Faculty of Humanities and Social Sciences

University of Ruhuna

Presentation Guideline for the RUICHSS 2021 Conference

We are pleased to welcome you to the RUICHSS 2020 organized by the Faculty of Humanities and Social Sciences, University of Ruhuna, Sri Lanka. The Technical Sessions of the conference will be held virtually on 17th November 2021.

The presenters are required to send a **pre-recorded video presentation** by **10th November 2021**.

Please ensure the video file meets the following specifications.

Duration	10 minutes max. You have to be present for a 5 minute live Q&A after the pre-recorded presentation on the day of the conference.
Video file format	MP4
Filename	Abstract ID.mp4 (eg: R2.mp4) You can find the Abstract ID in the acceptance email.
Content of the Video:	The presenter video needs to appear on the top right-hand corner of the screen with your PowerPoint presentation. Please use the virtual background provided for your recording.
Submission of the video	Please upload your pre-recorded video file to your Google Drive/ Dropbox and share the link to the uploaded file with us using the file submission form given below. https://forms.gle/rRTzyUvMN5KS3p876

INSTRUCTIONS FOR RECORDING:

1. Use a laptop or desktop computer for recording. Please do not use mobile phones/smartphones for recording purposes.

2. Use as quiet an area as possible.

3. Avoid areas that have echo by a) Choosing a room which is fairly small b) Sound dampening with carpeting, curtains, furniture.

4. Hardline internet connection is recommended, but if unavailable, a strong Wi-Fi connection would be better.

5. Use a good headset with a microphone close to mouth BUT away from the direct line of mouth to reduce "pops". Avoid using the default built-in microphone on the computer.

6. Do a test recording of a couple of minutes and review the sound and picture quality, in MP4 format. Make adjustments if necessary.

USING ZOOM TO RECORD A PRESENTATION VIDEO

There are several video conferencing tools available to easily record a presentation. With these methods, you can show your face via webcam and display your slides as you talk.

Zoom is recommended as a reliable tool but authors are not supposed to be limited to it. **However, this document provides instructions on recording a presentation using zoom.**

You are free to use any other recordng software as long as you can get a good quality recording, yet, your **final file should be in the MP4 format**.

It is not needed to purchase the Zoom application, you can create your recording with the available free version.

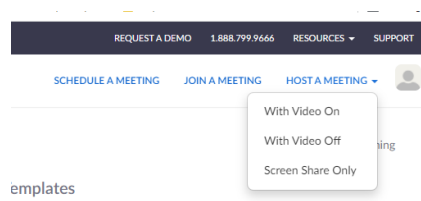**If you do not have downloaded Zoom to your computer, please click the URL below**.

[Click here to download Zoom](#)

GETTING READY IN ZOOM

1. Open the Zoom app.

2. Log in to the zoom account, if you already have a zoom account. Otherwise, you need to create a new zoom account.

3. Click '**New Meeting'**


Or **'Host a Meeting with Video On'**

Zoom will begin a video conference session. If asked to choose an audio conference option, click 'Join with Computer Audio'.

4. You can add the virtual background (attached with the email) by clicking the **^** arrow next to 'Start/Stop Video'. Then, choose the virtual background. Add the background by clicking '+'.

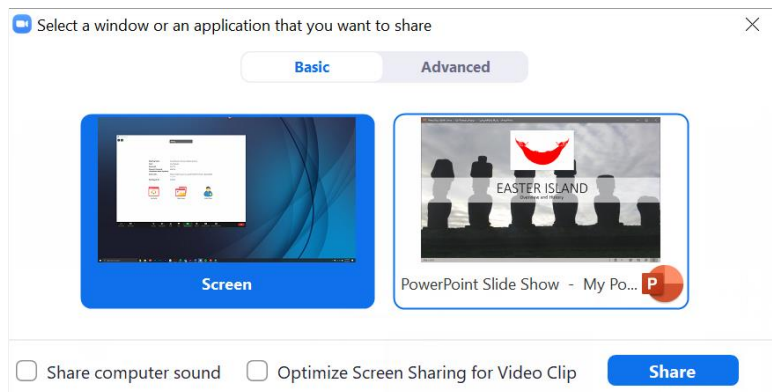**Uncheck 'mirror my video'.**
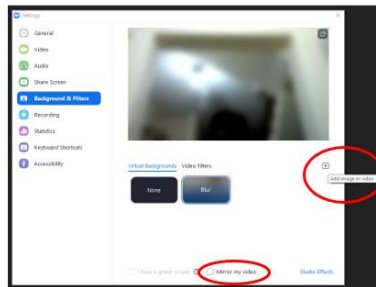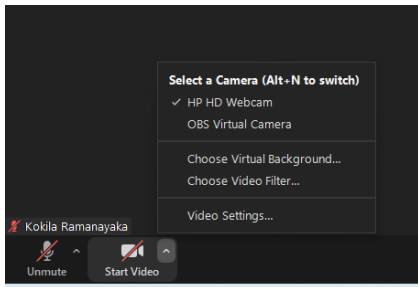
5. At the bottom of the Zoom window, click 'Share Screen'.
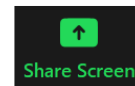
6. In the Share window, click the window you wish to use in the recording (your Powerpoint).

