

Instructions for sending pre-recorded presentation

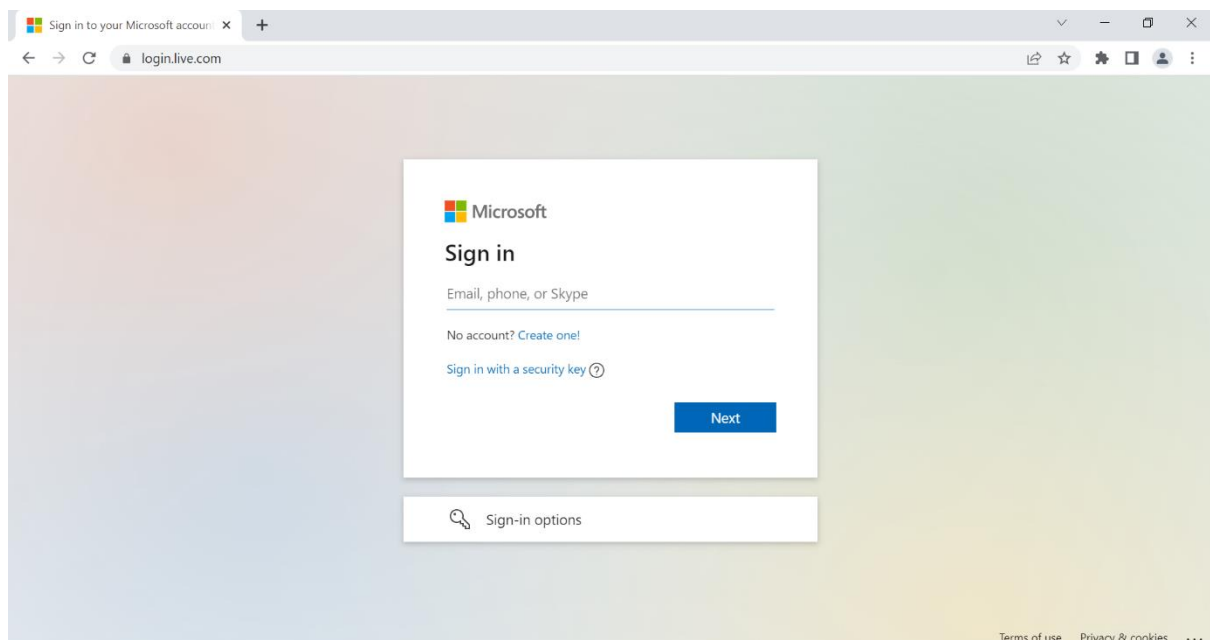
All the online participants should follow the following instructions for sending their pre-recorded presentation.

- Total duration of the presentation will be 15 minutes. 12 minutes for pre-recorded presentation and 3 minutes for Q&A.
- Duration of recorded presentation should not exceed 12 minutes.
- Please ensure a good quality video is recorded.
- File name must contain paper ID followed by first name of the presenter. e.g., IGEC238_Sarath
- Send the pre-recorded presentation on or before July 3, 2023.

