



MakeLearn&TIIM Conference, panels & forums

Panels and forums implementation – virtual presentation

Speakers in forums and panels are invited to record a short video in which the questions asked by the forum/panel moderator are tackled. **The videos will be edited by ISSBS and joined in one video that will be played during the forum/panel discussion.**

Also in the case of pre-recorded videos, the panellists are **asked to be present in the virtual room** when the forums/panels are to be conducted. This way the conference attendees will be able to ask questions and get responses from the panellists.

Guidelines for making short presentation videos

We explain two approaches to record the video, however, we suggest using the first one:

1) PowerPoint presentation

- The first possibility is to record a voice-over PowerPoint presentation narrated in English language in the duration from **3 to 5 minutes**.
- Audio or video narrations are possible as you run through your presentation while editing in PowerPoint, however, the video narration may not be possible in all versions of PowerPoint. A [short instructional video](#) presents how the narration may be done (also [here](#)).
- When finished, the recorded presentation should be exported as a video (*.MP4) or PowerPoint Show (*.PPSX) file ([see guidelines](#)).
- The file with the presentation can be uploaded to the following [Google Drive folder](#) as soon as possible, at latest one week prior to the conference.
- The file name of the video should refer to the appropriate panel/forum and should contain the name of presenter (to avoid possible mistakes).

2) Video recorded with smartphone or with computer by only using a camera

- If you do not want to use PowerPoint presentation, you can record a video with only yourself on the screen. The easiest way to do it is by using a smartphone. You can do it also with a computer by using appropriate application (e.g. Microsoft's Camera).
- Here are [short guidelines](#) on how to do it. It's very simple.
- The video file can be uploaded to the following [Google Drive folder](#) as soon as possible, at latest one week prior to the conference.
- The file name of the video should refer to the appropriate panel/forum and should contain the name of presenter.