

INSTRUCTIONS FOR PREPARING A VIDEO PRESENTATION

The scientific meeting will be organized that the **video presentations** prepared by the exhibitors will be broadcast via the Internet according to a schedule that will be determined later. In the breaks between the blocks of video presentations, the exhibitors will be able to discuss each other live with the coordination of the session leader and the administrator.

The duration of the presentation is limited to 10-15 minutes.

You should record and send your presentation, and it will be broadcast together with presentations of other exhibitors according to the schedule on the day of the meeting.

To record a video presentation, you need to have:

1. camera
2. microphone
3. Adequate video recording program

If you already use one of the programs for recording video presentations, you can prepare your presentation in the program that suits you best. If you don't have a suitable program, we recommend you the free **OBS Studio** video recording software. The following will explain how to record your video presentation in **OBS Studio** software.

STEPS:

1. If you do not have **OBS Studio** installed, you need to download and install it from the site <https://obsproject.com/>. Depending on which operating system you have (Windows, Mac, Linux), select the download version (Figure 1).

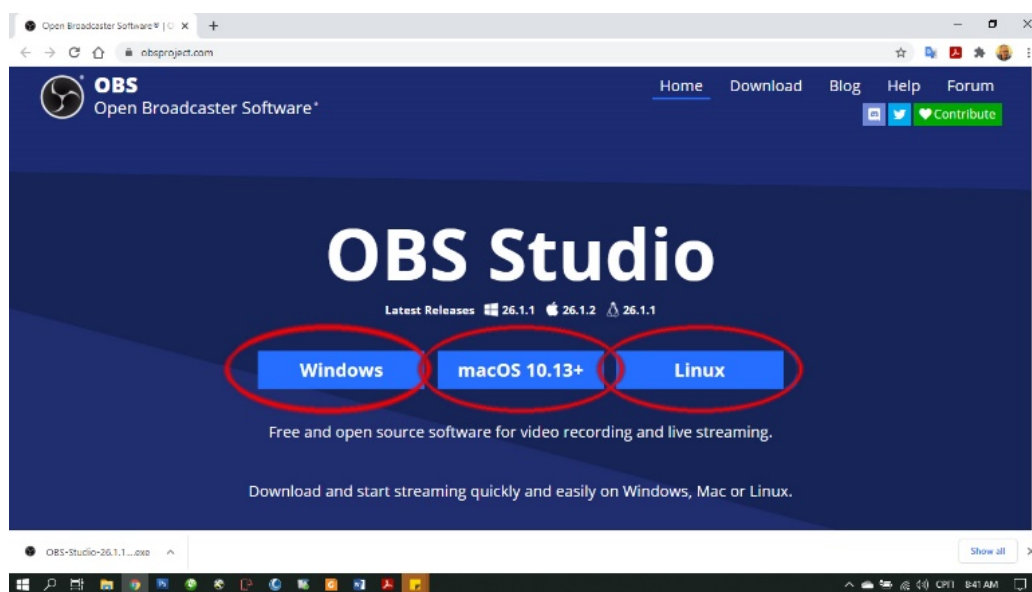


Figure 1

2. Once you have selected the download version, the download of the installation file (*OBS-Studio-26.1.1-Full-Installer-x64.exe*) will begin and will appear at the bottom of the screen in the Downloads directory. Run the installation. After a few minutes, *OBS Studio* will be installed and an icon will appear on your computer's home screen. Start the *OBS Studio* program (Figure 2).

