

How to create pre-recorded

We recommend using MS Office - Powerpoint (pptx) to create a presentation. Using this tool, it is possible to create pre-recorded presentations according to the following instructions:

1. Open MS Office - Powerpoint
2. Create a standard text presentation (4:3 is recommended format).
3. Test the functionality of your recording device.
4. Select the "SLIDE SHOW" option from the toolbar, as illustrated in Figure 1.

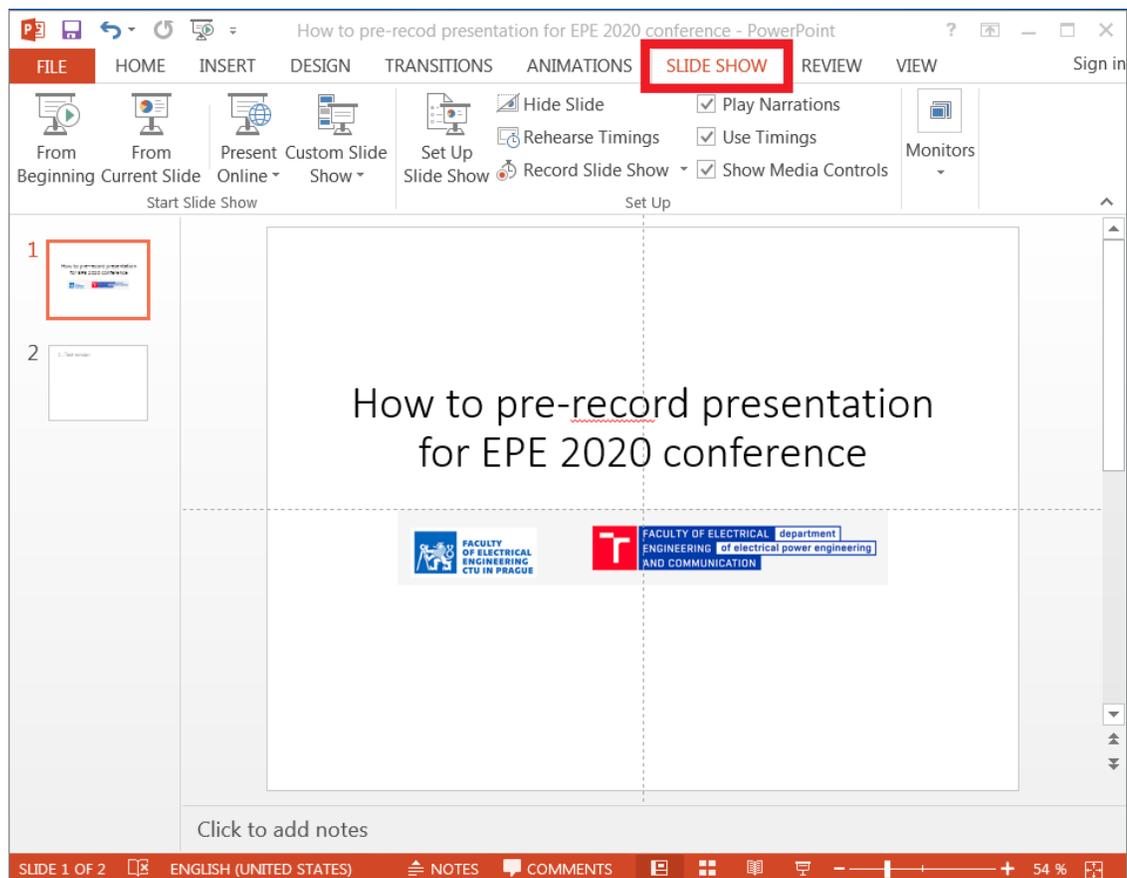


Fig. 1: Select the "SLIDE SHOW" option from the toolbar

5. In the "SLIDE SHOW" menu, select "Record Slide Show" as illustrated in Figure 2. Here you can choose where to start recording.

