



It is with great pleasure that we welcome you as a presenter at the 23rd International Congress on the Education of the Deaf. To ensure your presentation runs smoothly, we have collated all important information in this document with steps to follow. Please take the time to read these guidelines and if you require further assistance, please contact the Congress Managers at iced2021@arinex.com.au

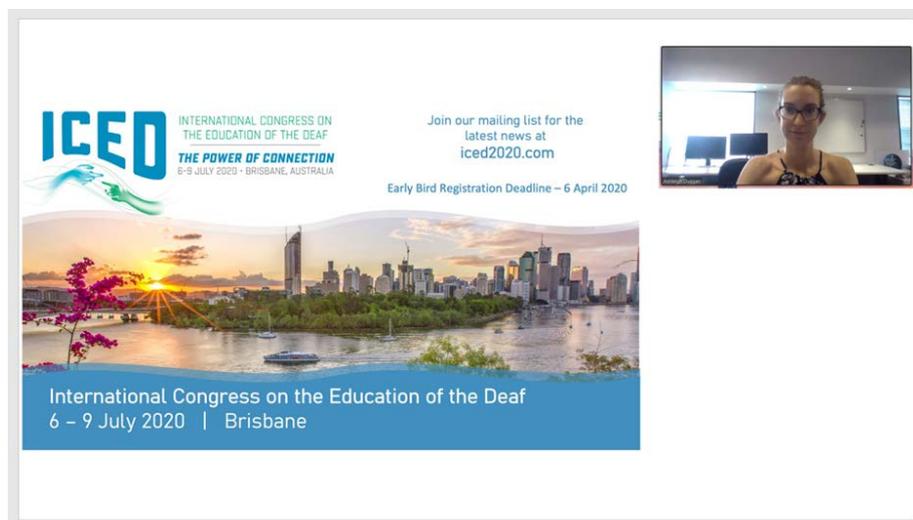
PRESENTER CHECKLIST

1. You will need:
 - a PC/laptop
 - webcam/ camera
 - microphone
 - and stable internet with 5-10Mbps bandwidth, [click here](#) to check your internet speed.
2. Submit your video presentation by **26 April 2021**.

PREPARING YOUR PRESENTATION

Recording your video presentation

- You can record your presentation on Zoom or Microsoft PowerPoint and save/convert it to a MP4 file format. Please view the below instructions for both options.
- PowerPoint presentations should be in **16:9 format**. To adjust your presentation, please [click here](#) and follow the steps. You will also need to ensure your image appears in the largest possible size before recording.
- [Click here](#) to download the template for your presentation. It is important to use the template to ensure there is sufficient room for the interpreters and captioning. To view an example please [click here](#).
- **IMPORTANT NOTE:** Please ensure your presentations slides are set to 16:9 size, with your video in the top right-hand corner and made as large as possible. This is to ensure enough space for interpreting videos to be placed beneath your image.





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- If you choose to use audio, visual files (video clips etc.) or animations, they must be **embedded in the PPT file** and cannot be linked to independent files nor open to any external pages. Any audio or visual files need also to be saved as individual files on your desktop. To learn how to embed a video into your PPT presentation, [click here](#) and to learn how to embed an audio file into your PPT presentation, [click here](#).
- Once you have completed your recording, you can upload it to eOrganiser.

Using Zoom to Create an Easy Screen Recordings

1. If you already have Zoom, open the Zoom application on your computer. If not, visit arinex.zoom.us and click on **'Download Client'** at the bottom of the screen, then download **'Zoom Client for Meetings'** and install it.

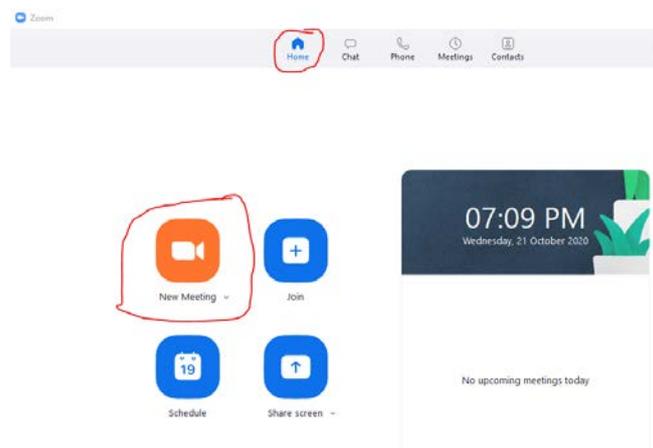
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.3.2 (53291.1011)

2. Click on the **'Home'** tab, then click **'New Meeting'**.



3. You **MUST** have your video visible for the ICED Congress. If you are unable to see your **video**, ensure to click **'Start Video'** at the bottom of the screen.



