

## XVI EAAE VIRTUAL CONGRESS

Raising the Impact of Agricultural Economics:  
Multidisciplinarity, Stakeholder Engagement  
and Novel Approaches

July 20-23, 2021, Prague, Czech Republic



## INSTRUCTIONS FOR PRE-RECORDED PRESENTATION

As previously announced **XVI EAAE VIRTUAL Congress** will be held in a live online setting to accommodate the current restrictions related to the COVID-19 epidemic. The Congress will be held in a **optionally pre-recorded format** as a live stream with a live chat and live discussions for registrants, as well as other additional online opportunities for getting engaged. Details regarding the exact time and place of the live stream will be announced soon and we kindly ask you for patience as we put everything into place. In the meantime, please pay close attention to instructions regarding the recording of your presentation below.

### General Description of the Congress Format

To give all presenters and viewers of the **XVI EAAE VIRTUAL Congress** the best possible experience under these new circumstances, we kindly ask all **speakers to pre-record their presentations** to comply with the technical specifications outlined below.

There are quite a lot of different ways how to prepare (pre-record) your presentation. You can use the software or application of your choice to pre-record your presentation however some basic technical requirements shall be followed.

### Audio/Video File Requirements

- **All final files must be in MP4 Format.**
- There is no file size limitation, however, a bit rate of <1Mbps is recommended to ensure optimum playback experience for the users. To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate. If the bit rate is too high, please lower the quality to “Internet Quality” to create the MP4.
- **Maximum video time is according to your Type of Presentation and the Programme Schedule.**

### Pre-recording Software

Please find some suggestions and guidelines below. **Firstly, we are mentioning 2 easy options (software) for pre-recording your presentation. Zoom or/ and MS PowerPoint 365.**

#### Zoom

Open Zoom or install the Zoom.us application on your computer from <http://zoom.us/download>. Once the application has installed, click ‘Sign In’ (for existing account users) or ‘Sign up’ to create a free account. See details how to manage it by clicking the links below.

- [Local Recording – Zoom Help Center](#)
- See also the tutorial how to pre-record your presentation via [Zoom](#)

#### PowerPoint 365

It is also easy to use You may also incorporate a video or animation and it is also possible to incorporate your web cam by using **PowerPoint 365 edition**.

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All receivable academic formats are allowed as long as you respect the allocated time.

- More information can be found [HERE](#)
- Convert the voice over PowerPoint to MP4. More information can be found [HERE](#)

**As an alternative** there are several video conferencing tools available to easily record a presentation. In this method, you can also show **your face through the web cam** if you would like and display your slides as you talk. You can use any meeting software as long as you get a good quality recording, and **your final file is in the MP4 format**. Here are some links to instructions on recording a meeting on common platforms:

- WebEx: [Video Conferencing – Record a Cisco Webex Meeting](#)
- Skype: [Skype for Business: Recording a Meeting](#)
- Google Meet: [Record a video meeting – Meet Help](#)
- GoToMeeting: [How to Record a GoToMeeting Session](#) and [How to Convert and Open the GoToMeeting Recordings](#)
- Microsoft Teams: [Record a meeting in Teams – Office Support](#)
- [Prezi](#)
- [Screencast](#)

### Tips for Recording

- Use an area as quiet as possible.
- Avoid areas that have echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps.
- Use a good headset with its microphone close to the mouth, BUT away from the direct airstream of the mouth to reduce “pops”. Avoid using the default built-in microphones of the computer.
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Adjust if needed.
- When entering Power Point’s presentation mode, we recommend using the laser pointer (in full screen mode: right mouse click --> pointer options --> laser pointer)
- Remember dress code, business casual is preferred. Prefer white walls in the surroundings, light your face and do not position your camera against windows.