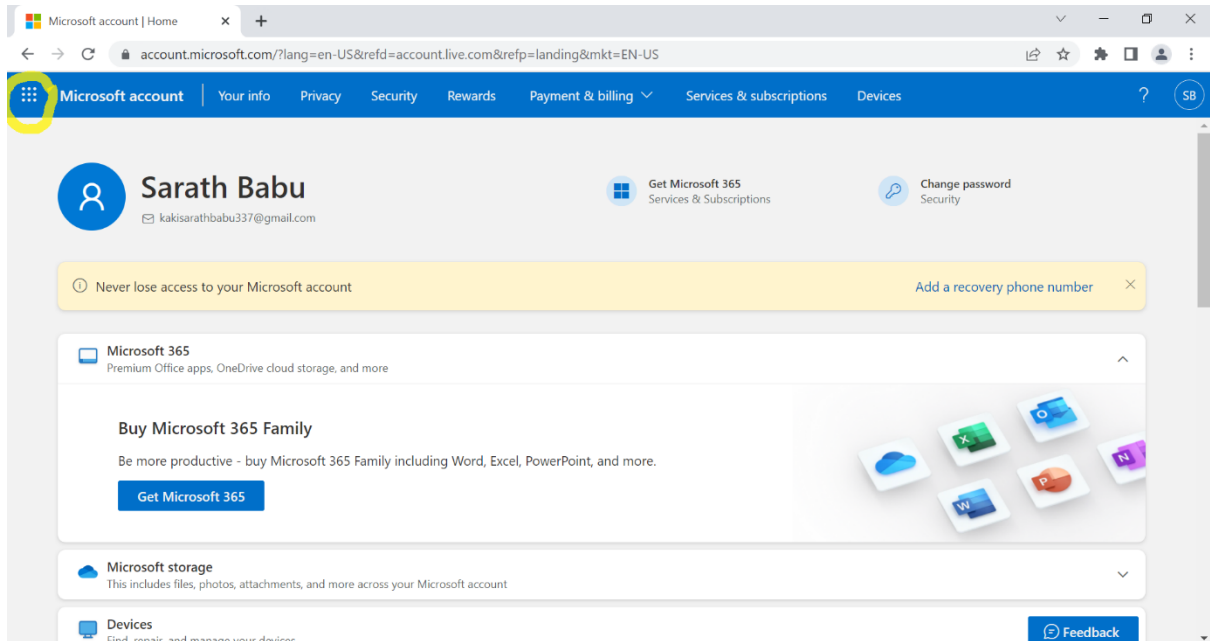
How to upload a recorded video

STEP 1: Open Microsoft login page <https://login.live.com/>

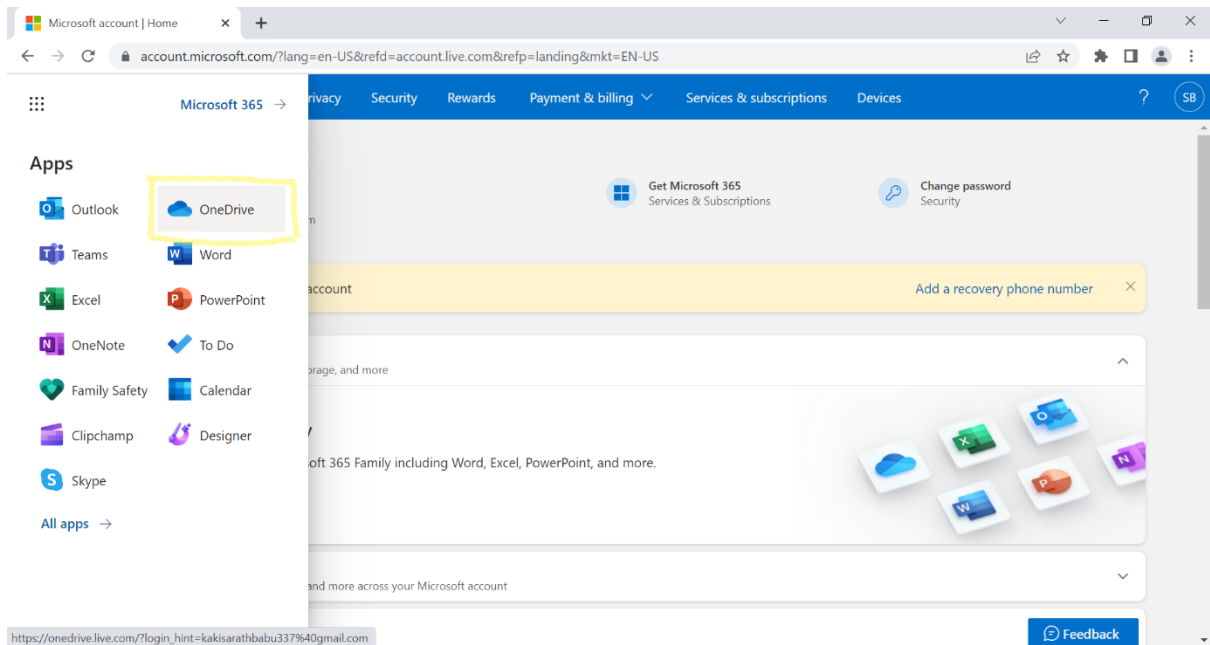
Sign in using email and password. If you don't have an account, you can create new account by clicking Create one!