7. If your presentation includes sound, check the box for 'Share computer sound'.

8. If your presentation includes a video, check the box for 'Optimize Screen Sharing for Video Clip'.

9. Click 'Share'

The window that is being shared/recorded will have a green outline.

10. Please switch on your video and position your video on the top right-hand side of the screen next to the shared slides.

When a window is being "shared" in Zoom, the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.
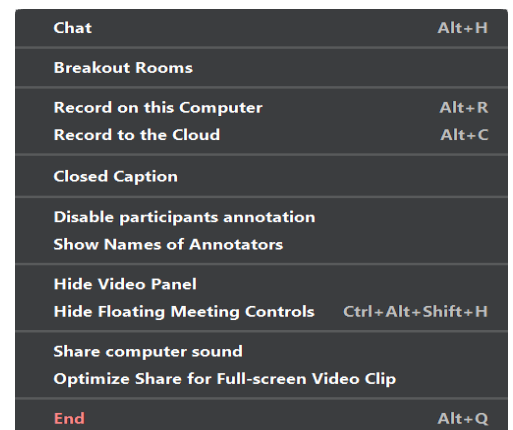

RECORDING IN ZOOM

1. To begin recording, click '…More' in the Zoom control bar at the top of the screen.
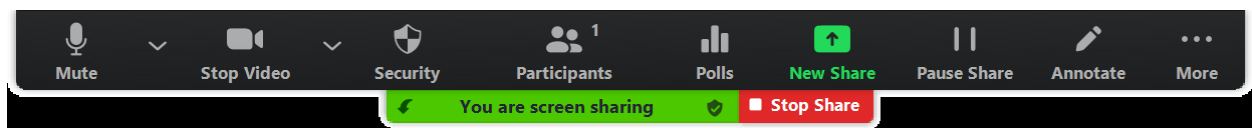
2. Click 'Record' on this computer in the dropdown menu that appears.

3. If you are muted, click 'Unmute myself' in the window that appears.

You are now recording and ready to give your presentation.

You can pause recording at any time by clicking '…More', in the Zoom control bar, then 'Pause Recording'. Please first do a trial version and make sure you are audible and the slides are visible.

4. When you are finished, click '…More' and click 'Stop Recording' in the Zoom control bar at the top of the screen.
5. Click 'Stop Share' in the Zoom bar at the top of the screen.

6. Click 'End Meeting' then click 'End Meeting for All'.

Zoom will convert your recording and will open the folder containing your file after the conversion is completed.

INSTRUCTIONS TO SHARE THE LINK TO YOUR UPLOADED FILE

1. Upload the file to google drive.
2. **Right** click on your file and click on '**share'.**
3. Click on the '**get link'.**
4. Click on the **drop-down arrow** and select '**Anyone with the link'.**
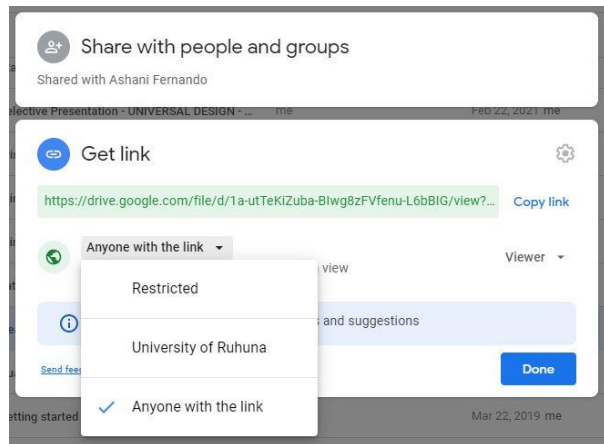
5. Click on '**Done'**
6. Copy the link and paste it to the relevant location in the RUICHSS 2021 Conference **File Submission Form.**

For further information please contact the Session Organizing Committee through session.ruichss@hss.ruh.ac.lk.

Session Organizing Committee

RUICHSS 2021