



## Tips for Recording Your Oral Presentations for UReS 2020

UReS 2020 will be conducted as a live event with live student presentations via ZOOM and these video recordings are collected only for the purpose of smooth functioning of the symposium (The presentations should be recorded and submit to the committee prior to the online symposium, to be used in case of any network connection issues).

- Your video length should be in accordance with guidelines (FSN 3 min and FPTM 7 min) (All the guidelines are available on the UReS website <https://ureswyb.weebly.com/>).
- Your video recording should be continuous.
- Use a place free from any external disturbances to record your presentation.
- Avoid areas that have an echo or bad acoustics.
- Arrange your video screen to a corner so as not to disturb the content of the slide.
- You should be dressed in professional attire for your recording.
- Use a good-quality headset and position the microphone at an appropriate distance from mouth to reduce “pops”. Avoid using the default built-in microphone on a computer.
- Remember to speak slowly and enunciate clearly, without pausing.
- Make sure you have good front-lighting to ensure clear visibility of your face. If your rear is facing a window, close the shades.
- Put the camera at eye-level.
- Do a test recording and review the sound and picture quality before recording the entire presentation. Make adjustments if needed.
- Review and check your video to improve its quality (e.g., Removing awkward silences and start/stop bits).
- Please rename your video recording by your student number and department (16xxxx). Upload your video in the mp4 format on or before **January 30<sup>th</sup>, 2021** to a specified google drive (link will be provided closer to the submission date).
- No re-submissions are allowed. Therefore, please check with your supervisor before submitting the final video.
- Should you need further details please contact Dr. Thushanthi Perera 0761053228 and/or Dr. Upamali Peiris 0779486813.

### **Tips for Narrating Your Poster Presentations for UReS 2020**

- Your poster should be prepared according to the guidelines given (All the guidelines are available on the UReS website <https://ureswyb.weebly.com/>).
- You can record a **2-minute** narration for the poster PowerPoint you make.
- Make sure to check if the narration has all the important parts of your presentation at the end.
- Use a place free from any external disturbances for recording.
- Speak clearly and audibly.
- Remember to speak slowly and enunciate clearly, without pausing.
- Do a test recording and review the sound quality before recording the entire presentation. Make adjustments if needed.
- Please rename your poster with narration by your student number and department (16xxxx). Upload your poster with the narration on or before **January 30<sup>th</sup>, 2021** to a specified google drive (link to be provided closer to the submission date).
- No re-submissions are allowed. Therefore, please check with your supervisor before submitting the final version of the poster with narration.
- Should you need further details please contact Dr. Thushanthi Perera 0761053228 and/or Dr. Upamali Peiris 0779486813.