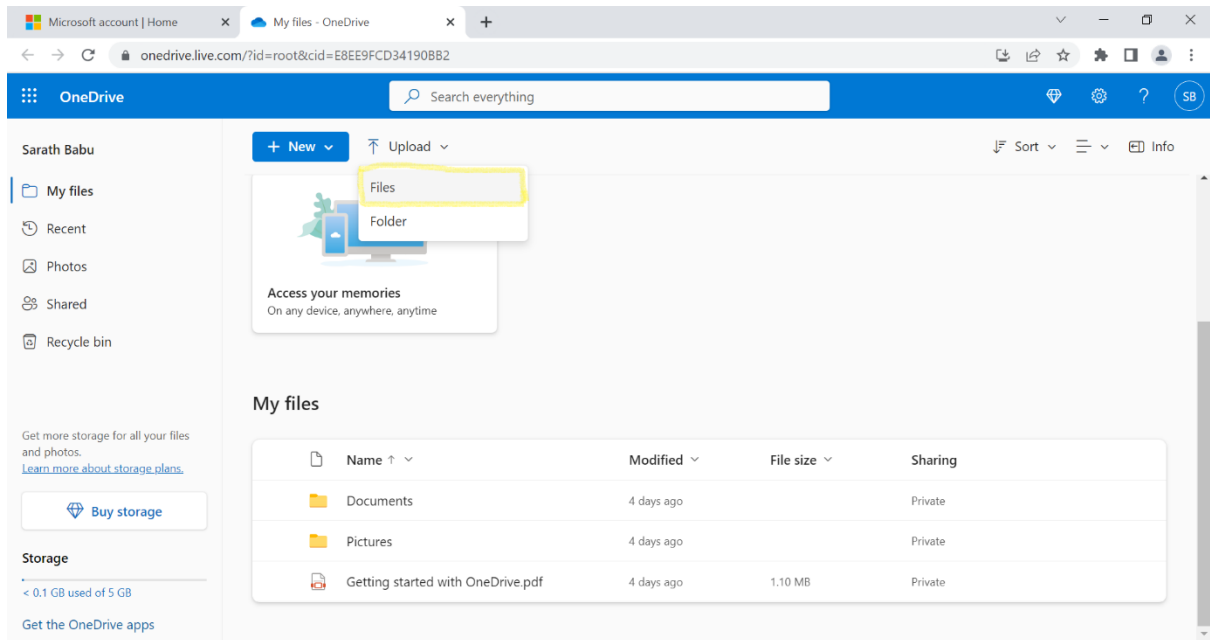
STEP 2: Click on App launcher icon on top left corner (9 dot symbol) to get OneDrive icon.



