**National Symposium on Agriculture and Life Sciences (NSALS ’24)**

**Guidelines for Online Presentation Videos**

Dear NSALS ’24 Presenters,

We appreciate your commitment to the success of NSALS’24. To ensure a seamless and effective presentation session, please adhere to the following guidelines:

**Recording a Zoom-Based Presentation**

1. All presenters are required to create a pre-recorded video presentation, limited to 10 minutes (maximum presentation time is 12 minutes).
2. Please use Zoom software for video recording to ensure consistency across presentations.
3. Prepare your presentation using the provided PowerPoint template on the conference website.
4. Create a Zoom account (including the free version) at https://zoom.us/. If you already have an account, log in to your Zoom app. (The free account provides recording time up to 50 minutes).
5. Open your presentation and enter presentation mode.
6. Launch the Zoom app, start a new Zoom meeting, select "Join with computer audio," unmute your microphone, and turn on the video camera icon at the bottom left of your screen.
7. Download the virtual background from the conference website and set it as the virtual background on Zoom.
8. In the Zoom toolbar, click the 'Share Screen' option and choose 'Screen.' You can then select your PowerPoint presentation to share.
9. Your PowerPoint presentation will be visible through the Zoom window. Minimize any other open windows.
10. Drag and drop your image onto the designated area on the right top of the screen. Ensure that slide numbers in the presentation are not blocked. When everything is ready, your screen should resemble the example below.
11. To enhance your presentation, you have the option to select the 'Laser pointer' from the tools located at the bottom left of your window or use the cursor as the pointer.
12. Next, initiate the recording in Zoom by clicking 'Record' (located under the 'More' button) or by using the Alt+R keyboard shortcut. Ensure the video camera and microphone are activated in the Zoom software. Begin presenting your work once recording has commenced.
13. Upon concluding your presentation, press the 'Stop Recording' button or use the Alt+R key combination once again.
14. Navigate to 'More,' click 'End,' and then select 'Leave meeting for all.'

Please be patient and wait for the 'Convert Meeting Record' process to finish. The recording will be saved on your computer, and Zoom will open the recording folder after processing.

**Note:**

1. Choose a noise-free location with a plain background for your video recording.

2. Review your video before submission.

3. Maintain general ethical considerations regarding attire.

**Saving and Submitting Presentation:**

1. Locate the video file on your computer. Save your recorded video presentation in MP4 format. Rename the recording using the abstract/paper ID number before submission, utilizing the Paper ID number with 3 digits (e.g., NSALS24\_ID\_001).
2. Email the MP4 version of your video presentation to the respective track coordinator.
3. Authors will receive notification of the submission acceptance via email.

Your cooperation is essential for the success of NSALS’24. We look forward to insightful presentations and engaging discussions.

Best regards,

NSALS’24 Organizing Committee