

## Presentation Recording and Uploading Guidelines

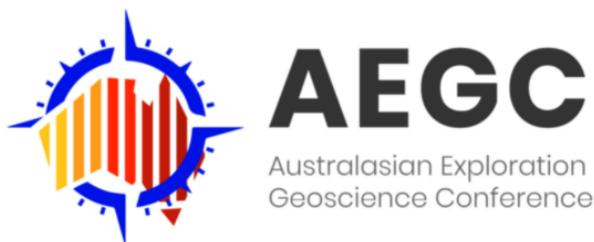
It is with great pleasure that we welcome you as a presenter at the 3<sup>rd</sup> Australasian Exploration Geoscience Conference. To assist with the pre-recording of your presentation and submission of your recording to eOrganiser, please take the time to read these guidelines.

### Key Dates

- Presenter registration deadline – **Friday 20 August 2021**
- Pre-recorded presentation submission deadline – **Wednesday 1 September 2021**
- Virtual Conference dates – **Wednesday 15 September – Friday 17 September 2021**

### Logging into eOrganiser

1. Please utilise the login details created for the submission portal - <https://aegc2021-c10000.eorganiser.com.au>



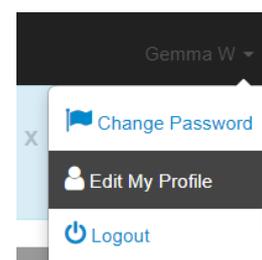
### 3rd Australasian Exploration Geoscience Virtual Conference 2021

**Key Dates:**

- Presenter Registration Deadline - 20 August 2021
- Pre-recording Submission Deadline - 1 September 2021
- Conference Dates - 15 September 2021 - 17 September 2021

2. Once logged in, please edit your profile to include your biography, photo and other details marked as mandatory. These details should be included by **Friday 20 August 2021**. Any Presenters who have failed to upload details into the system by this deadline may not find their information in the virtual platform for AEGC 2021.

- a. To edit your profile details, please **click on your name in the top right**-hand side of your screen. You can then **fill-in your details** and click **save** at the bottom of the screen.



## Requirements to Pre-record

- Laptop/desktop computer with Windows or MacOS
- Webcam, speaker, microphone (please test if a built-in or additional microphone should be used. We recommend a headset to be used for clear sound)
- Strong and stable internet connection – we recommend a hard wired ethernet connection. [Click here](#) to check the speed of your internet connection.

## Preparing your Presentation

All presentations for AEGC 2021 will be pre-recorded and submitted for quality checking ahead of the Conference. Speakers should follow these guidelines on how to submit their pre-recorded presentation/s by the submission deadline of **Wednesday 1 September 2021**. All sessions will have a live Q&A component at the end of each session and instructions for this aspect will be provided in the coming weeks.

**Length** - Each presentation has been allocated 15 minutes in the program. Please ensure your recording does not exceed the 15 minutes allocation.

**Format** - Please prepare your presentation using PowerPoint (16:9 format is preferred). All video clips and audio must be embedded within your PowerPoint slides. Most video file types are accepted as embedded video clips, e.g., MP4, MPEG, WMV, AVI, QUICKTIME. The final file size of your presentation will be impacted by video clips, so ensure these are minimised in size as far as possible. Maximum file size is 1.5GB.

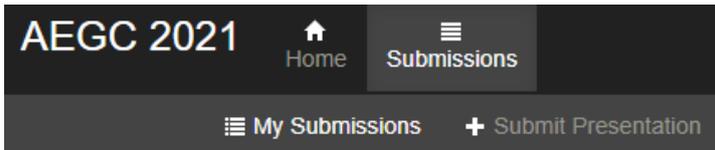
We then ask you to pre-record yourself giving your presentation over your PowerPoint slideshow. Attendees will expect to see you present; therefore, we recommend using Zoom or PowerPoint to record as you can include the video of yourself and your presentation. See below on how to record using Zoom and PowerPoint.

We recommend that you rehearse your presentation and time yourself speaking ahead of capturing the final recording. Make sure you only upload the final presentation you are happy to share with our audience, and that your presentation hasn't exceeded the time available to you for your talk.