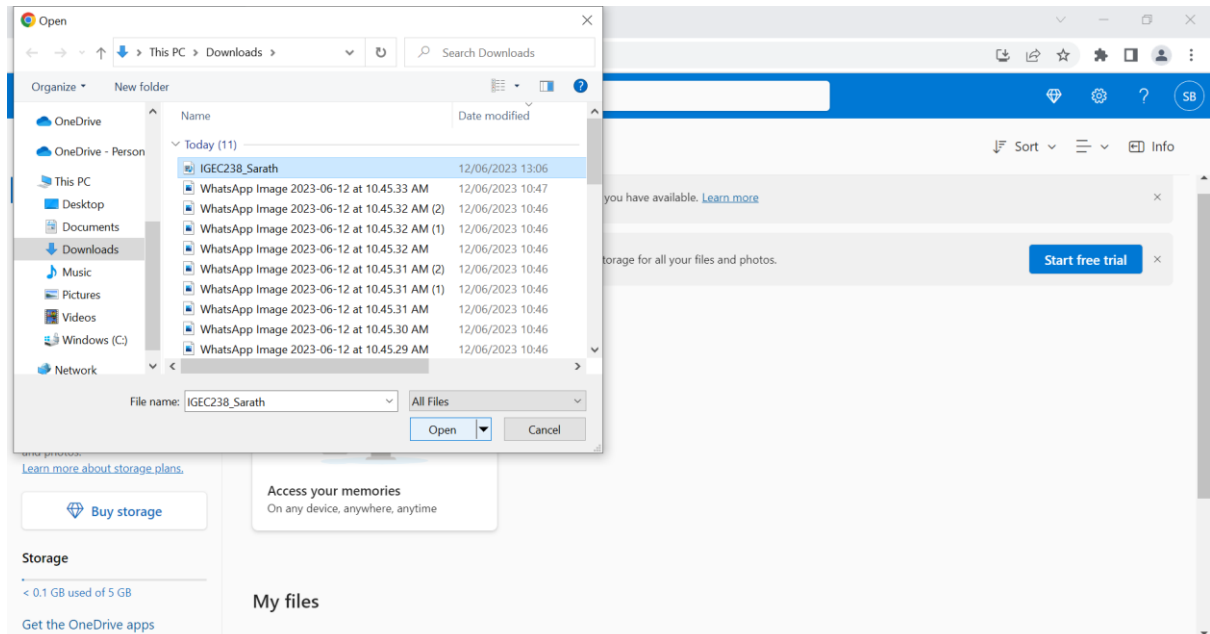
STEP 3: Click on OneDrive to launch the app.



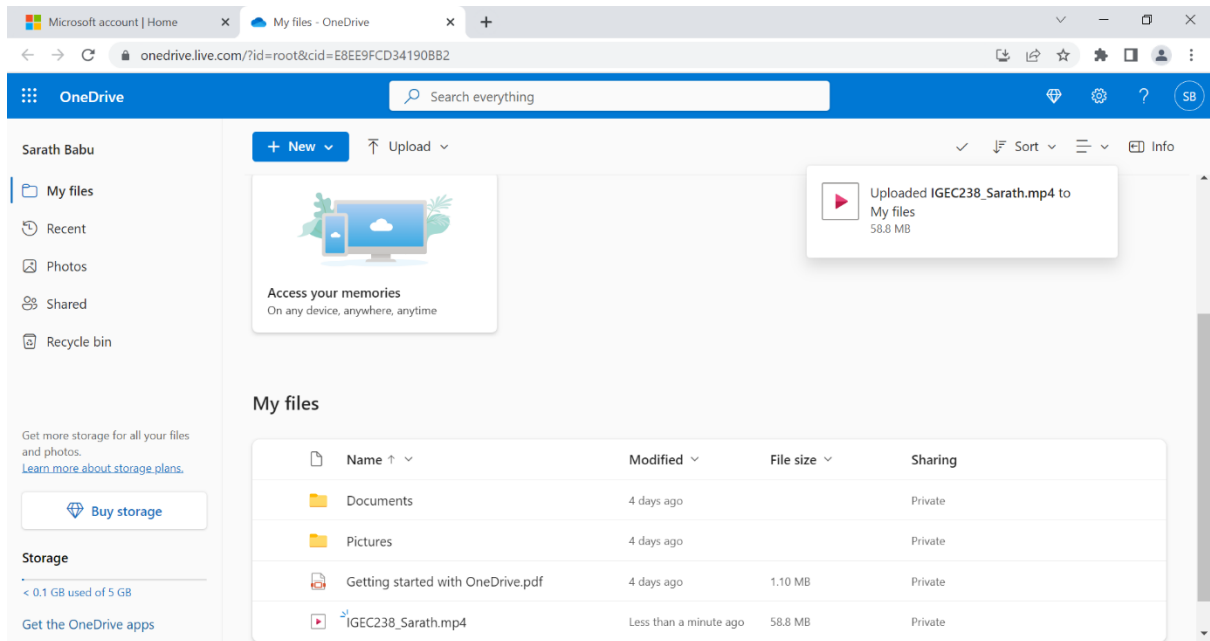
STEP 4: On the OneDrive page, you can find Upload option. Click on drop down menu against upload option. Select Files to upload recorded video.



