

How to prepare your presentations

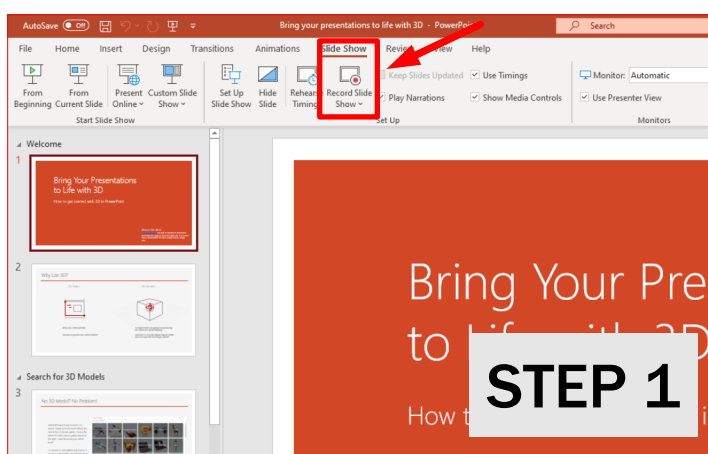
Step 1: Prepare your presentation in a PowerPoint or your preferred application. (Lenght max. 10 minutes, the template is not defined)

Step 2: Record your presentation in PowerPoint and export it in .ppsx format. If you are using a different application, the video format is also accepted. Please limit your export to the max. of 20MB.

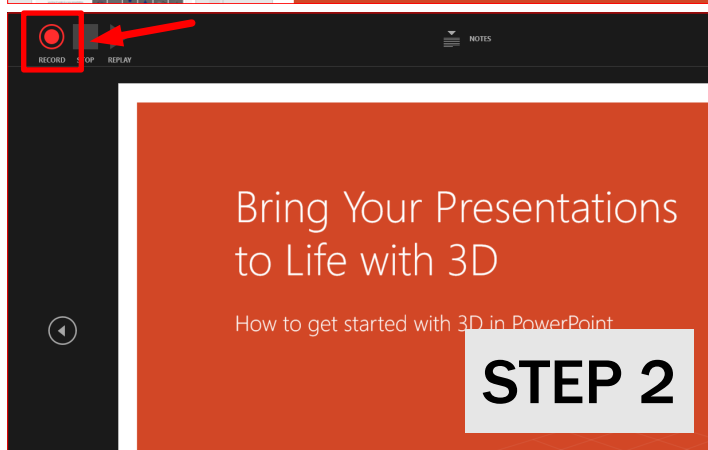
Step 3: As filename, use your paper ID and author name. („ID111_John_Doe.ppsx“)

Step 4: Send your presentation to conference email cdee@ket.zcu.cz

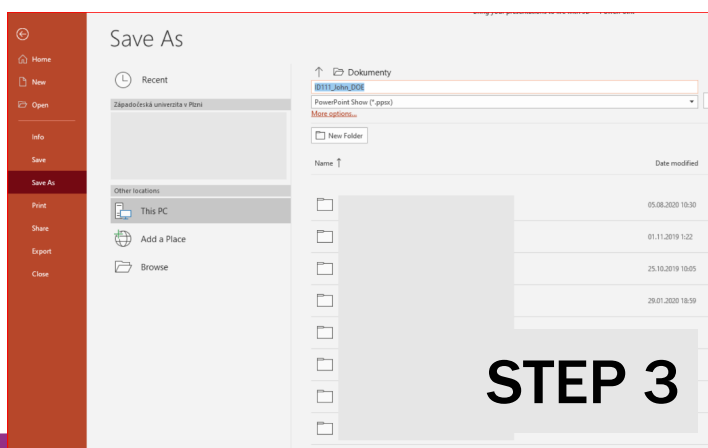
How to record your presentation in PowerPoint



Step 1: When you are ready to record your presentation, navigate „Slide Show“ and click „Record Slide Show“.



Step 2: Preview will open and when you are ready, click the „Record“ button. The presentation recording will start. Record your comments for each slide. (Hint: You can record each of your slides separately)



Step 3: When you are finished with your presentation recordings and you are satisfied with result, please export it as .ppsx format and name it according to your paper ID and name i.e. „PaperID_Name.ppsx