

VIRTUAL CONFERENCE GUIDELINES AND PREPARATION

As you know, due to the COVID-19 situation, NRLS has been converted into a virtual conference, which will be held via the Zoom platform. To prepare the virtual conference, we ask you to submit a pre-recorded video presentation (voice over PowerPoint) in advance.

Each paper will be given **13 minutes (7 minutes for presentation + 6 minutes for Q&A)**. At least one author must join the live virtual session to answer questions. Please carefully review the following guidelines and specifications before recording your presentation.

INSTRUCTIONS FOR RECORDING PRESENTATION

Recording should contain a prominent view of the presentation slides along with audio of the presenter. The recording may also contain a small headshot of the presenter. Many presentation software allows recording audio and video directly in the application and can export appropriate video files.

The presentation recording should:

- Be 7-minute in length
- Set for HD format (1280 x 720 or other "720p" setting)
- Recorded in landscape position – 16:9 aspect ratio
- Use simple (Arial, Calibri) and large (30+) fonts
- Avoid using hi-resolution images
- Saved as MPEG-4 (.mp4) file using the first author`s full name and title as the file name.
For example: "Marc Peterson, PhD."

For more information on how to pre-record your presentation, please look at this below.

RECORDING

Record your screen (and microphone) while giving the presentation. There are effective and free options to do this on Linux, macOS, and Windows.

As a last resort, and only if you are comfortable directly editing video, you can export your slides as images, record an audio track, and combine the two using software like kdenlive, iMovie, Camtasia, or others.

Please be sure to review your recorded presentation prior to submission. Once you are happy with the final product, then please attach and send it to nrls@unit.ubaya.ac.id and cc: yayon.mukti@staff.ubaya.ac.id with subject **NRLS video presentation**.

If your final product's size is exceeding the maximum attachment your email provider allows, then please upload it to your preferred online storage services (ex: Google Drive, Microsoft OneDrive, Dropbox, etc.) and then send the shareable link to us via email.

The deadline to submit your recording presentation is **August 28th, 2020**.

If you need support regarding the video editing, please contact yayon.mukti@staff.ubaya.ac.id (Yayon).

For other information, please feel free to contact us through email: nrls@unit.ubaya.ac.id