ORAL PRESENTATION GUIDELINES UNDERGRADUATE RESEARCH SYMPOSIUM – 2023

1. All the abstract paper presenters are required to prepare as pre-recorded presentation with limited to 10 minutes. AgSURS-2023 conference management system camera ready tab contains the submission link for
2. You are kindly requested to use Zoom software for the video recording purpose to ensure consistency of presentations and administrative convenience.

RECORDING A ZOOM BASED PRESENTATION

1. If you have created a Zoom account (including the free version) using https://zoom.us/ , you can simply start a Zoom meeting and record the meeting to your hard drive of the computer.
2. The free account that you create can record up to 50 minutes, which will be more than sufficient for the purposes for the symposium presentation recording.
3. The basic process is as follows:
    a) Schedule and start a new Zoom meeting.
    b) "Exit Full Screen" if the meeting window has covered your whole screen by default.
    c) As you already do with other similar kind of presentations, you are kindly requested to use the template slides prepared using the MS PowerPoint software for the presentations and open it **(Please use the template slide which has provided with this e-mail)**
    d) In the Zoom toolbar, click the 'Share Screen' option and select the 'PowerPoint window' and make them visible during the presentation.
    e) Click 'Record' in Zoom (it may be under the "More" button). You can also start recording by using the Alt+R combination on your keyboard.
    f) Keep unmute the video camera and the microphone. Do not mute the video camera and the microphone while recording.
    g) The recording will begin immediately. Then speak your presentation. When you are done, click the 'Stop Recording' button, or the Alt+R key combination again.
    h) End your meeting.
    i) Wait for the recording to be processed. It will be saved on your computer, and Zoom will open the folder with the recording.

SUBMIT YOUR PRESENTATION

1. It is compulsory to submit your recorded video presentation **in the MP4 format**.
2. Please rename your recording as **Session ID_Abstract ID** before submit to the conference management system.

3. In the camera-ready tab of the abstract submission record author can find the submission link and video file can upload to the cloud folder (maximum 1Gb).

DRESS CODE TO RECORD YOUR VIDEO

- Men: A Shirt with a tie
- Women: Saree / A blazer and a blouse