- Presentation Guideline -

Deadline for submission of your pre-recorded presentation:

June 4th, 2021

01	Login into your conftool account: https://www.conftool.com/iddrg2021/
02	Go to „Your Submissions" & „Upload Presentation"
03	Upload your pre-recorded presentation as well as a portrait picture

- Submissions accepted for the IDDRG 2021 – Virtual will be presented June 21st – July 2nd

- Presentations for the IDDRG 2021 – Virtual will be **pre-recorded** and available during the whole scope (June 21st – July 2nd) of the conference as **on-demand video streams**

- At least one author of each submission must …

  - **register for participation by May 23rd, 2021* for „Scientific Paper" Submissions.**
  - **register for participation by June 4th, 2021 for „Presentation Only" Submissions.**

    *Registration must be done by this date **for Scientific Paper Submissions!** Otherwise, no transmission of your paper to the IOP Conference Series / IDDRG 2021 – Proceedings is possible!

- Every registered participant can present one paper only. For multiple presentations multiple registrations (Author, Co-authors, …) are needed. Details for participant registration can be found here: https://www.iddrg2021.uni-stuttgart.de/registration/

- The entire presentation file will be discarded after the virtual conference

REMARK:
Note that your presentation will be converted into a file format that does not allow downloads of your talk. But just like in a real conference, it is possible for the registered participants to make photographs or screen shots of your presentation. If you do not wish any scientific content of your presentation to be photographed, please indicate this on the according slide(s) in a clearly visible way.

TECHNICAL GUIDELINES

- ➢ Presentation duration: **Approx. 20 minutes**

- ➢ The official conference language is **English**

- ➢ Presentations need to be pre-recorded: **.mp4 – file format**
                                              max. 230 Mb

- ➢ IMPORTANT: Use a suitable recording device / microphone to record your audio. It is strongly advised to use a headset or dedicated microphone for the recording as the built-in micro-phone of your laptop may not provide sufficient quality. Please check your microphone prior to recording.

HOW TO RECORD YOUR PRESENTATION

- ➢ The following tutorial explains how to record your presentation with Microsoft Office PowerPoint:

> [Record a presentation](#)

- ➢ You can then export your file as a .mp4-format video-file:

> [Save a presentation as a video](#)

Before you submit your files, check your recorded presentation and verify audio & video recorded successfully!

HOW TO UPLOAD YOUR PRESENTATION

- ➢ Login into your conftool account: https://www.conftool.com/iddrg2021/
- ➢ Go to „Your Submissions" & „Upload Presentation "

For "Scientific Paper" Submissions:

* Multiple portrait pictures can be uploaded as zip-file in case of multiple presenters / speakers

For "Presentation Only" Submissions:

* Multiple portrait pictures can be uploaded as zip-file in case of multiple presenters / speakers