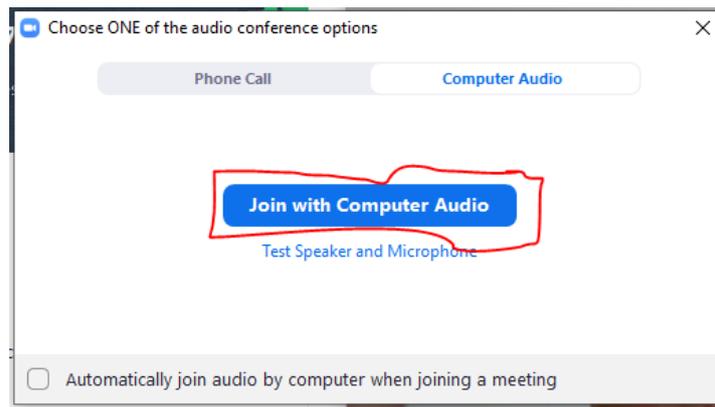
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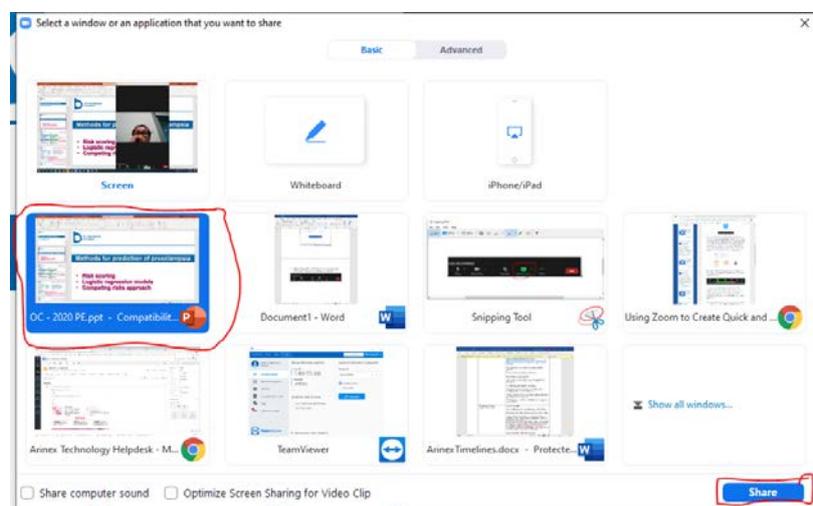
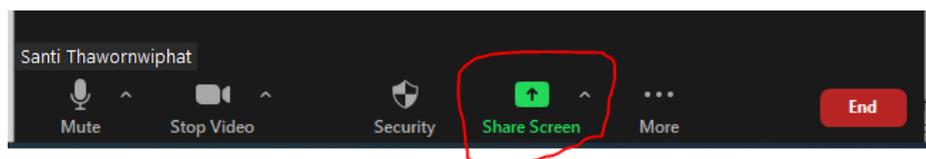
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- When prompted, click on **'Join with Computer Audio'** so Zoom will connect to the microphone on your computer. If you require audio in your presentation, we recommend using a microphone and headset for the best quality audio.



- Now you have started a meeting with yourself as the only participant. Click on the **'Share Screen'** button. Select the Desktop option to capture your entire desktop or you can select specific applications or displays to capture if needed (in this case, PowerPoint). Once selected, click the **'Share'** button and the chosen application or screen will have a notification bar saying **'You are screen sharing'**.

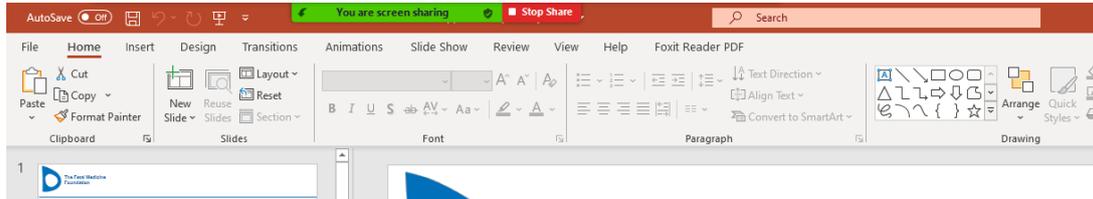




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6. It is imperative that you drag the corner of your video box, to make it as large as possible. You will also need to ensure your video appears in the top right-hand corner of your screen. Before you hit **'Record'**, your screen should look like this:



