

## Instructions for recording a video presentation for the ICOBM-2021

To record a video presentation, you should:

1. Have stable access to the Internet (from 50 Mbps)
2. Have Zoom ([www.zoom.us](http://www.zoom.us)) software for video conferencing
3. Have a webcam
4. Have a microphone

1. Please, download Zoom to your personal computer. If you have any questions, please, refer to: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-started-on-Windows-and-macOS> and/or watch the video:

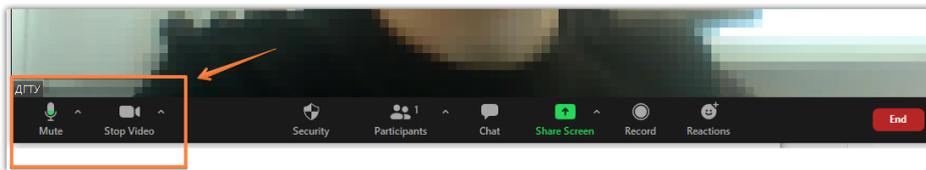
<https://www.youtube.com/watch?v=fVu9BILRkww>

2. Follow the program's link and start the Zoom application on your personal computer (that is if you have not done it before). Then, type the password provided by the representative of the conference's organizing committee.

A representative of the organizing committee will provide you with a link (an example – see below) and with a password:

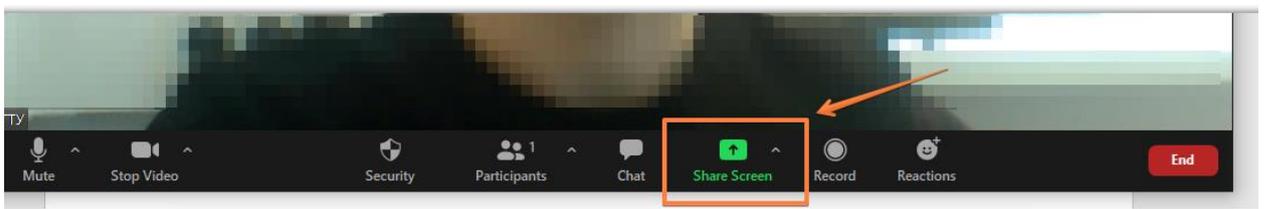
<https://us04web.zoom.us/j/76916740828?pwd=QzdCUjVZNVZpeUtxUDV200000000M4Zz09>

In the opened window, allow the program to use your microphone and webcam:

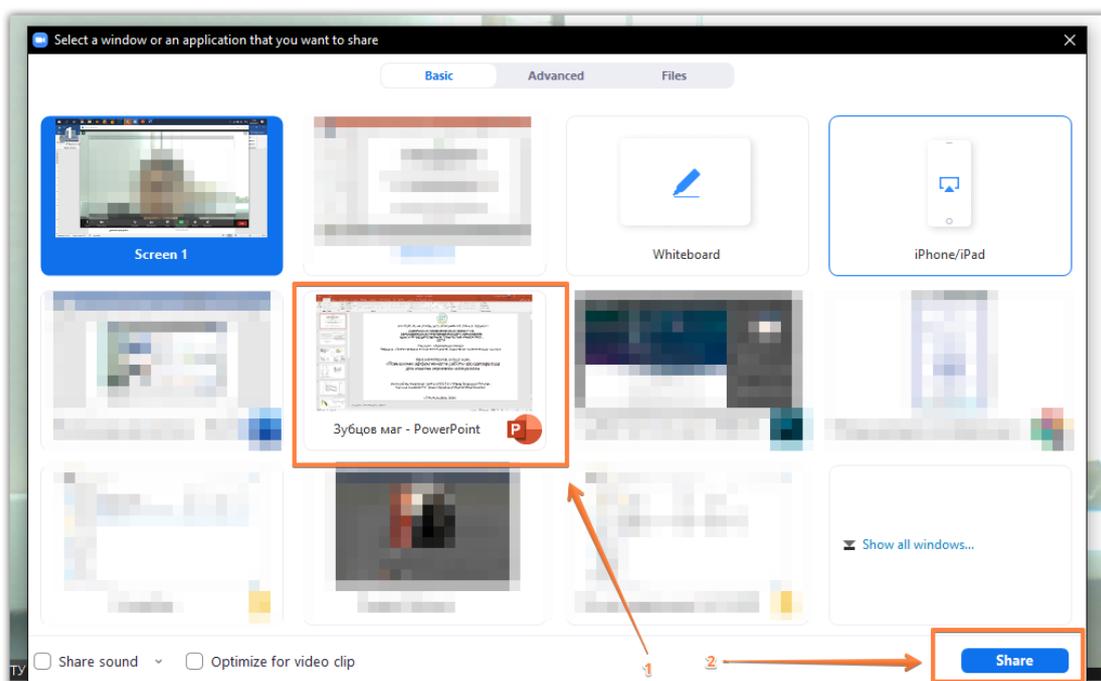


After receiving the access, the organizing committee representative will be able to communicate with you in real time.

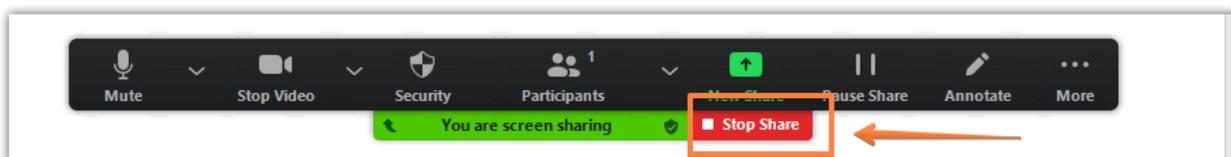
3. Open your presentation on your personal computer.
4. Come back to the Zoom window and push the central button "Screen Demonstration", to show your presentation and to enable its recording:



In the opened window, select an icon/window with your presentation and click "Share":



To end the presentation, click Stop Share on the Zoom control panel:



You will be returned to the main communication screen with a representative of the ICOBM-2021 Organizing Committee.

General rules for presentation:

1. The number of slides should be no more than 15.
2. Figures and tables should be of good quality, all words in figures must be readable.
3. The font on all slides should be the same, Times New Roman. The size of the headings is 32, the size of the main text is 18.
4. Please, be consistent with the style throughout the presentation.
5. The presentation time should not exceed 8-10 minutes, with 5 minutes for Q&A.

Please, respond with a letter, indicating the date and time convenient for you for recording (Moscow time).

Please, notice that a representative of the Organizing Committee will be available to provide you with additional online advice on the day of the presentation recording. Should you need to discuss questions, please, write to us: [icobm@sci.donstu.ru](mailto:icobm@sci.donstu.ru)