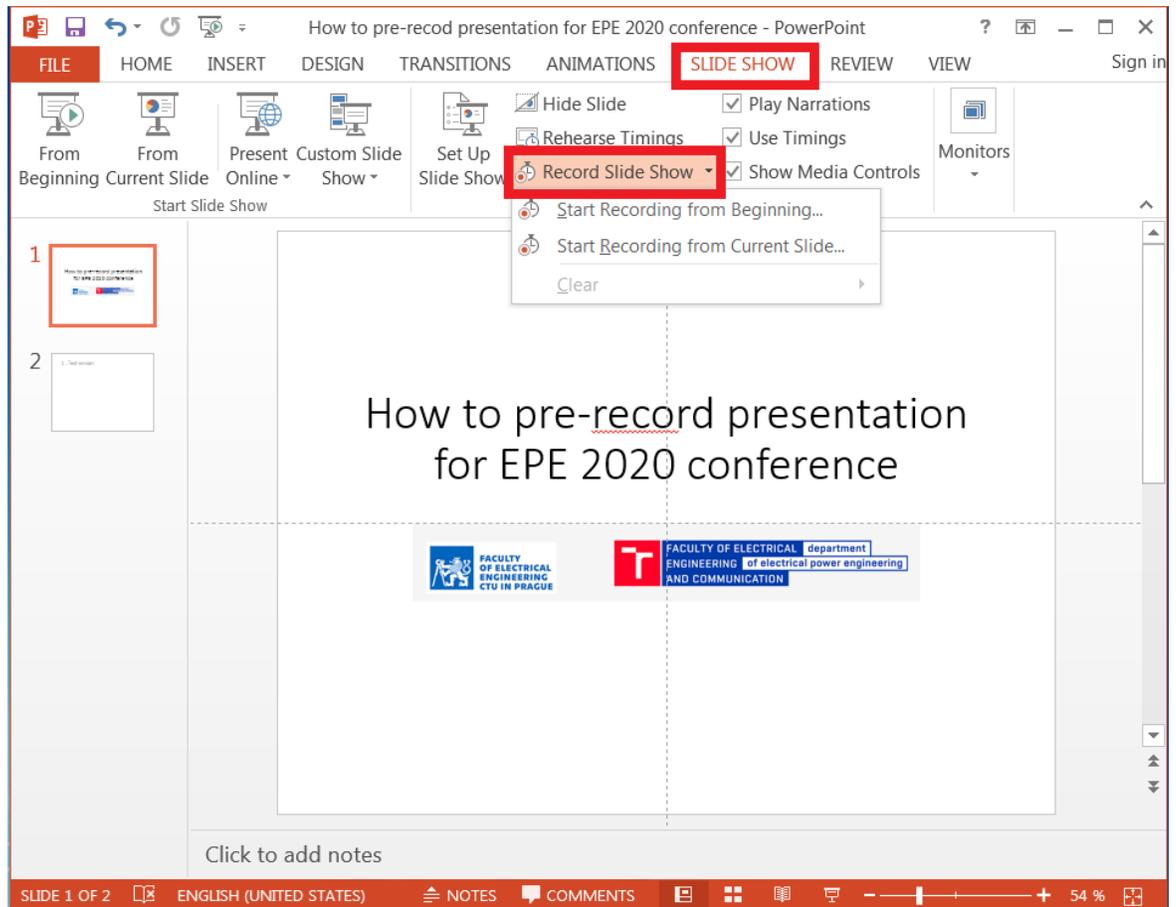


Fig. 2: In the "SLIDE SHOW" menu, select "Record Slide Show"

