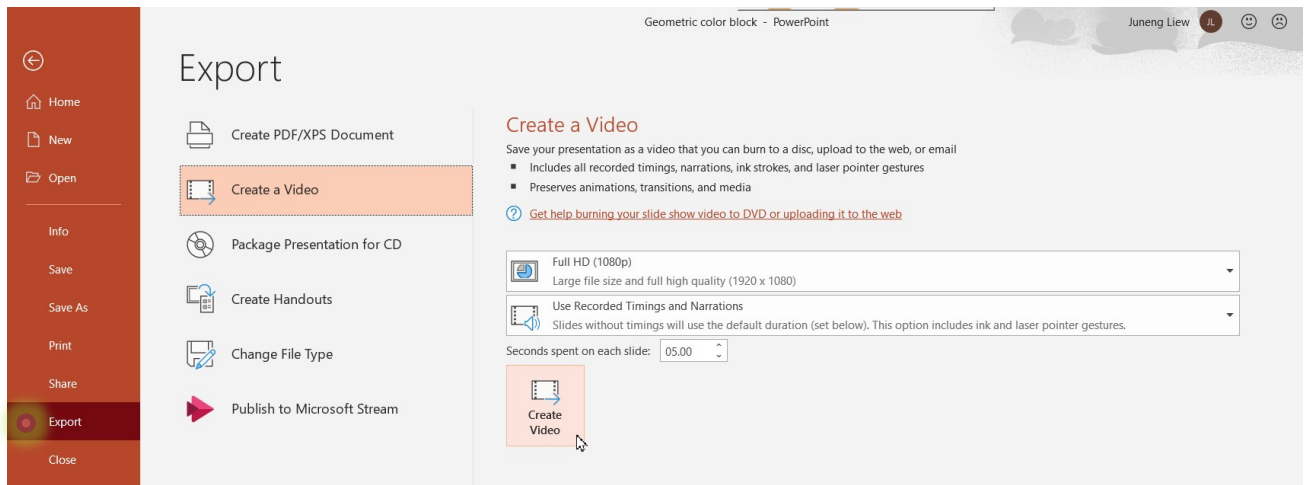
During presentation you can use the **Pen** to point and draw on your slides. Once finished, click the **STOP** button to end the recording and **close [x]** the recording screen.



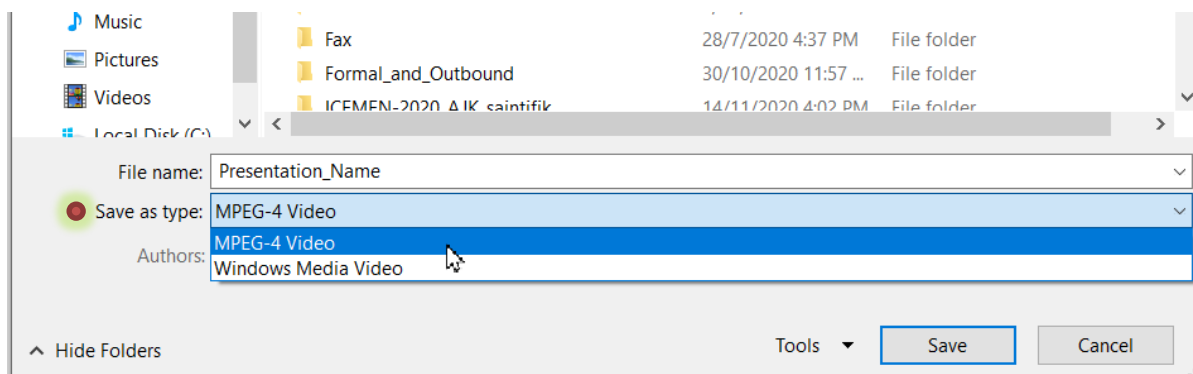
3. Once to get back to you slides (edit mode), you shall see the **grey speak icon** on the bottom right of your slides which you have previously made the narration.



4. You can now **export** your presentation as video. Go you Export > Create a Video > Create Video. You can use the default setting here.



5. Please save you video as **MPEG-4**.



6. It will take a few minutes to build and export your presentation as MP4 video. During the exporting process, the status can be checked via the **status bar** located at the bottom of your MS PowerPoint Window.



7. To make sure that the narration (voice) and the video are working properly, you can playback and check your presentation video before send it to us at staclim@ukm.edu.my by or before **25th June 2021** for compilation.