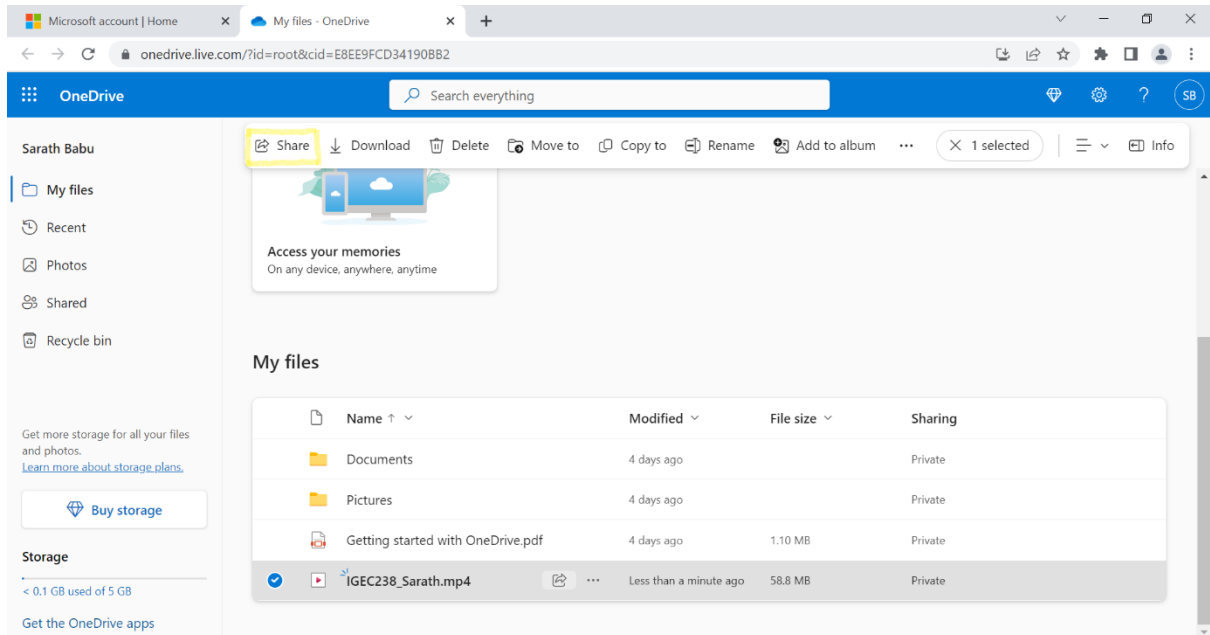
STEP 5: Once you click on files, file manager will open. Select the file you want send and click on open.



