# Presenter Guidelines
How to Make Video Presentation at ICMScE 2020:
A Tutorial

1. Presenters have to make a video presentation. They have to give a label of *scope* in the right corner of the PowerPoint slide, i.e *Mathematics Education***.** The video presentation should follow these rules:

Information				
Duration	**Features**	**Video Format**	**Size**	**Max. Slide**
5 – 10 minutes	Power Point Presentation and the voice of presenter with/without show of face.	.mp4	Less than 40 MB	8

2. Please include the following items in your PPT as follows: *Title, Background, Method, Results and Discussion,* and *Conclusion.*

3. Presenters can use various *software* freely to make their videos of the presentation. The committee provides an example of the recording process by using *ZOOM SOFTWARE*. Presenters can see this tutorial of video making by using *ZOOM SOFTWARE*.

4. Tutorial of video recording by using zoom meeting application:

   a. Make sure that you have a zoom application on your laptop or computer. You can download it from https://zoom.us/download.

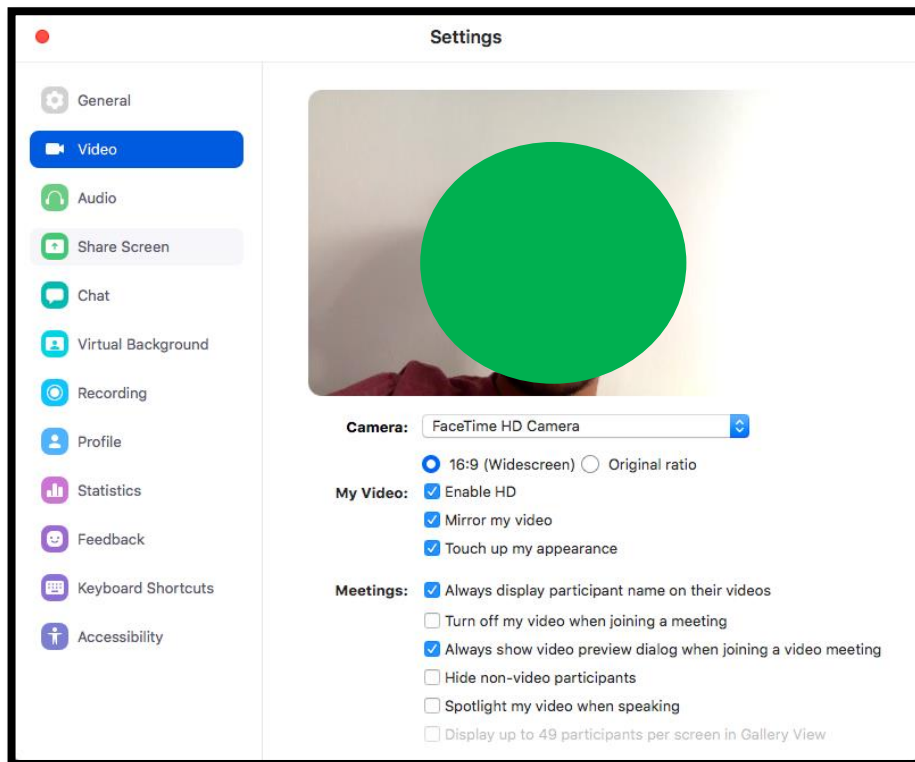   b. Log to your Zoom Account.