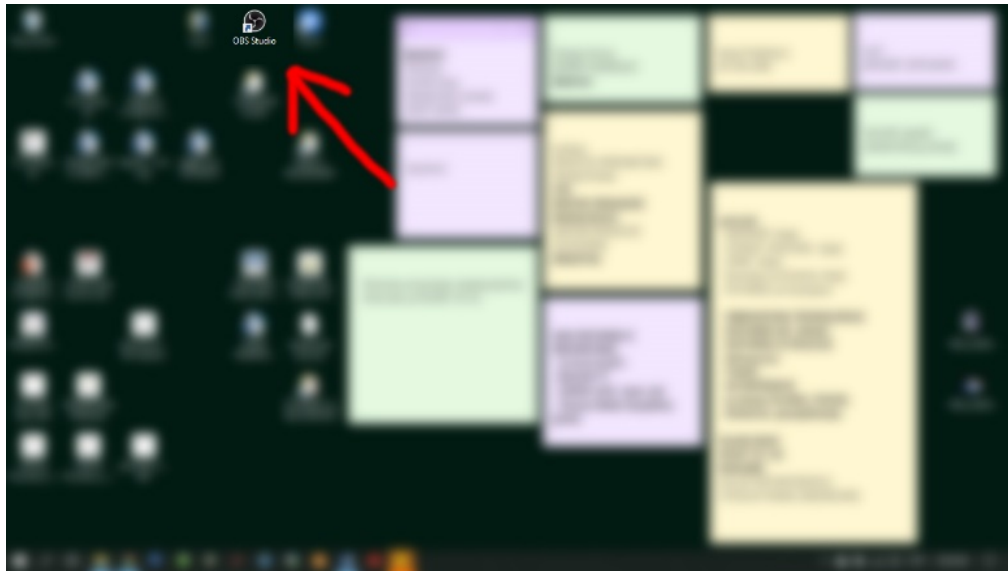


Figure 2

3. Home screen layout (Figure 3).
You first need to configure a streaming or recording program from the **Tools / Auto-Configuration Wizard** menu (Figure 4). Select the option to record off line.