6. Start recording the slide show as illustrated in Figure 3.

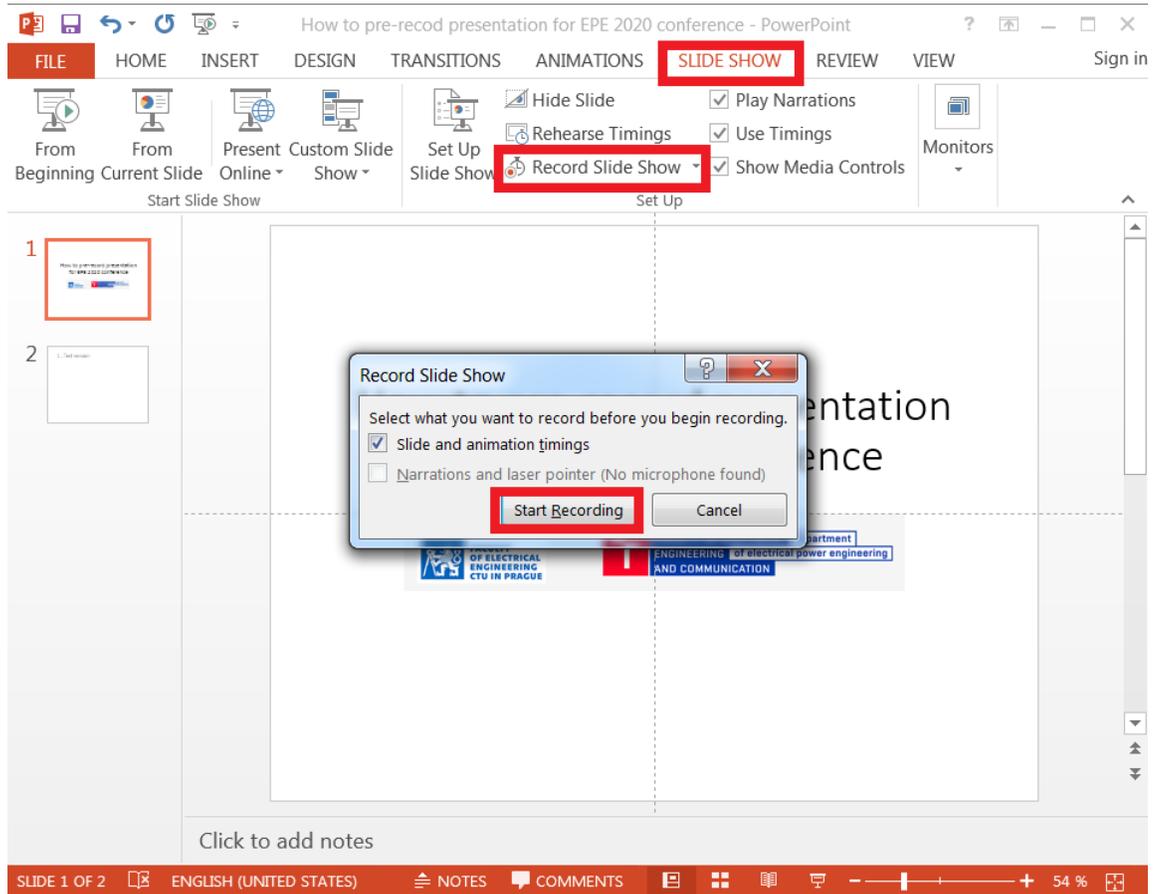


Fig. 3: Start recording the slide show

7. The control tool is at the top left as illustrated in Figure 4. Other tools are located in the lower left part (, laser pointer, magnifier, ...)



Fig. 4: Recording control panel

8. To move to the next slide, use the buttons marked in the figure 5.



Fig. 5: Moving to next slide

IMPORTANT!

Audio and Video are **NOT recorded during the transition** from one slide to the next one. Don't talk until the next slide is fully shown.

9. When you have finished recording the speech, close the slide show. If necessary, confirm the save as illustrated in Figure 6.



Fig. 6: Save

10. Play the recorded presentation, and make sure that the sound recording is of sufficient quality (sufficient volume, intelligibility, adherence to the time limit, ...).
11. Send us the completed pre-recorded presentation no later than **October 11 2020**. To upload your presentation, please use the invitation of the **Filesender tool that we sent you**. We use this tool because the file size of the pre-recorded presentation may be larger than allowed by e-mail.

12. Invitation email.

Dear Sir or Madam,

Please find below a voucher which grants access to [Filesender.Cesnet.cz](https://filesender.cesnet.cz). You can use this voucher to upload one set of files and make it available for download to a group of people.

Voucher details	
Issuer	cernama6@fel.cvut.cz
Voucher link	https://filesender.cesnet.cz/?s=upload&vid=e44227bd-75df-3298-9b76-4d2451048675
Valid until	11/10/2020

Personal message from cernama6@fel.cvut.cz **Please open the link for uploading your presentation**

Dear participant of the EPE 2020 conference,

We are sending you an invitation to the filesender service, which is used to upload your pre-uploaded presentation. To upload the presentation, please use the link in the "Voucher link". The detailed procedure for uploading the presentation is described in the sent information email.

We look forward to your participation in the EPE 2020 online conference,
Best Regards,
Martin Cernan,
EPE 2020 Organizing Committee

Best regards,
[Filesender.Cesnet.cz](https://filesender.cesnet.cz)

Translate this email: https://filesender.cesnet.cz/?s=translate_email&token=e2a6266a-c49f-0432-8c7d-bf0e1c9a8351

Fig. 7: Email from "Filesender" tool, please use the link in red frame, for translation this email please use the link in green frame.