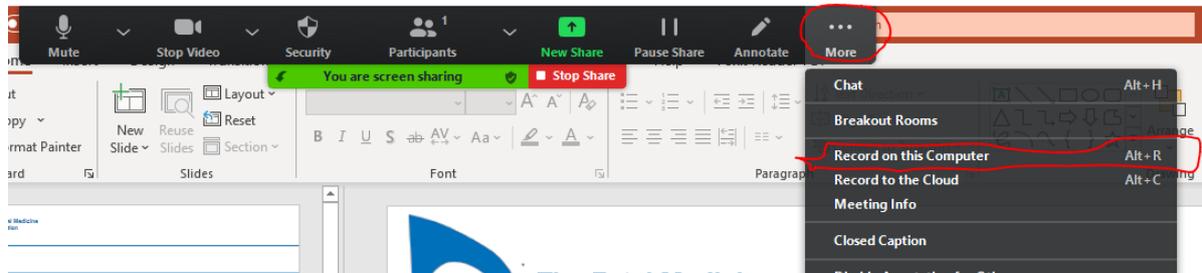
7. Now you are ready to record! Move the mouse to the screen sharing notification, click on **'More'**, then **'Record on this computer'**. There will now be an indicator on the notification bar verifying that the meeting is now being recorded. We recommend you making a brief test recording first to confirm that your equipment is working as expected.



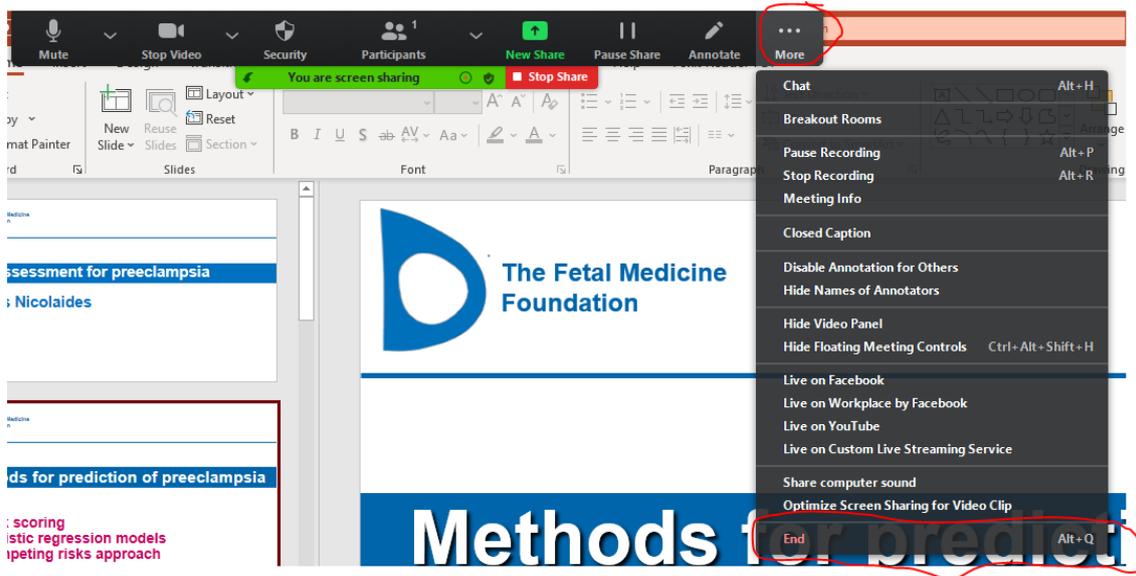
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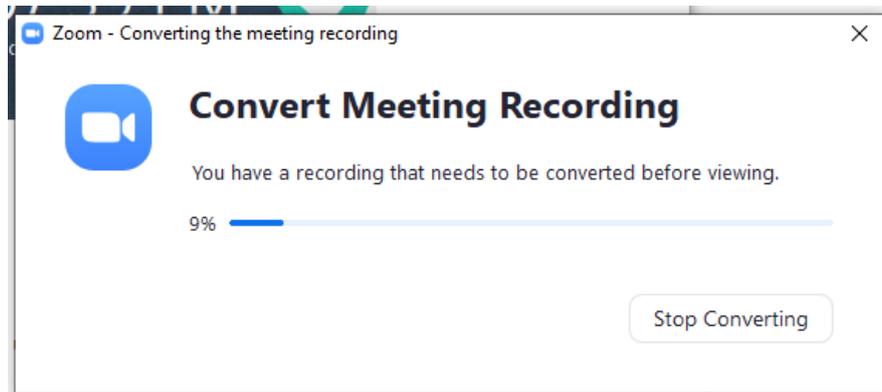
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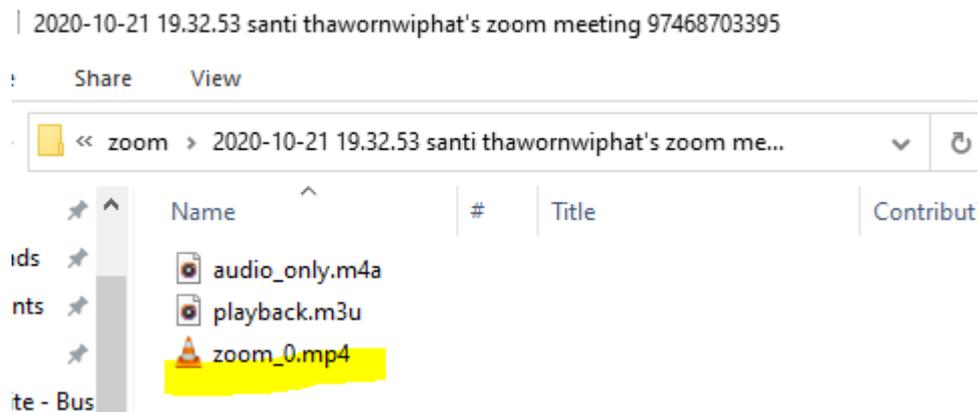
- When you are done recording, go back to the Zoom Toolbar, click on 'More' then 'End' and 'End Meeting for All'