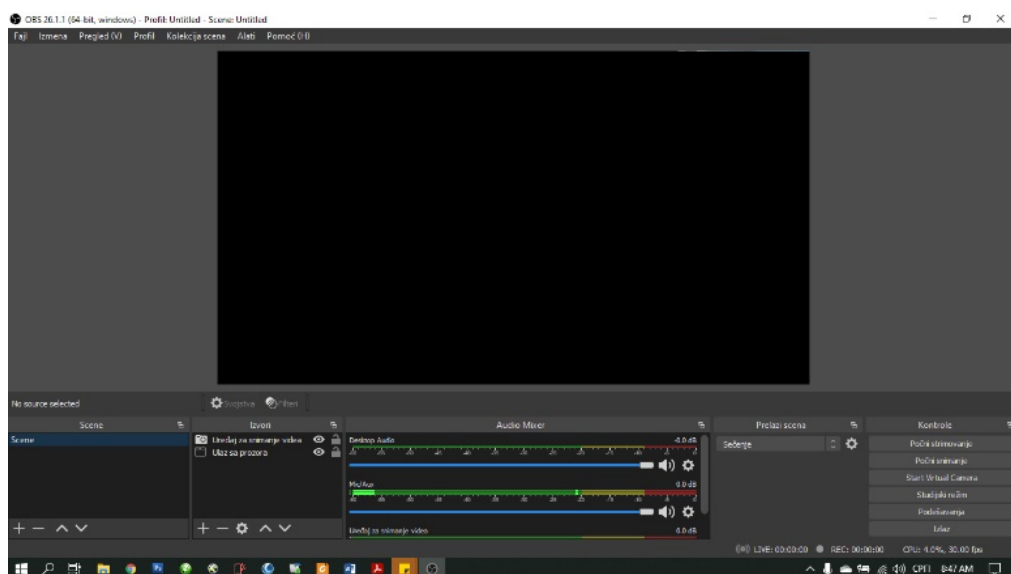


Figure 3

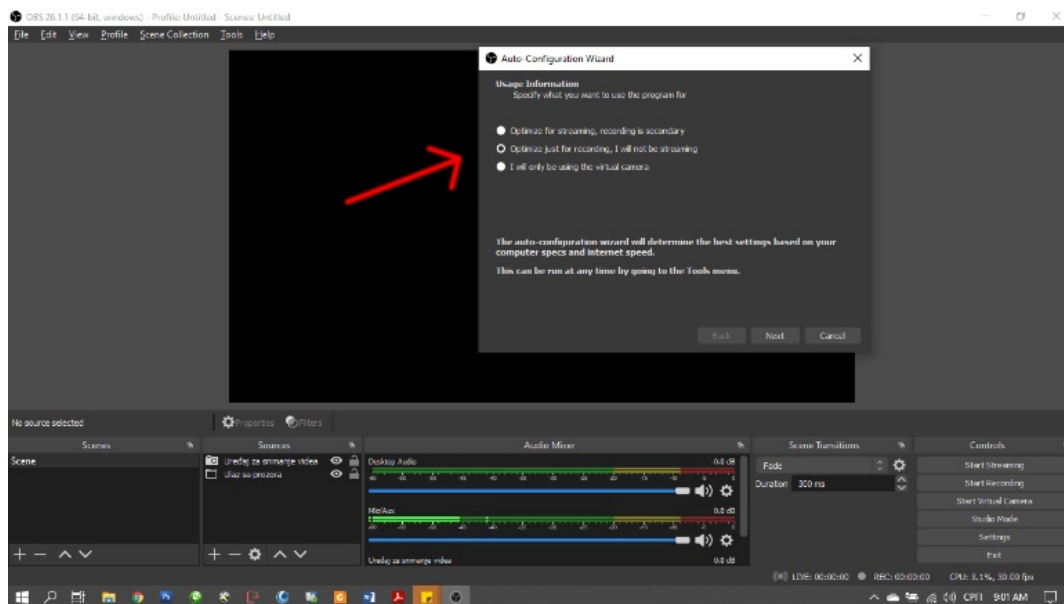


Figure 4

4. After clicking **Next**, the video configuration will appear. You can choose to have 30 FPS (*Frame Per Seconds*); it doesn't need to be larger, because the file size also increases automatically. After clicking **Next**, confirm with **Apply settings** (Figure 5).

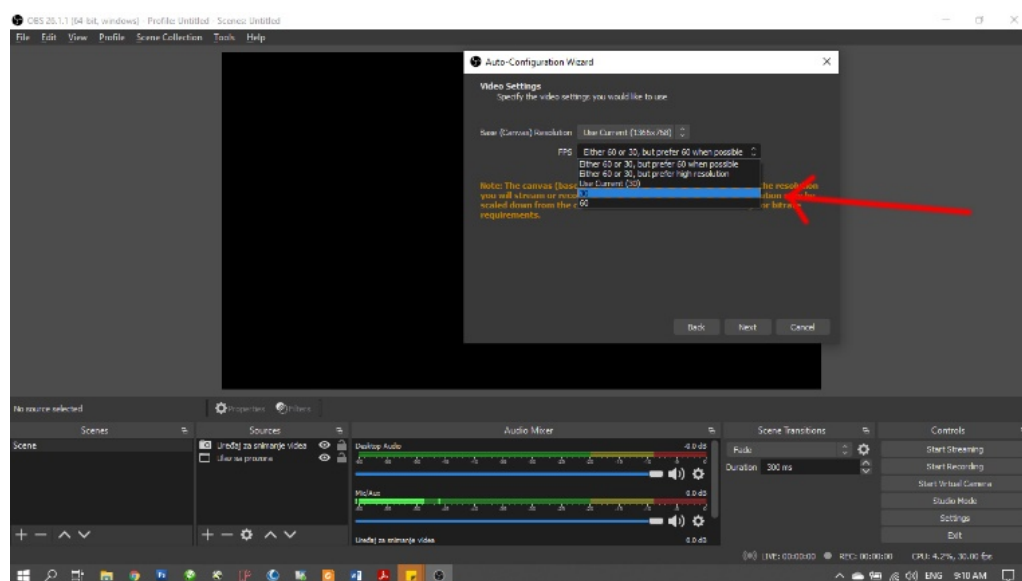


Figure 5

5. The next step is to set up the recording sources. You need to select in the following order: 1) **Audio input capture** (for sound recording), 2) **Display capture** (for screen recording) and 3) **Video capture device** (for recording your portrait, which you can adjust the size and position) (Figure 6). It is important that the recording sources are arranged so that the **Video capture device** is above the **Display capture** so that your portrait is visible through the presentation while you are exhibiting (Figures 7 and 8).