   c. Click Setting (*gear icon*).
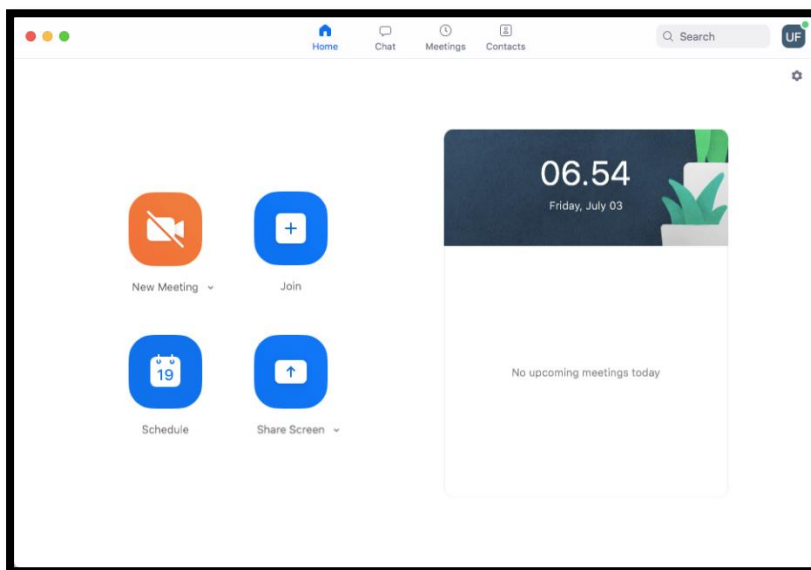
   d. Click the Video and make sure your camera is working. To check your camera on your computer, please **check** the click button on your camera setting.
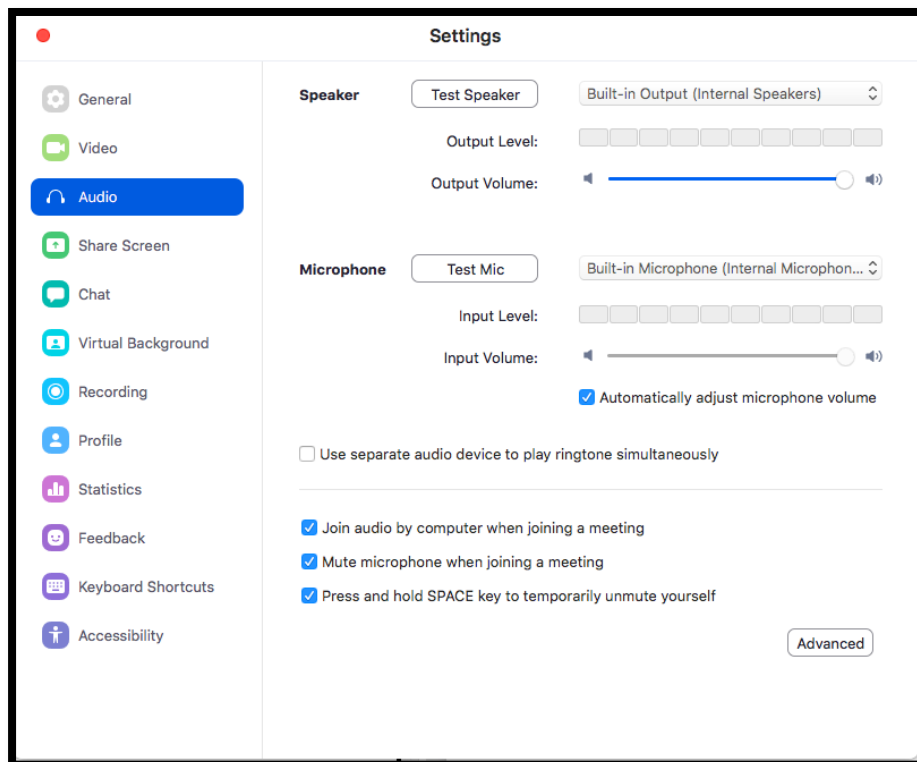
e. Click audio, ensure your Audio is working. To check the audio, click the Test Mic.