## Submitting your Pre-recorded Presentation

To submit your presentation, please follow the steps mentioned below:

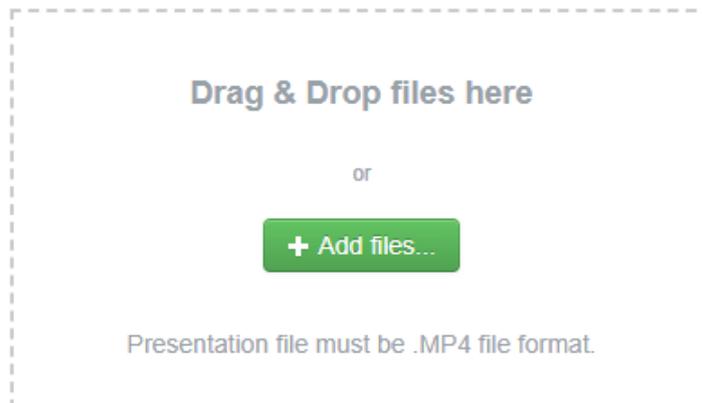
1. Once you have logged into eOrganiser, please go to the “**Submissions**” tab and then the “**+ Submit Presentation**” sub tab or you can click the purple “**Submit Presentation**” button on your dashboard.



Fill-in the pre-recorded presentation submission form by entering your presentation title and answering the consent and authorisation questions.

2. Attach your pre-recorded presentation in .MP4 format (**maximum file size: 1.5GB**). You can re-upload your presentation as many times as you like up until and including the submission deadline. After this date, no more changes can be made.

Presentation File \*



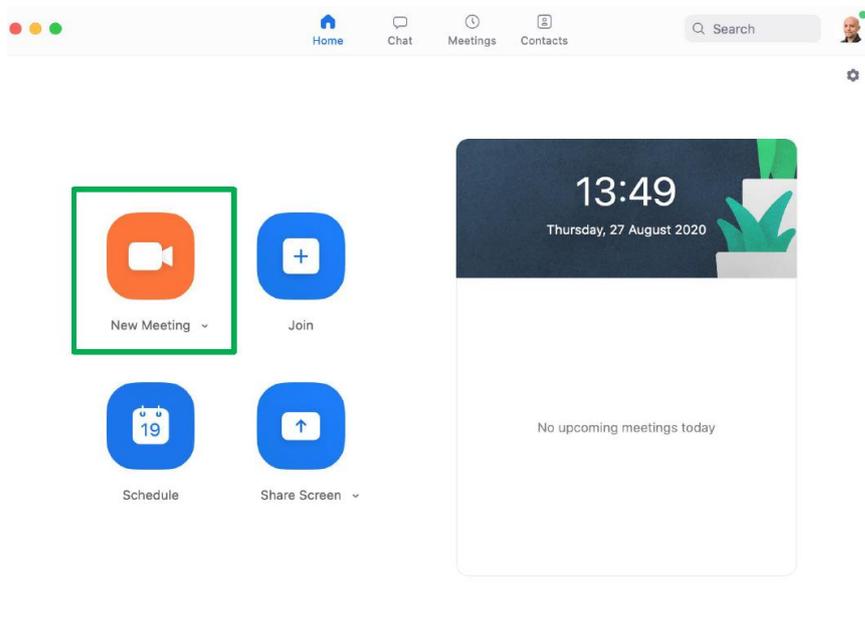
3. After completing the form, click the purple “**Submit**” button at the bottom of the page. Please note, if you have **multiple presentations during AEGC 2021**, you will be required to fill-in the form for each presentation.