- The Zoom app will begin compressing the screen recording and save it on your computer.



10. Once compression is completed, windows explorer will be pop up for you. The recording file that we are interested in is 'zoom_x.mp4'.





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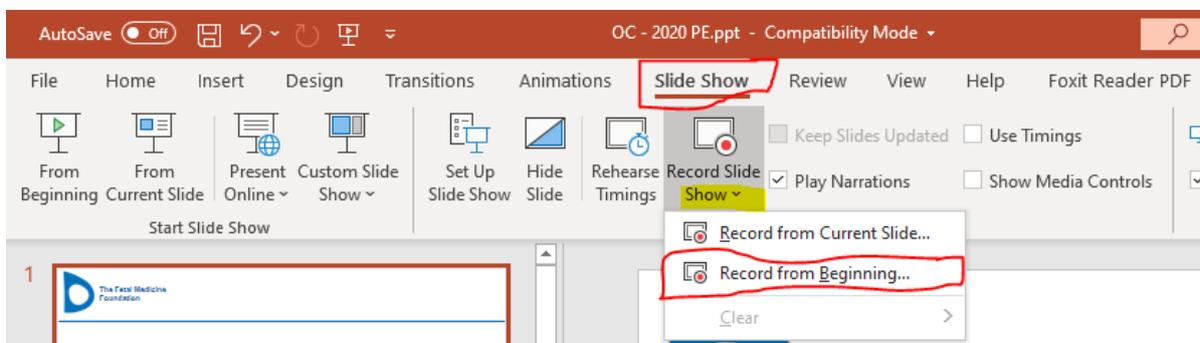
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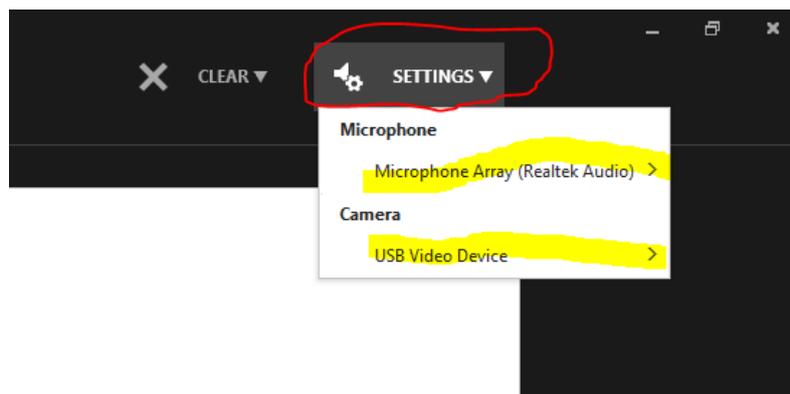
Using PowerPoint to Create Slide Show

To record a slide show in PowerPoint, you must have an internal or external computer microphone and camera. When you record a slide show in PowerPoint, you advance through the slides in Slide Show view while narrating it. This saves the narration with the slides.