f. Click the share screen, ensure your share screen can be open.
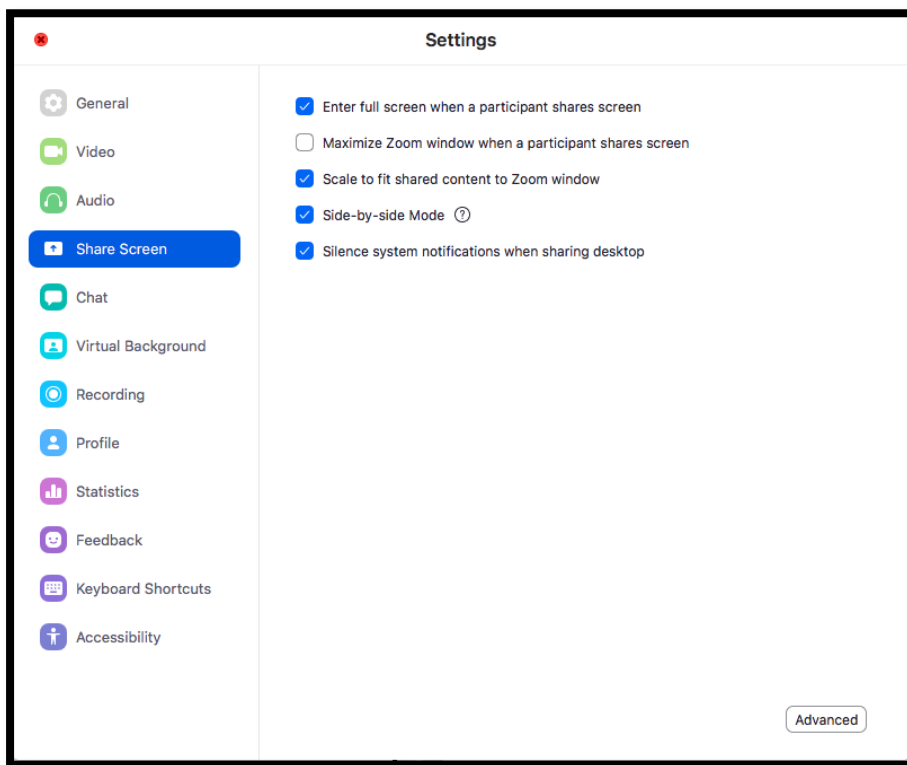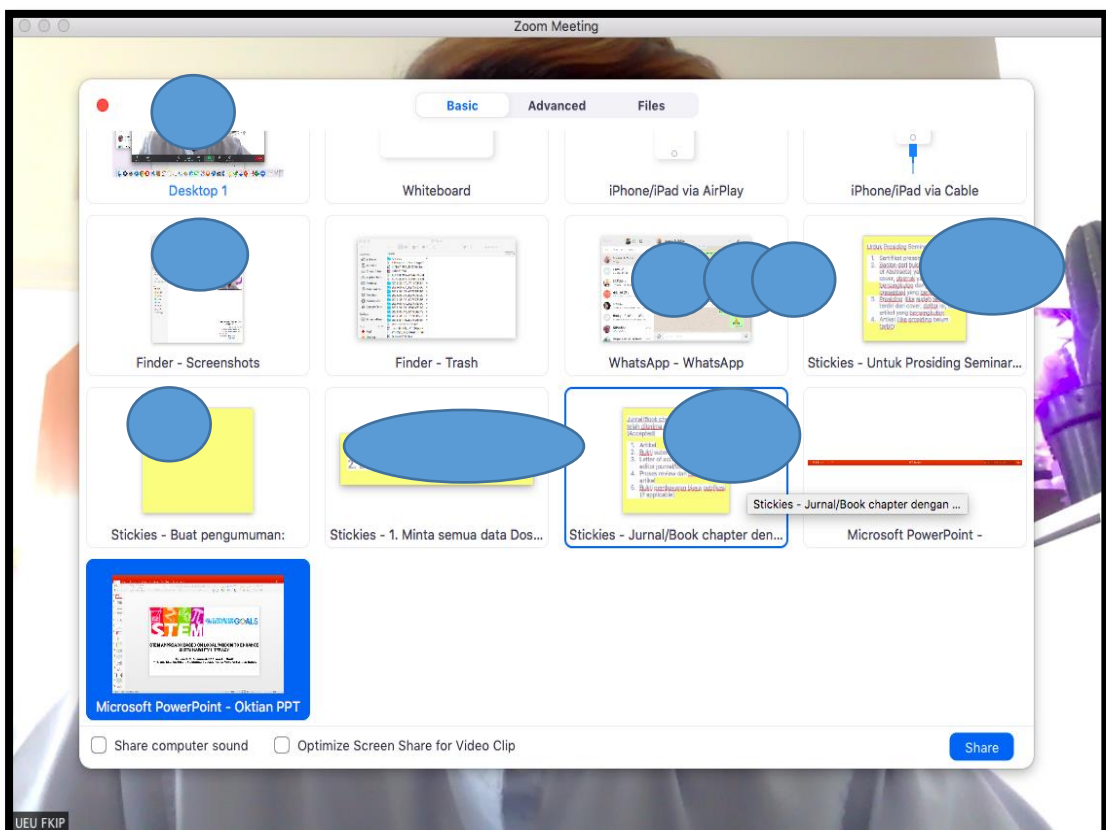