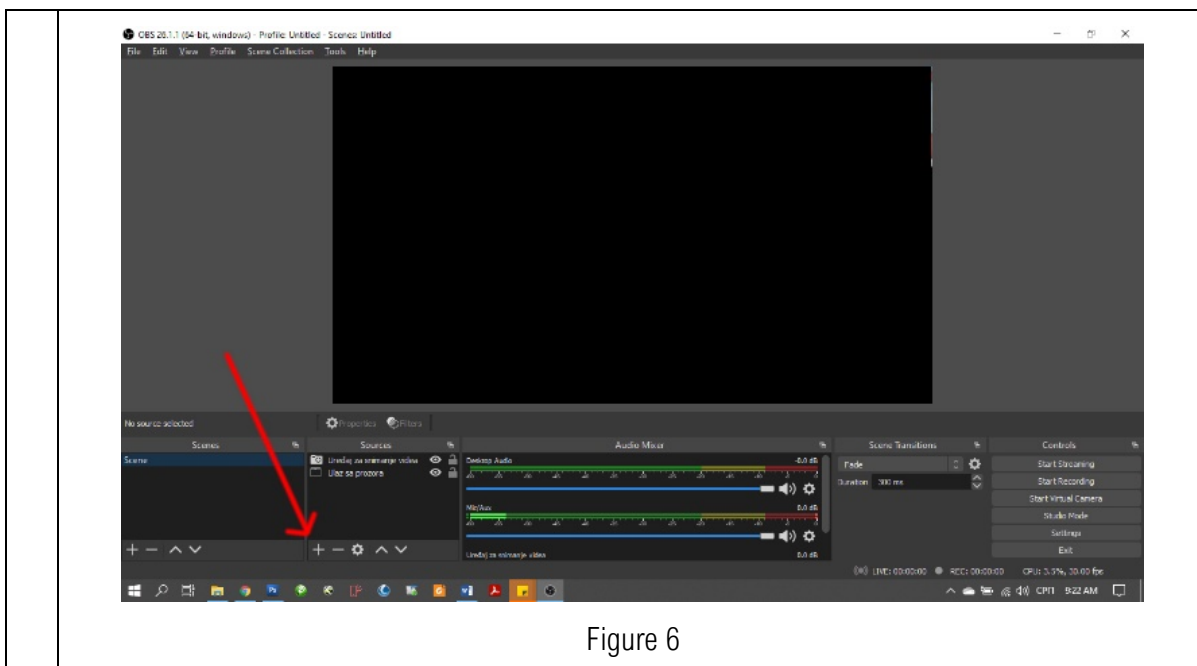


Figure 6

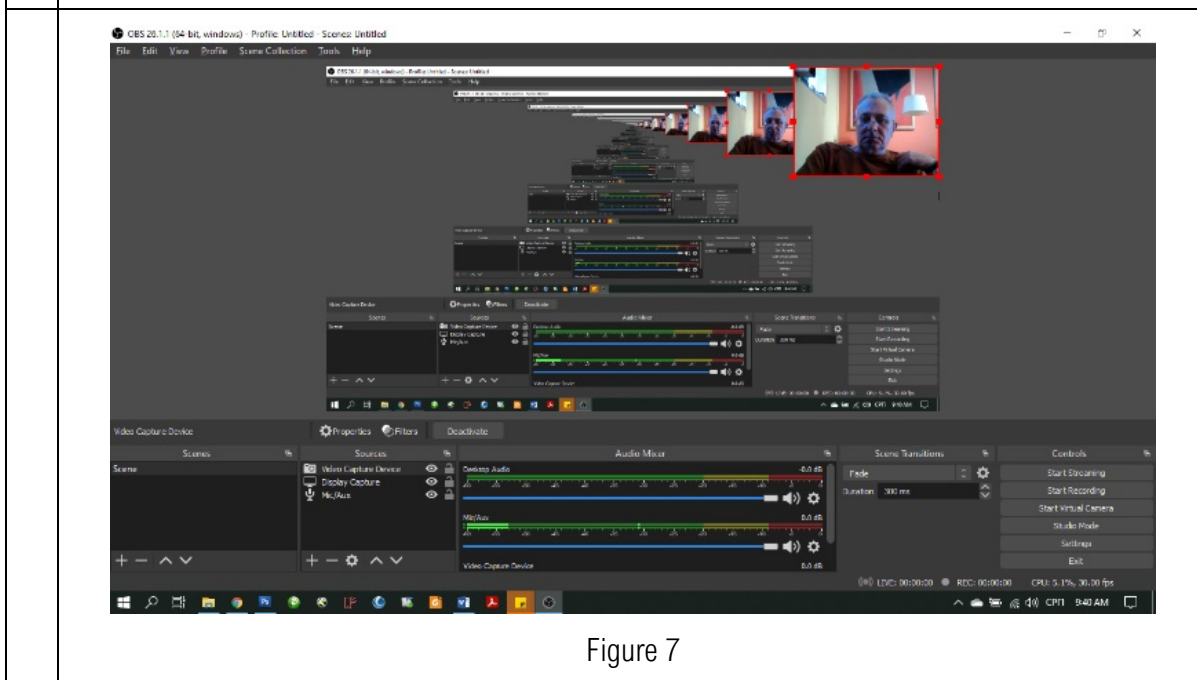


Figure 7

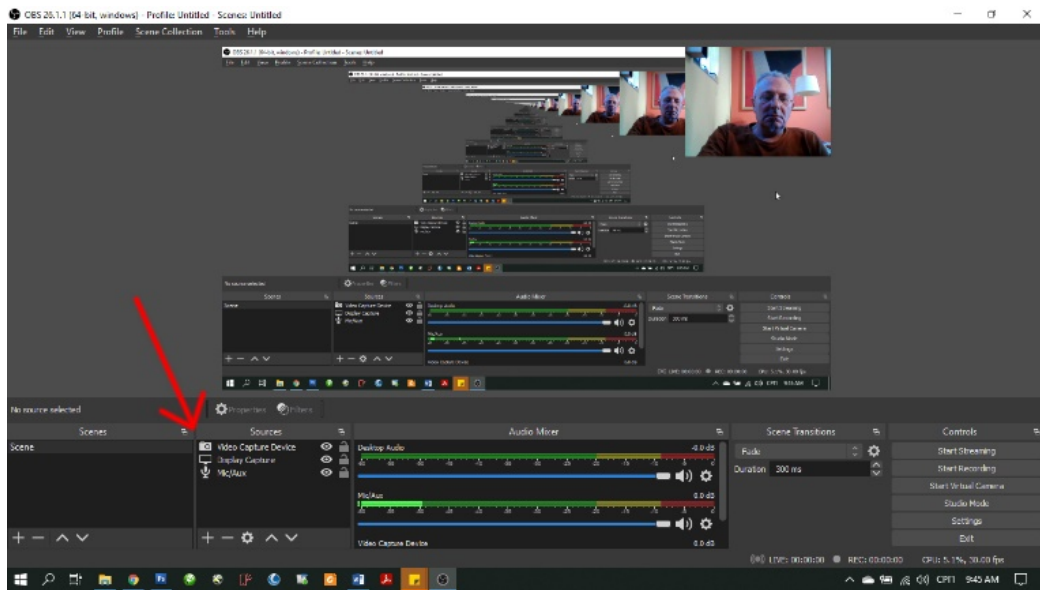


Figure 8

6. To make it easier to record / pause / stop recording, you need to set shortcuts (to record, pause and stop recording) via the keyboard, **File / settings / Hotkeys**, you can select any keys (Figure 9). Additional settings appear in **Settings / Advanced** (Figure 10).