13. Selection of the file for upload.

The screenshot shows the Filesender web interface. At the top, there are logos for aar-net, UNINETT, HEAnet, and SURF NET. Below the logos, there is a navigation bar with "English", "Help", "About", and "Privacy" links. The main area is a large dashed box with the text "drag & drop your files here". Below this box are two buttons: "Clear all" and "Select files". The "Select files" button is highlighted with a red frame and labeled "1.". Below the "Select files" button is a form for sending the email. The form has fields for "From", "To", "Subject (optional)", and "Message (optional)". The "To" field is filled with "cernama6@fel.cvut.cz". There are also checkboxes for "File Encryption (beta)", "Send me daily statistics", and "Include me as a recipient". The "Expiry date" is set to "16/10/2020". There is a link for "Advanced settings". Below the form is a "Send" button with an upload icon, highlighted with a green frame and labeled "3.". The text "2. Optional" is written in blue below the form.

Fig. 8. Please, select the file (red frame) and send (green frame)

14. Uploading the presentation file – please wait for notification about successful upload.

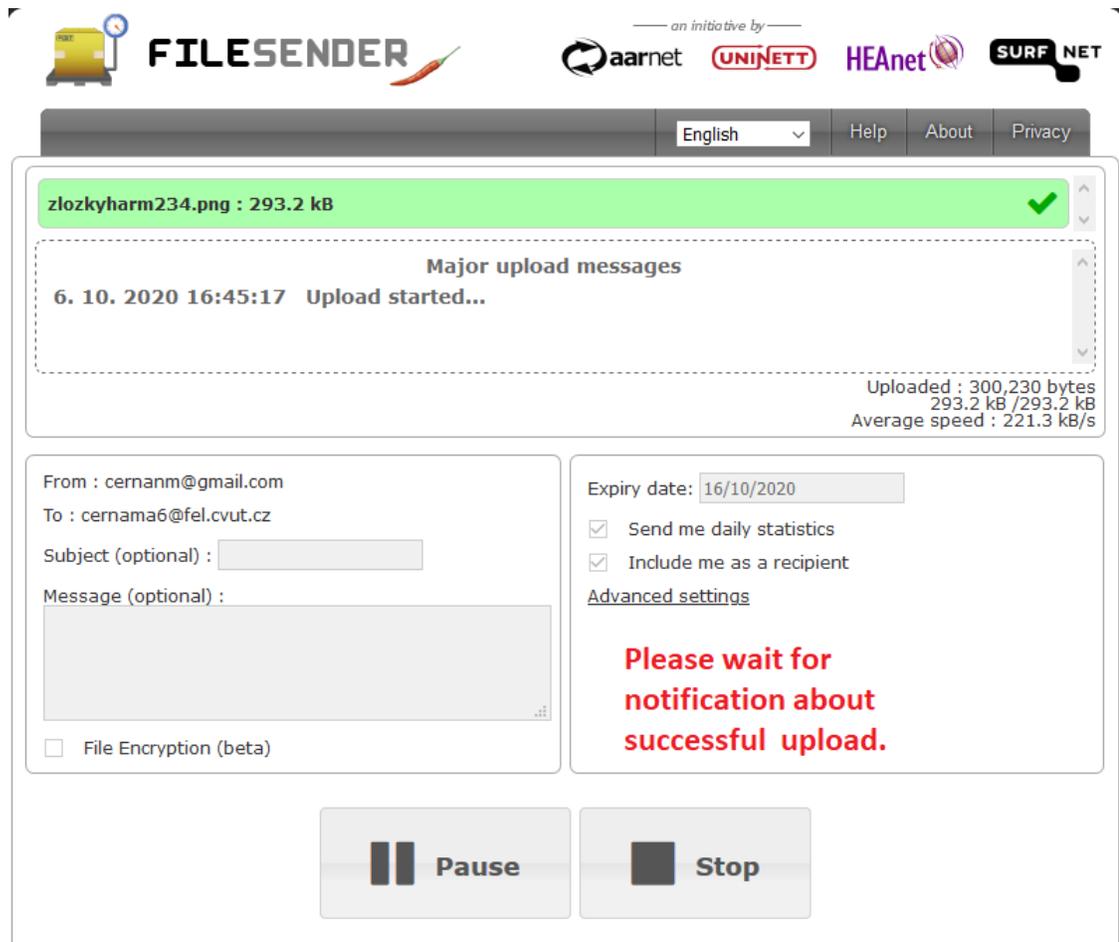


Fig. 9. Please wait for notification about successful upload.

15. Your presentation we will review and notify you whether everything is okay.