g. Click Recording, **ensure** that the option of record during screen sharing is On.

h. Back to Home, and you can start a New Meeting.

i. Click the Audio and Video.

ICMS2E   fmipa   SEKOLAH PASCASARJANA
UNIVERSITAS PENDIDIKAN INDONESIA
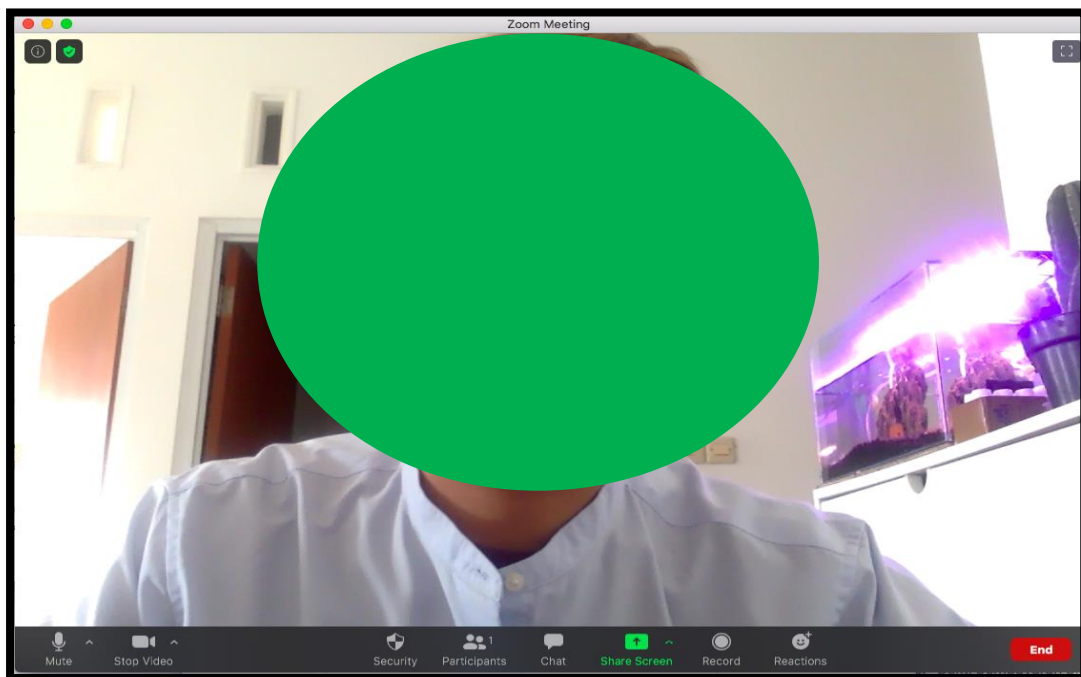