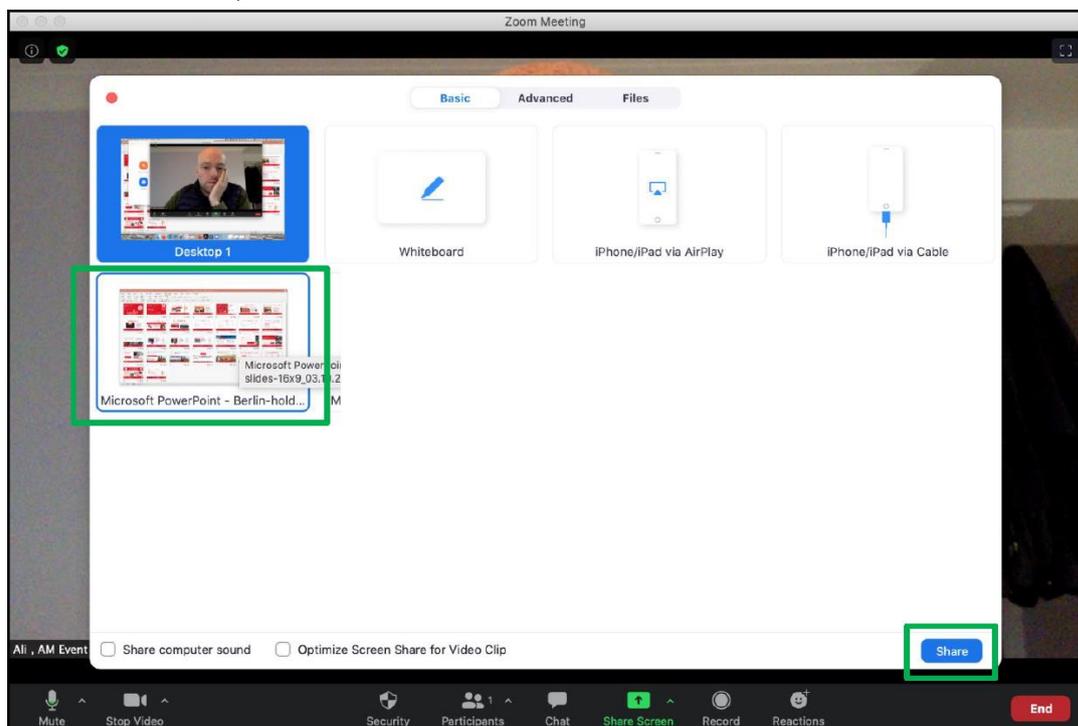
## Record using Zoom

Zoom is free to use for use under 40 minutes. To sign-up or download the Zoom app, please [click here](#).

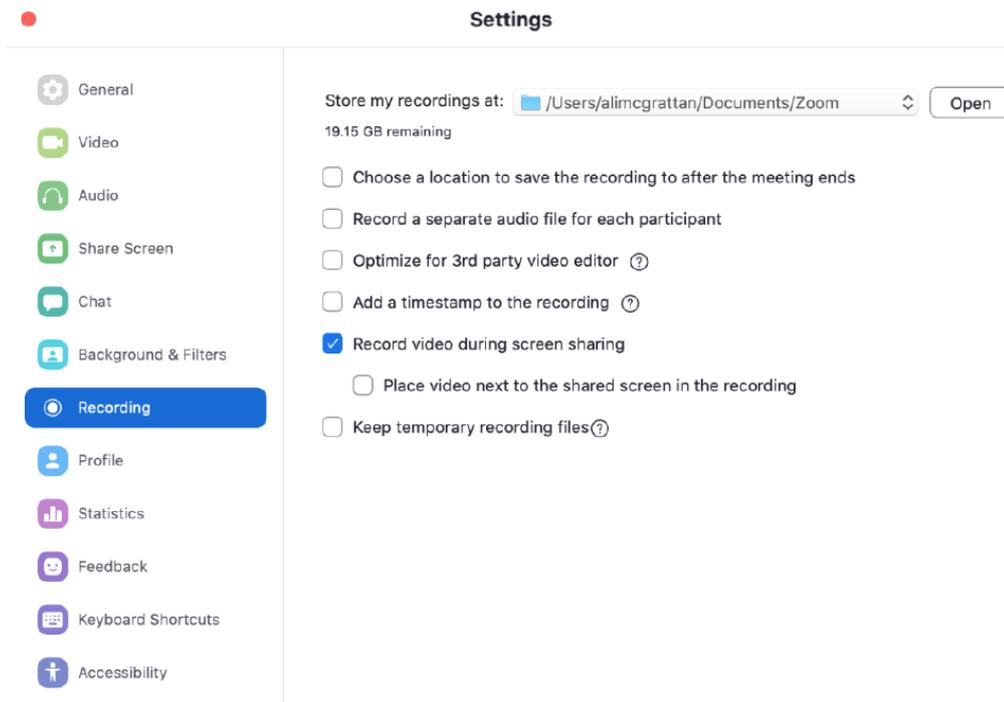
1. Once the Zoom application has launched, start a new Zoom meeting. “Exit Full Screen” if the meeting window has covered your whole screen.



2. If you are using a slide deck, open it in a new window. In PowerPoint, you can set the slide show to begin in a window (instead of taking up the whole screen) by following these steps:
  - Go to the "Slide Show" tab.
  - Click the "Set up Slide Show" button.
  - Select "Browse by an Individual Window".
  - Click the "From Beginning" button to begin the slide show.
3. In the Zoom toolbar, click "Share Screen" and select the "PowerPoint window".



- Click Alt+R or “Record” in Zoom (it may be under the “More” button). The recording will begin immediately. Go through your presentation. When you are done, click the “Stop Recording” button, or the Alt+R key combination again.
- End your meeting. Wait for the recording to be processed. It will be saved on your computer, and Zoom will open the folder with the recording. To find out the location of your recording, open up your Zoom settings and then select ‘Recording’.