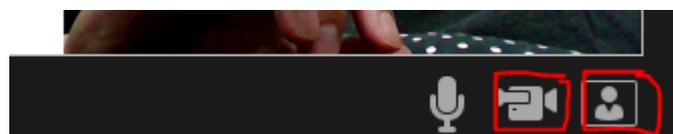
1. Open your PowerPoint presentation. Click on **'Slide Show'** then **'Record Slide Show'** and choose **'Record from Beginning...'**



2. The Slide Show mode will be launched. Click on **'SETTINGS'** on the top right-hand corner to ensure the right Microphone and Camera are selected.



3. On the bottom right-hand corner, click on:
 - a. The camera icon to turn camera on
 - b. The photo icon to turn camera preview on



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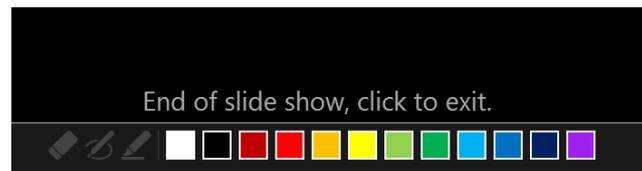
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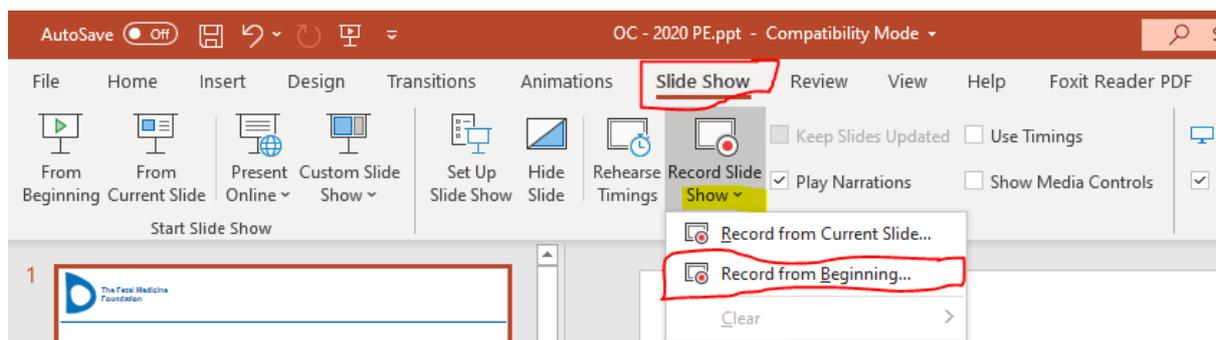
- Once you are ready, click on the **'RECORD'** button on the top left-hand corner to start recording.



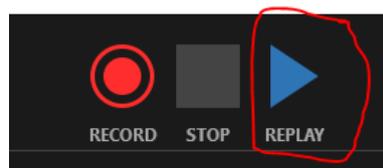
- Use the right arrow on the keyboard to move slides forward and the left arrow to move slides backward.
- After the last slide, tap the right arrow on the keyboard one more time to exit the Slide Show mode.



- Click on **'Slide Show'** tab then **'Record Slide Show'** and choose **'Record from Beginning...'** again



- On the top left-hand corner, click **'REPLAY'** to view and verify your recording.



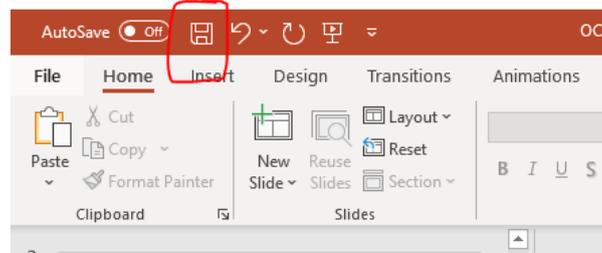
- Once you are happy with the recording, close the Slide Show mode and click **'Save'** on the main menu (PPTX format) or Save As to save as MP4 format.