INTERNATIONAL CONFERENCE ON MATHEMATICS AND SCIENCE EDUCATION
THEME: "STEM AND ESD FOR PROMOTING SMART AND SUSTAINABLE SOCIETY"
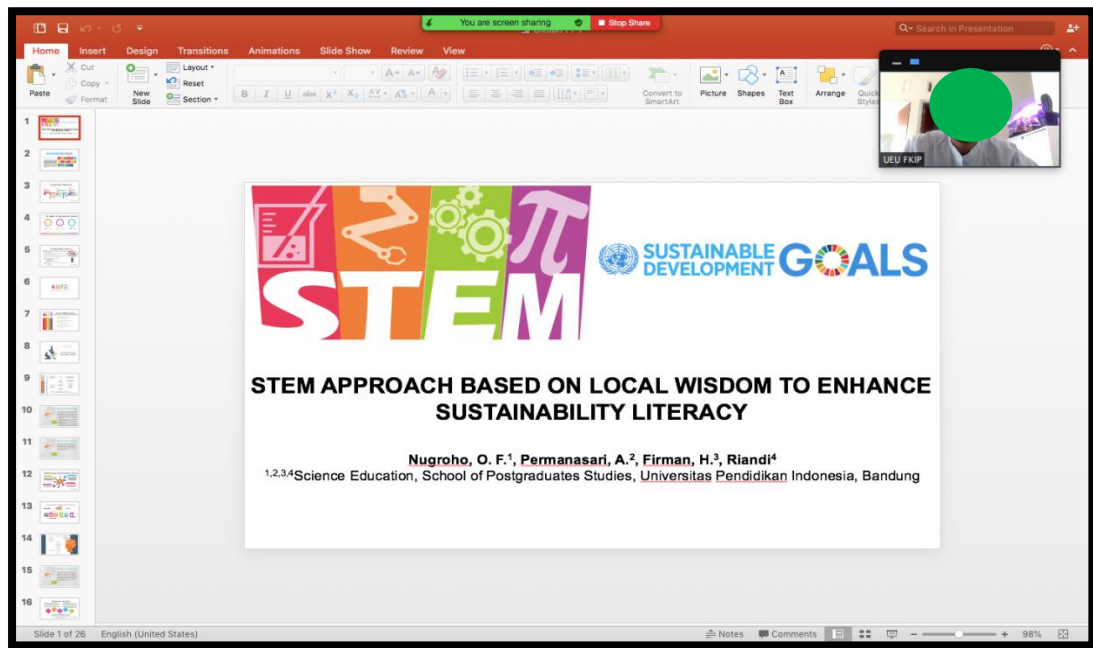
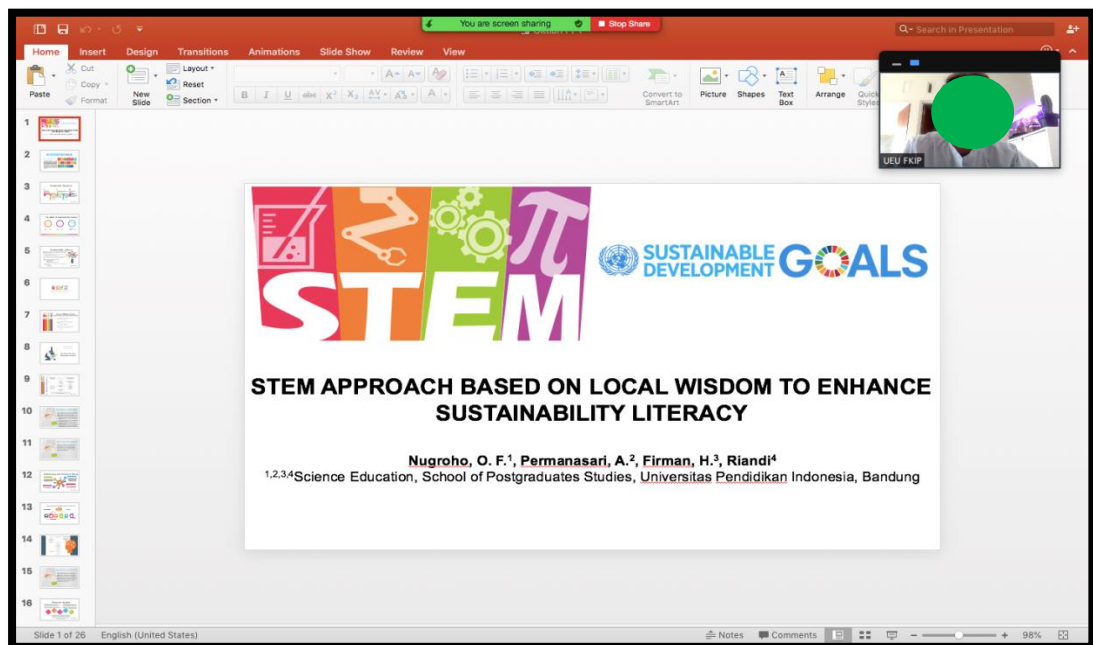j. Click the Share Screen, and find your PPT.

