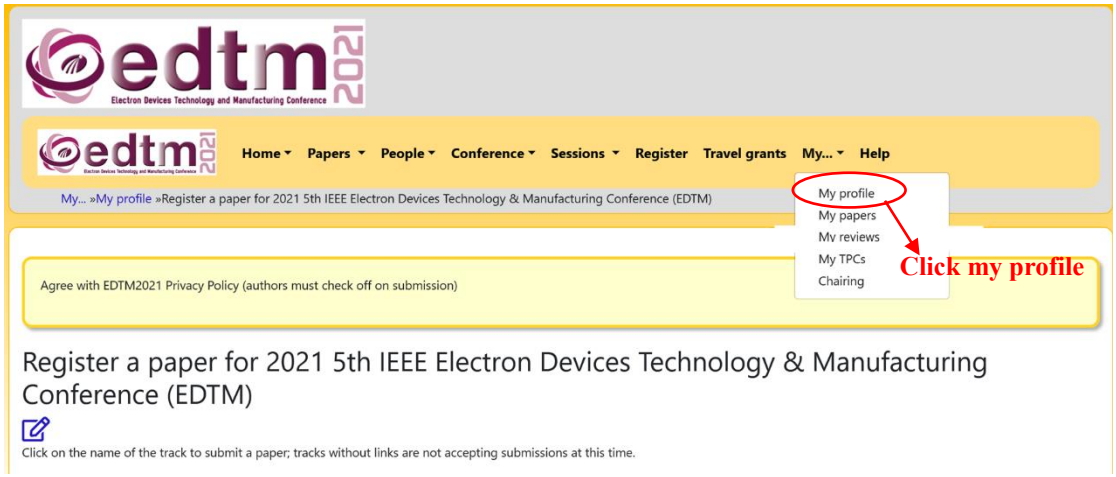
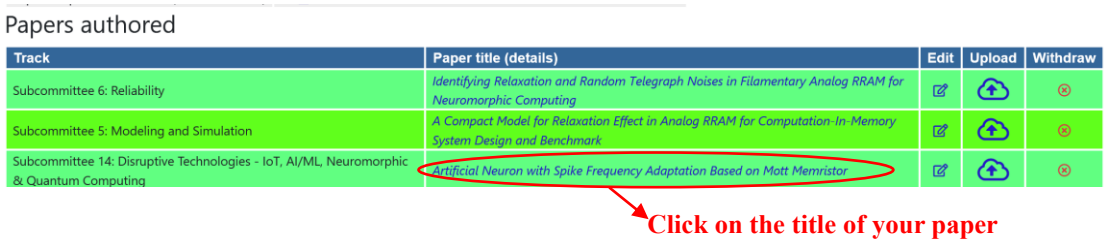
# Guidelines for Uploading Your EDTM2021 Recorded Presentation Videos via EDAS Paper Submission Portal

For Virtual Oral presentations, you should record your presentation videos and upload the video files via the EDAS paper submission portal, following the steps below:

Step 1: Logon to your account on EDAS: https://edas.info/N27705, go to My...→My profile (Note: if your dropdown menu does not work, please directly copy & paste this link to your web browser: https://edas.info/showSelf.php?c=27705):

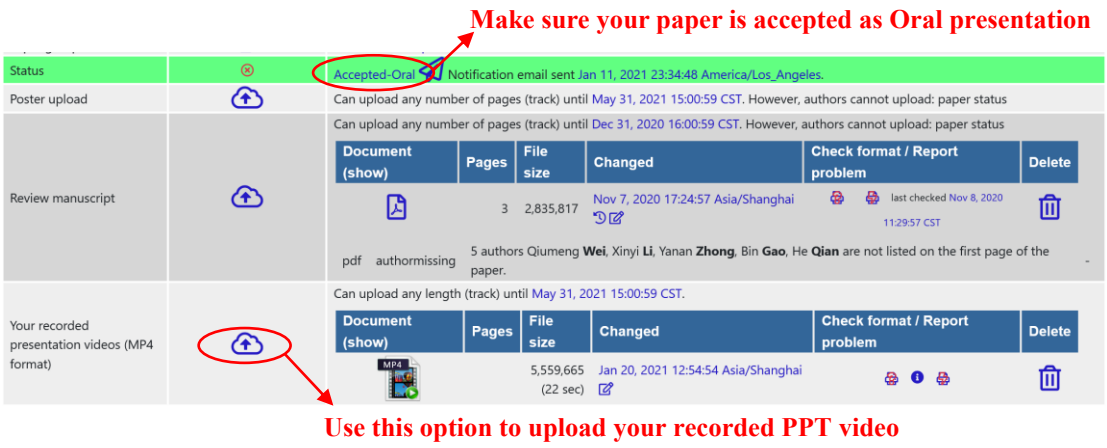



Step 2: Scroll down to "Papers authored", and click the title of your paper that has been accepted by EDTM 2021.




Step 3: Choose one the following options to upload your pre-recorded PPT presentation video.

<u>Be sure to download the file you just uploaded to make sure it opens correctly.</u>




## Instructions for Recording PPT Presentation as a Video

Example with Microsoft Office 2019

Step 1: select **Slide Show** > **Record Slide Show**

Step 2: choose from two options:

- **Record from Current Slide**
- **Record from Beginning**

Step 3: when ready, select **Record** and start presentation/speaking

Step 4: manage your recording:

- **Pause:** to pause a recording
- **Stop**: to end a recording
- **Replay**: to replay a recording
- **Pen**, **Highlighter**, **Eraser**: use the pen, highlighter or eraser tools to mark up your presentation/recording

Step 5: Remove your recording: select **Clear** and choose from options

Step 6: save a recording as a video: select **File** > **Export**

- Save your recording in **MP4**

Step 7: Upload your recorded presentation video to EDAS