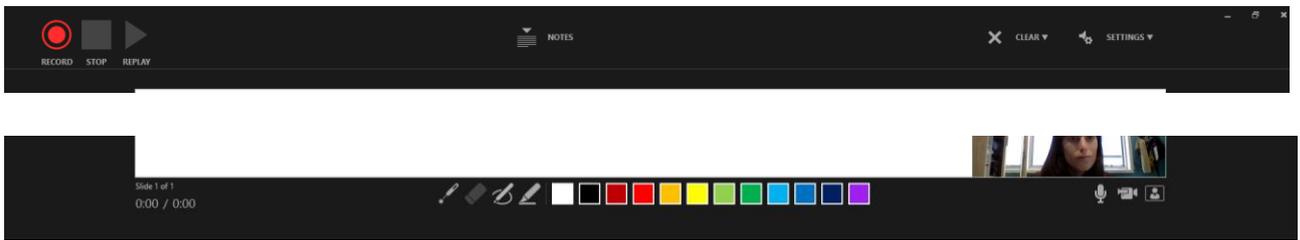


## Record using PowerPoint

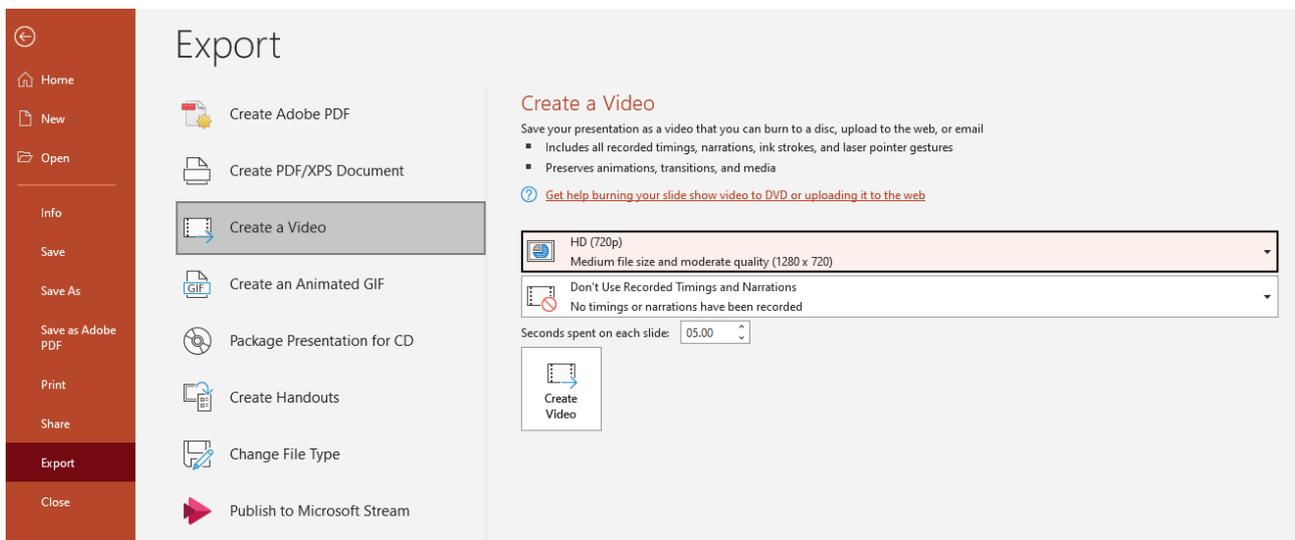
- Once your presentation slides are complete, go to the “Slide Show” tab.
- Click on the “Record Slide Show” button and select “Record from Beginning”.



- You will be taken to “Presenter View”. It is here that you can use the “Settings” button on the upper right corner allows you to select your microphone and camera. You can also utilise the “laser pointer”, “highlighter” or “pencil” at the bottom when you’re presenting.



4. Click “Record” on the upper left corner when you’re ready to record. PowerPoint will start a 3-second countdown and then start recording.
5. The recording will automatically stop after your last slide.
6. Select “File” -> “Export” -> “Create a Video” to save your recording on your hard drive (We recommend a resolution of 1080p or 720p to make sure the file isn’t too big, but the quality is still moderate).



## Presentation Tips for Pre-recording

- Make sure your computer is connected to power.
- Rehearse your presentation before you record to test the length of your presentation.
- Close ALL unnecessary files and applications.
- Present in a quiet location.
- Make sure you will not be interrupted by external distractions.
- Frame your shot properly as it is vital to maintain eyeline level with your camera.
- Ensure lighting is at eye level as overhead can cast shadows on your face.
- Ensure your background is tidy to limit viewer distraction.
- TURN OFF ALL NOTIFICATIONS (turn off your phone, watch, computer, landline, doorbell, etc).

## Language

Please note that the official Conference language is English. **All presentations must be made in English.**

If you require further assistance, please contact the Conference Managers at:

**Email:** [aegc@arinex.com.au](mailto:aegc@arinex.com.au) **Phone:** +61 7 3226 2800

Thank you for your help in making the Australasian Exploration Geoscience Virtual Conference a success!