



8th World Conference on Structural Control and Monitoring (8WCSCM)

ORLANDO, FLORIDA, U.S.A.

5-8 JUNE 2022



Guidelines for Recording Your Presentation



8WCSCM

8th World Conference
on Structural Control and Monitoring
Orlando, Florida, U.S.A 5-8 June 2022



In-Person Participants Guidelines:

- Pre-recorded presentations are optional
- Presentation time: max 12 min. followed by Q&A
- Presentation Video File Submissions Deadline: May, 27th (Fri.) 2022

Virtual Participants Guidelines:

- Must upload their pre-recorded presentations [Live presentations are not allowed]
- Presentation time: max 12 min. followed by Q&A [Presenter can attend virtually to answer questions]
- Deadline of presentation video file submissions : May, 27th (Fri.) 2022



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Presentation Recording Guidelines:

- Video file format: MPEG-4 (.mp4)
- MS PowerPoint is **recommended** to record your presentation. Test you microphone volume before recording
- Test microphone volume before recording [Control Panel → Hardware and Sound → Sound → Recording → Microphone]
- Zoom is an **alternative** method to record your presentation:
Play the Zoom app → Start the "My Personal Meeting" → Choose " Use the computer's Audio" → Screen Share the PPT Presentation → Start recording (ALT+R) → Stop Recording → Close the meeting→ It will automatically create the .MP4 File.
- Submit presentation video to www.8WCSCM.org. Login is required for submission



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1 To get ready to record, click the **Slide Show** in the ribbon, after opening the PPT file you would like to record.

3 Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.

2 Select **Record Slide Show** on either the Recording tab or the Slide Show tab of the ribbon.



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The screenshot shows a presentation window with a dark theme. At the top, there is a header with the UCF logo, the text '8WCSCM', and the conference details: '8th World Conference on Structural Control and Monitoring, Orlando, Florida, U.S.A, 5-8 June 2022'. The main slide content is a large grey box with the text 'How to Record Your Presentation in PowerPoint'. At the bottom, there is a toolbar with various drawing tools and a color palette. In the bottom-right corner, there are three icons: a microphone, a camera, and a camera preview. A red box labeled '4' highlights these icons. In the top-left corner, there are three buttons: a red circle with a white dot (labeled '5'), a square (labeled '6'), and a play button. A red box labeled '5' highlights these buttons. The window title bar at the top shows '8WCSCM' and standard window controls (minimize, maximize, close). A red box labeled '6' highlights the window title bar.

4

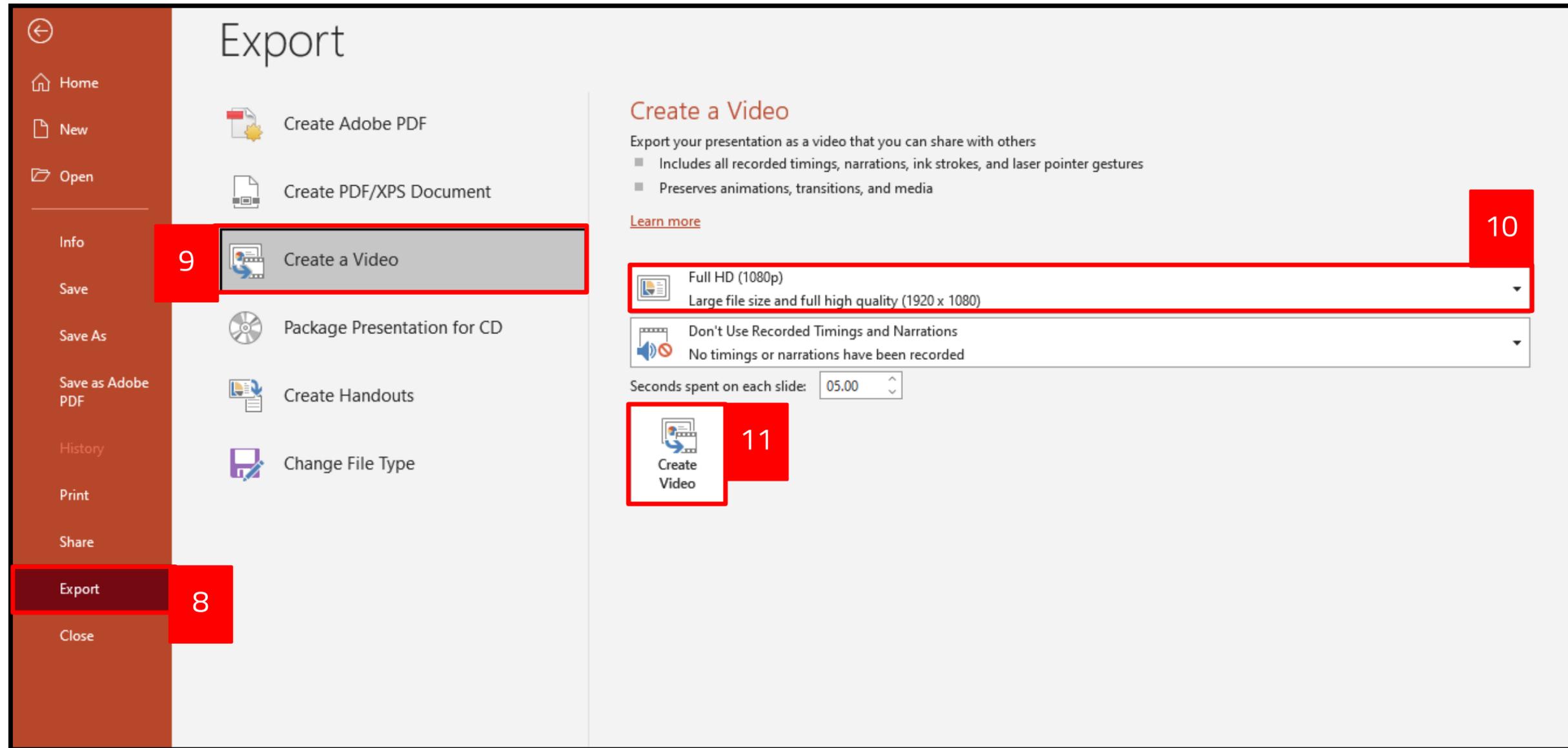
You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle the microphone, camera and camera preview on/off.

5

Click the round, red button (or press R on your keyboard) to start recording. A three-second countdown will start before the recording begins.

6

To end your recording, select the square **Stop** button (or press S on your keyboard)



8

9

Click **File** → **Export** → **Create a Video**. (Or, on the Recording tab of the ribbon, click **Export to Video**)

11

Click **Create Video** (in the Save as type box, choose **MPEG-4 Video**)

10

Select the video quality you want, which pertains to the resolution of the finished video **[Recommended Full HD (1080p)]**