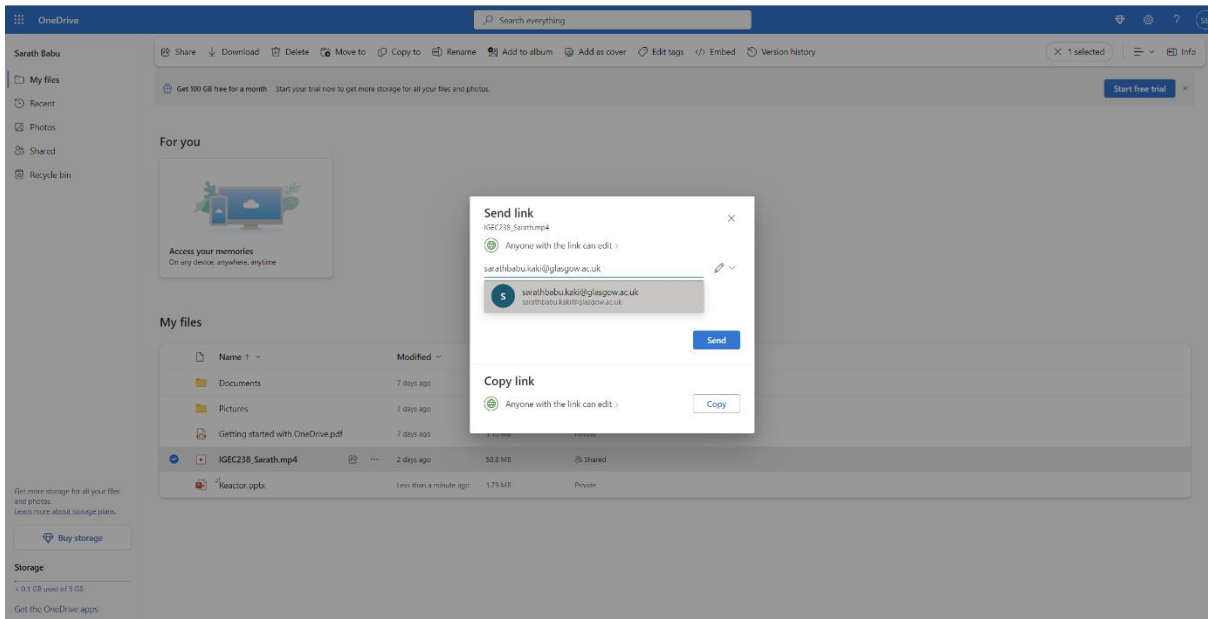
STEP 6: It will take time to upload to OneDrive depending on your internet speed and file size. Once uploaded, you will see a pop-up message. You will find your uploaded file in My files section.



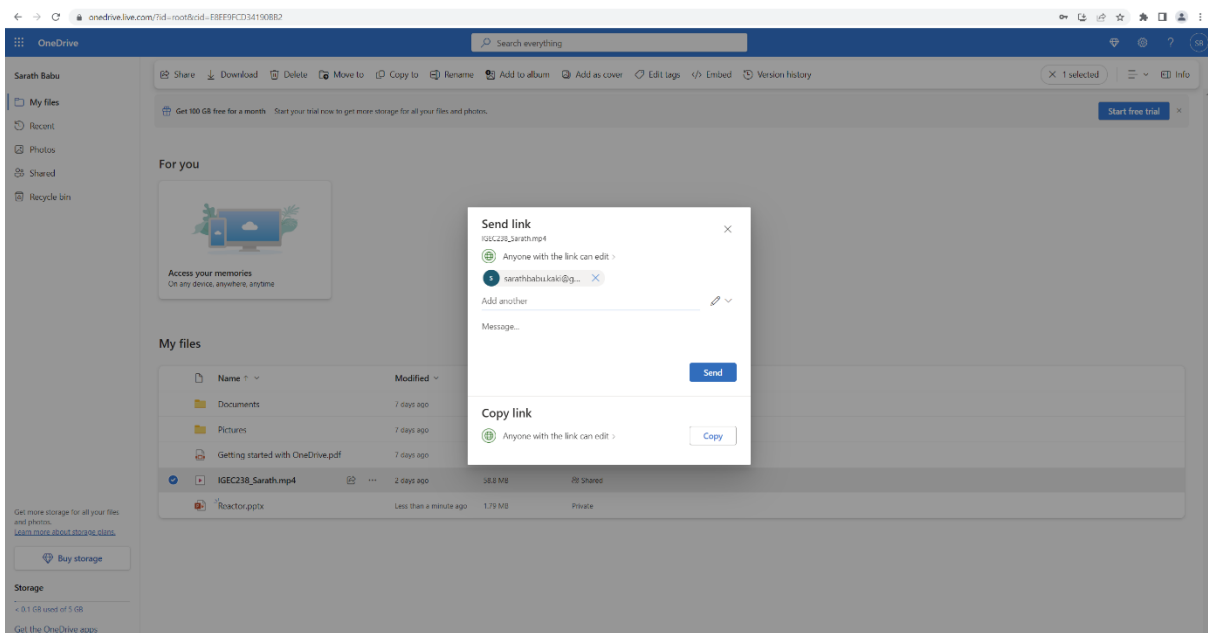
STEP 7: Click on uploaded file and click share icon on the top.



