

GUIDELINES FOR RECORDING VIDEO OF PRESENTATIONS

1. Kindly let us know if you will be using a PPT in your presentation, or reading a paper, and/or showing any videos?
2. Recording of the talk will be done via zoom- remotely, by our volunteers. If you want to record your talk yourself, then please get in touch with us, and we will make that determination. A few Delhi NCR based talks may be done in person using a video camera.
3. A pre made electronic Banner (by WAVES) in the background is mandatory while recording your talk via Zoom. This electronic Banner slide will be provided by the person who will assist you in recording. Our representative will guide you and record your video.
4. To record your talk, please let us know your preferred date & time in advance, so that we can schedule accordingly. We will be recording during the next 10 days.
5. Be ready with your presentation and ppt, at least 10 minutes before the scheduled time of recording.
6. Please let us know how much time you are requesting for your presentation. The time finally allotted will range between 10-25 minutes, which will be determined by the WAVES Program committee, based on your request.
7. You have to be present live via zoom (to answer Q&A), during the session in which your pre-recorded talk will be being played. So, kindly wear the same clothes, and have the same look, while recording your talk, AND on the day of your presentation for your live question-answer session. So that when we play your recorded talk on the day of the conference, it will appear live to the audience.
8. If somehow, recording of your talk requires too much editing, or is not upto the mark, then it will be re-done.
9. If we are recording your presentation via zoom, and if you are using a PowerPoint, please email us that ppt well before your scheduled recording.
FYI : We will be editing the recordings to eliminate blanks and other undesirable contents
10. We need to schedule your recording ASAP. Please contact us for an available slot.
11. Please send us your contact information : phone number, what's app number , and preferred email address (if Different from this one).
12. Add WAVES 2020 in footer (each page) of PPT. (Sample attached)
13. Kindly download the ZOOM cloud meeting. (through Zoom we will record your talk, if required)
14. Banner for the background is attached.
15. In Zoom, to upload Virtual Background. Kindly follow -
Sign in to Zoom desktop client >> Click Settings >> Click Virtual Background >> Click on an image to select the desired virtual background or add your own image by clicking +Add Image.
To disable Virtual Background, choose the option None.
16. If recording your talk own then kindly record video with 1080p