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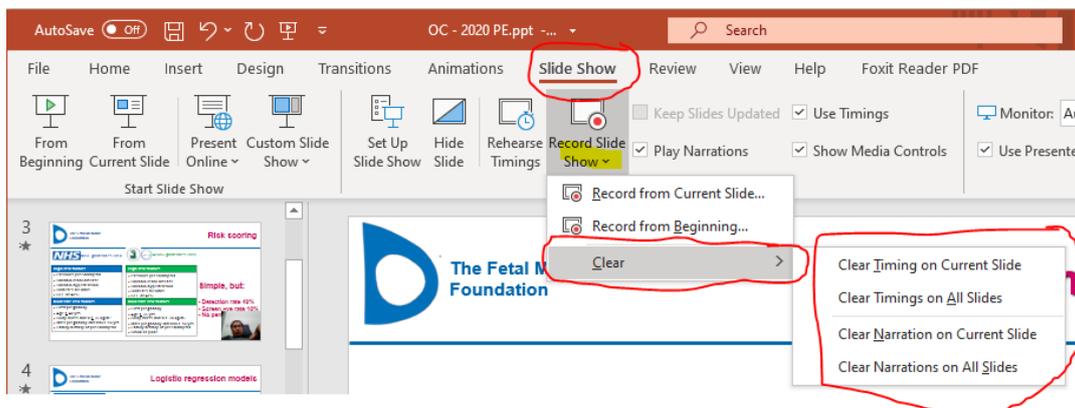
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10. If you need to edit your recording, there will be options available on the 'Slide Show' as shown in the screenshot below.

- a. Clear Timing on Current Slide
- b. Clear Timings on All Slides
- c. Clear Narration on Current Slide
- d. Clear Narrations on All Slides



For Mac User:

To record audio, allow the app to access audio inputs:

1. Close the PowerPoint
2. On your Mac, choose Apple menu > System Preferences, click Security & Privacy, then click Privacy
3. Click Microphone
4. Select the checkbox next to the PowerPoint app to allow it to access the microphone
5. Open PowerPoint and try to record audio again



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Uploading your recording via eOrganiser

1. Login to eOrganiser using the same username and password that you used when submitting your abstract: <https://iced2020-c10000.eorganiser.com.au/index.php?r=site/login>
2. Click on the 'Submissions' button on the top ribbon, and then select 'My Submissions'. You will be taken to a list with your submitted abstracts – click on the green 'Submit Presentation' button to proceed.

Paper ID	Paper Type	Paper Title
286	Abstract	New Insights into the Evolving Neuropathologies of Traumatic Brain Injury

3. Select your submission title from the dropdown 'Select Submission' list, and then choose the presentation for which you wish to upload your recording. Then click the green 'Submit Presentation' button to proceed.

My Submissions

Select Submission :

4. Once you are taken to the new screen, you can upload your presentation **.mp4 file** by 'Drag and Drop' or by selecting the 'Add files' button.

Presentation File *

Drag & Drop files here

or

Presentation file must be a .mp4 file.

5. Once the file has been successfully uploaded, scroll to the bottom of the page and click the green 'Submit' button.



OFFICIAL LANGUAGE OF ICED 2021

The official languages of ICED 2021 are English, Auslan (Australian Sign Language) and International Sign for presentations and interpreting. Presenters wanting to present in their national sign language must organise a sign to voice (spoken English) interpretation of their video which must be embedded in the video submitted. Arinex will organise for all videos to be captioned.

TIPS FOR YOUR PRESENTATION

- Presentation Slides should have a plain background to ensure text stands out to the audience.
- Leave space at the bottom of your PowerPoint Slides to allow for captioning.

HOW TO MAKE YOUR RECORDED PRESENTATION ENGAGING

Recording your presentation for viewing online is very different to presenting to a live audience.

- PRACTISE your presentation to get comfortable with presenting and sticking to your time limit.
- Only highlight key takeaways/points on your slides.
- Tell stories to make your presentation authentic, entertaining and move away from a lecture style.
- DO NOT read verbatim from notes.
- Make sure your pace is appropriate for the audience and the interpreters, don't go too fast!
- Think about appropriate pedagogy for deaf/hard of hearing learners.
- Get creative! Add colours, headings, graphs, charts and easy to read graphics.
- Use large font sizes.
- You may use programs like [Prezi](#) or [Canva](#) to add creativity to your presentation.
- Be animated! You can be slightly exaggerated as it will appear normal on camera.
- Stand up if possible when presenting.