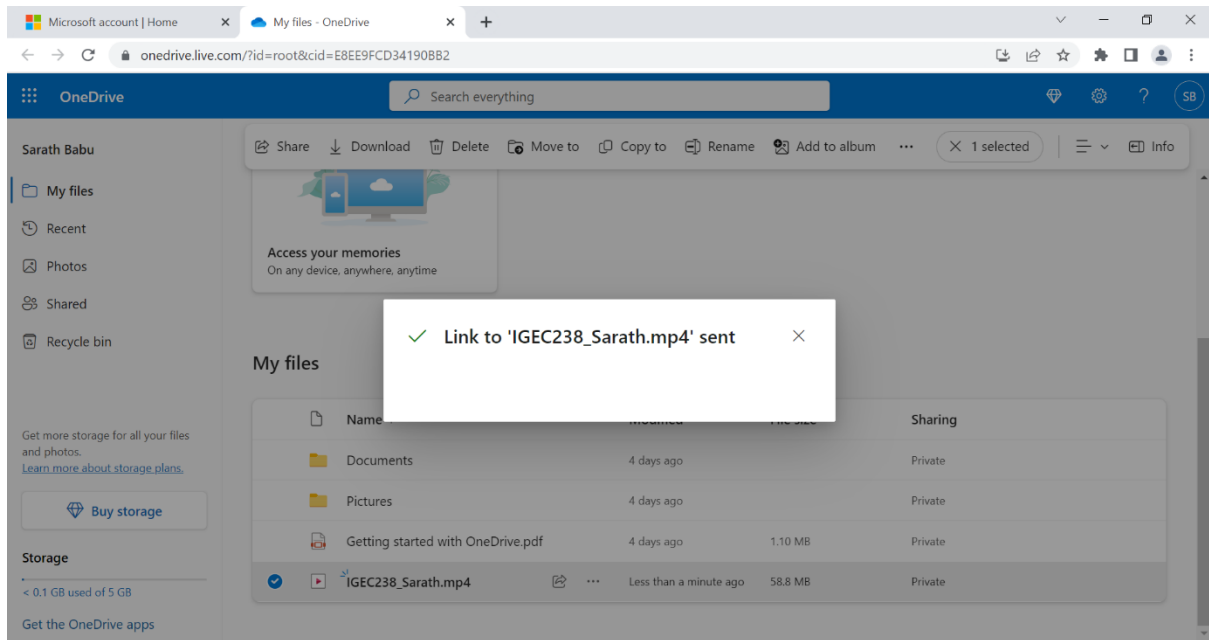
Step 8: Make sure the option 'Anyone with the link can edit' is selected before sending the pre-recorded presentation. Enter the following mail id sarathbabu.kaki@glasgow.ac.uk and select the highlighted one.



STEP 9: Click on send.



STEP 10: You will see a pop-up message.



That's It. Your file will be sent to the organizers.

Note: All the In-person student presenters who want to participate in the best presentation competition should send their pre-recorded presentation on or before July 3, 2023, by following the above instructions.