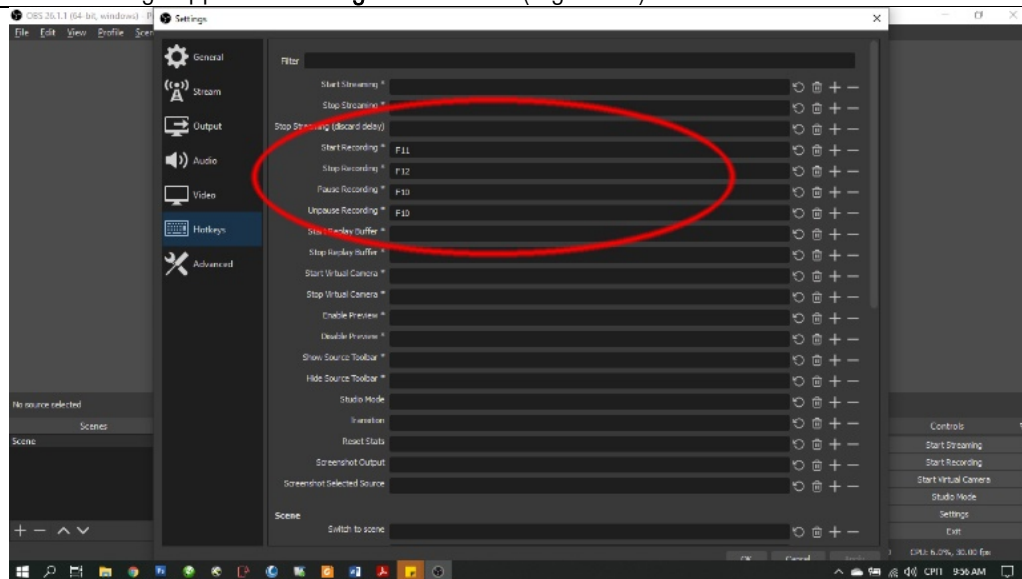


Figure 9

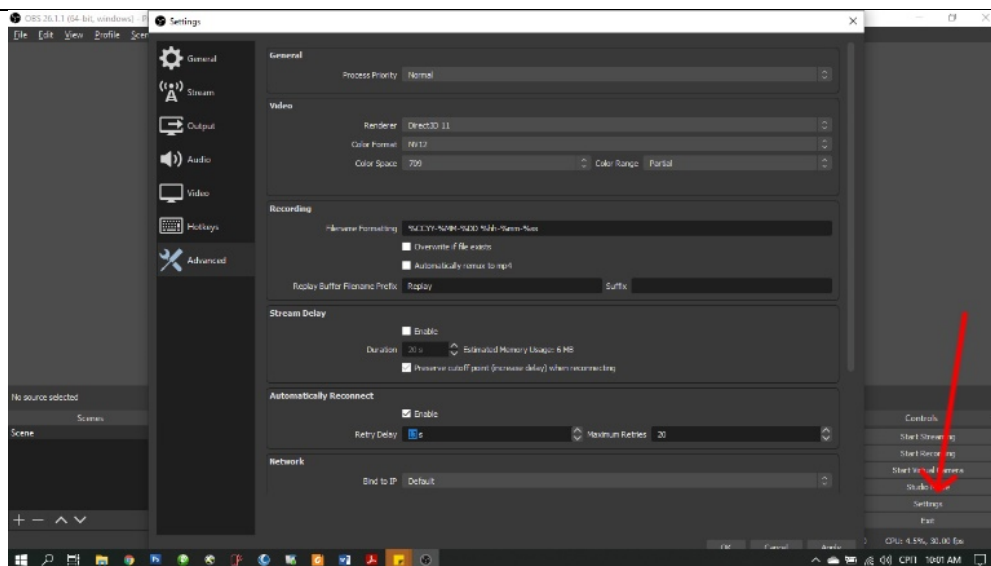


Figure 10

7. Now everything is ready to shoot. To play a prepared presentation (for example, a *PowerPoint presentation*) you need to start it from the **Power Point** program and then start recording (Figure 11). **It should be noted that during the recording, the screen with your image will not be visible on the screen, but only the projected slide of the presentation.** When you have opened the PPT on the screen (full screen), start recording by pressing the character on the keyboard that you selected to start recording (Figure 9) (for example, F11), you can pause the video by pressing the character you selected to pause (for example, F10), then re-recording and stopping recording (for example, F12). Make sure that your image does not cover the content of the presentation slides - you need to plan the free space for the projected image in the upper right corner when you preparing the presentation. Probably not everything will work "from the first", so we only need to try recording first.

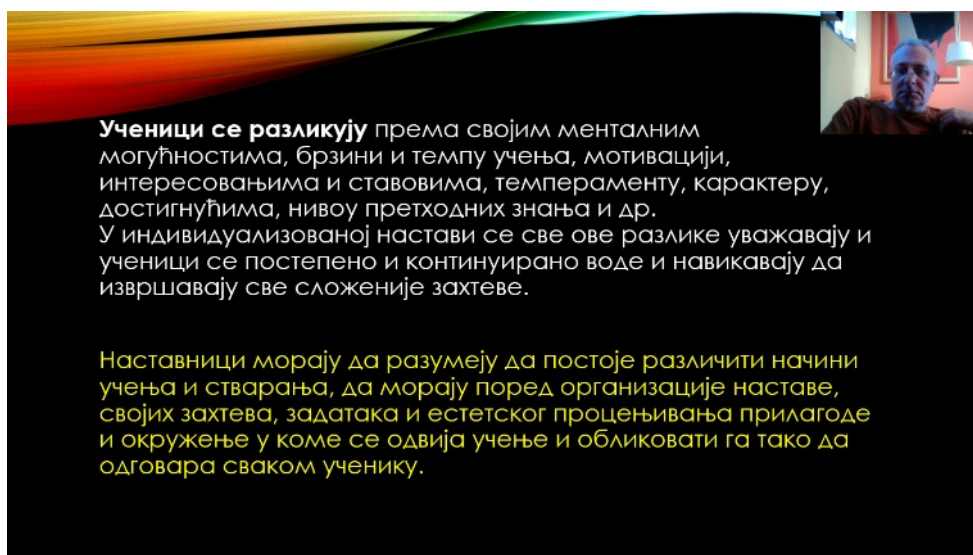


Figure 11

8. When you stop recording, you can find the video presentation on **File / Show Recordings**. It is packaged in **C: Videos**. You can then preview (Figure 11), rename, and then send us your video via the WeTransfer program to send large files (<https://wetransfer.com/>).



Note: Before sending the final version of the video, check the quality of the recording, the readability of the slides, sound quality and video duration (10-15 minutes).

Additional instructions for use:

https://www.youtube.com/watch?v=DTk99mHDX_I in English

<https://www.youtube.com/watch?v=sgk2s1h9PjY> in Serbian

There are a lot of tutorials for this software on the Internet so you can check them out!