



1st BSMIAB-COB

International Conference on COVID-19 Pandemic

Organized by Bangladesh Society for Microbiology, Immunology and Advanced Biotechnology (BSMIAB) and Community of Biotechnology (COB)

Dear participant,

We are pleased to announce that your abstract has been accepted for both Poster presentation and Session oral presentation categories. Due to some virtual complexity we are unable to get your poster based presentation live. Your poster will be placed on our virtual poster room and our judges will evaluate your poster along with your fellow competitors. Here the good news is, you don't have to present the poster by yourself!

You have to submit both poster and recorded Powerpoint slide presentation and must have to present the day of your selected session. There session chair may ask questions based on your presentation. (We'll send the schedules and conference link before 6th November)

Also, you have to present your abstract by Powepoint slide and record the presentation by yourself then send us according below instructions. For your better understanding we mention a poster and video sample to the email body. Kindly go through the link and get rid of all the confusions. The sample poster and video was created based on same abstract/paper.

If you don't fell comfort to use the conference logo to your slide presentation then no problem, there have no mandatory rules for that.

Rules for Poster and Video Presentation

1. The presenters are allowed a maximum of **5 minutes** for presenting their abstract/research paper (oral).
2. The abstract/research paper must be video recorded using **PowerPoint slides**. You may follow below guidelines to record your video. Save your recorded research presentation as an **MPEG-4 /MP4** file starting with your Abstract Code and then presenters full name (e.g. VSG-110_John Doe). *Please find the selected **Session name** and **Abstract code** carefully for your abstract from the email body.
3. Posters and video recordings should be **sent before 11:59:59 pm of 03 November, 2020** to the official conference mail (Only the presenting author): bsmiab.cob.covidconference@gmail.com When sending the email, Abstract code must be written in the **Subject of the email**.

How to Prepare the poster?

You may create your poster as you want. You may follow 35.43 (width) x 47.24 (height) or 48 (width) x 36 (height) inches. Prepare your poster in Power point (PPT) file and save your poster as PDF.

- PDF file of your poster with a maximum size of 40 MB should be submitted. Save your PDF poster file starting with your **Abstract Code** and then **presenters' full name** (e.g. VSG-110_John Doe).

How to Record Video Presentation?

If you don't have any previous experience about recording a video then you can follow the instructions. After create your Powerpoint presentation you don't have to worry how may i record this presentation! Microsoft Powerpoint have it's own screen and audio record option. Just follow the below steps!

Look how interesting is this!

*Note: You may use any other softwares to record your video!

How to record your video in Microsoft Powerpoint using a PC?

1. Select Slide Show > Record Slide Show.
2. Choose from two options:
 - Start Recording from Beginning - to record from the beginning of a presentation.
 - Start Recording from Current Slide - to record from a specific slide.
3. The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording.
4. Start speaking or add markings to your presentation.

Note: Audio won't record when slide transitions happen so let these play first before you start speaking.

Manage Recordings

There are different ways to manage recordings in your presentation:

- Pause - to pause a recording.
- Close - to end a recording.
- Laser Pointer, Pen, Highlighter, or Eraser - to use the pointer, ink, eraser, or highlighter tools in your recording.

Remove Recordings

A sound icon appears on a slide to show when a recording is available. You can also remove recordings from slides.

1. Select Record Slide Show > Clear.
2. Choose from four options:
 - Clear Timing on Current Slide - to delete timings on the current slide.
 - Clear Timings on All Slides - to delete timings from all slides at once.
 - Clear Narration on Current Slide - to delete narration on the current slide.
 - Clear Narration on All Slides - to delete narration on all slides at once.

Export your Presentation as a video

When you're done recording, save and share your presentation as a MPEG-4/MP4 Video. Your power point presentation will be converted and save according to the instructions (e.g. VSG-110_John Doe).

1. Select File > Save As.
2. Select where you'd like to save your presentation to.
3. Under Save as type, select the dropdown arrow and then select MPEG-4/MP4 Video.
4. Select Save.
5. Now review and send your video presentation to the conference email bsmiab.cob.covidconference@gmail.com

How to record your video in Microsoft Powerpoint using a MAC?

Prepare to Record-

To begin, open the presentation you want and click the Slide Show tab.

- Make sure your microphone is set up correctly. On the Mac, go to System Preferences > Sound.

To start recording:

1. Click the Slide Show tab, select the slide where you want the recording to begin, and then click Record Slide Show.
2. During recording, use Ctrl+click to access the recording commands that let you navigate through the slides, change cursors, or trigger screen blackouts or whiteouts.
3. Click End Show to stop recording.
4. A Save dialog box appears. Click Yes to save your recording, or No if you want to record it again. Saving overwrites anything you've previously recorded. If you want to record another slide show with the same set of slides, save your presentation file with a different name.
5. Click Play from Start to preview your recording.

Export your Presentation as a video

When you're done recording, save and share your presentation as a MPEG-4/MP4 Video. Your power point presentation will be converted and save according to the instructions (e.g. VSG-110_John Doe).

1. Click File > Export.
2. On the File Format menu, select MP4.
3. Select Internet Quality, video quality.
4. Make sure the box next to Use Recorded Timings and Narrations is checked.
5. Choose Export.
6. Now review and send your video presentation to the conference email bsmiab.cob.covidconference@gmail.com

Note: You can use any other Screen and Audio recording software for recording the video but you must have to use your powerpoint slides to represent your research poster

Thank you!

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