k. Your screen already changed with your PPT screen and your camera on the right top.

l. Start the presentation.

m. When you finish your presentation, you can click Stop Share (on the Top-The red one) and click Stop Recording Icon (you can choose to click on the top or bottom) and **click End**, then continued by **clicking End Meeting for All.**


n. Zoom will convert your recording file into 3 types of files, open your folder and search those file to make sure your recording is saved.

o. Please ensure your video format is mp4

p. Please rename the video file into:

No.Abstract_Your Name

Example: ABS123_Oktian Fajar Nugroho

q. Finally, upload your video into the link:

http://science.conference.upi.edu/icmsce2020/user-login/

r. Log in your account and find "**Presentation Video**"
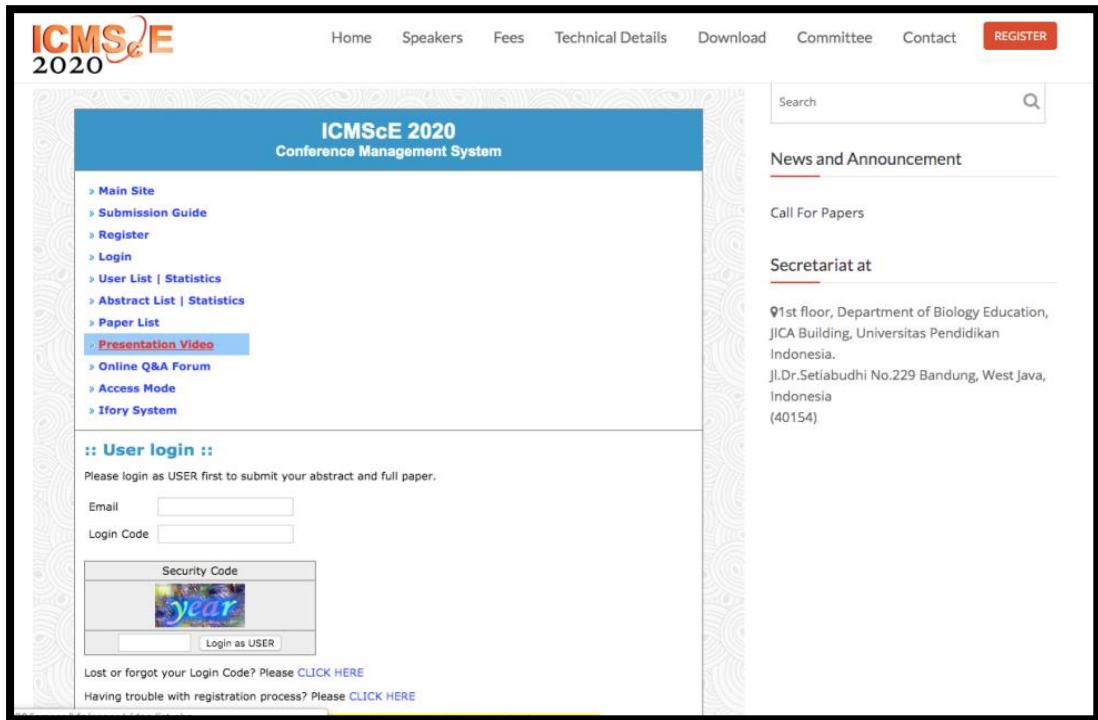
s. The deadline to upload the video presentation is on *July 11th 2020.* Before uploading the video presentation, please make sure that presenters have uploaded the payment proof on *July 10th 2020* at your account.