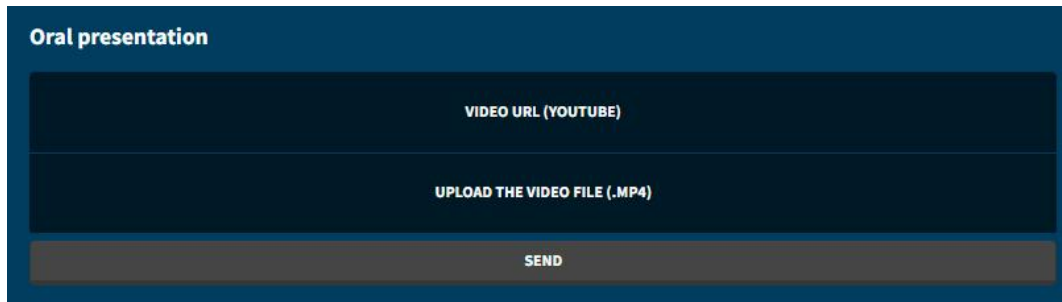


## Recorded oral presentation

- 1) After logging in ( <https://www.eventweb.com.br/icns2022/on-site/> ), click on the menu option 'My presentations'.
- 2) This page displays all papers or talks which you are presenting.
- 3) Choose the presentation and click on the title to view more information. Select how to insert your video presentation: (a) Video URL (Youtube) or (b) Upload the video file (.mp4).



The screenshot shows a dark blue form titled "Oral presentation". It contains three input fields stacked vertically. The first field is labeled "VIDEO URL (YOUTUBE)", the second is labeled "UPLOAD THE VIDEO FILE (.MP4)", and the third is a "SEND" button.

- 4) You must stay online during all time of your presentation session (stay tuned to the day and time of your presentation).
- 5) The participants watching your presentation may ask questions during this period.
- 6) The number of questions will be shown in front of the 'View questions' button text. To view them, click on the button below the information on the paper or lecture, in the item 'Questions made by participants'.
- 7) To answer a question, click on the 'Answer now' button. Fill in the corresponding field and click 'Save'. The answers will be shown to the participants on the view page of your paper.

### Minutes for a presentation

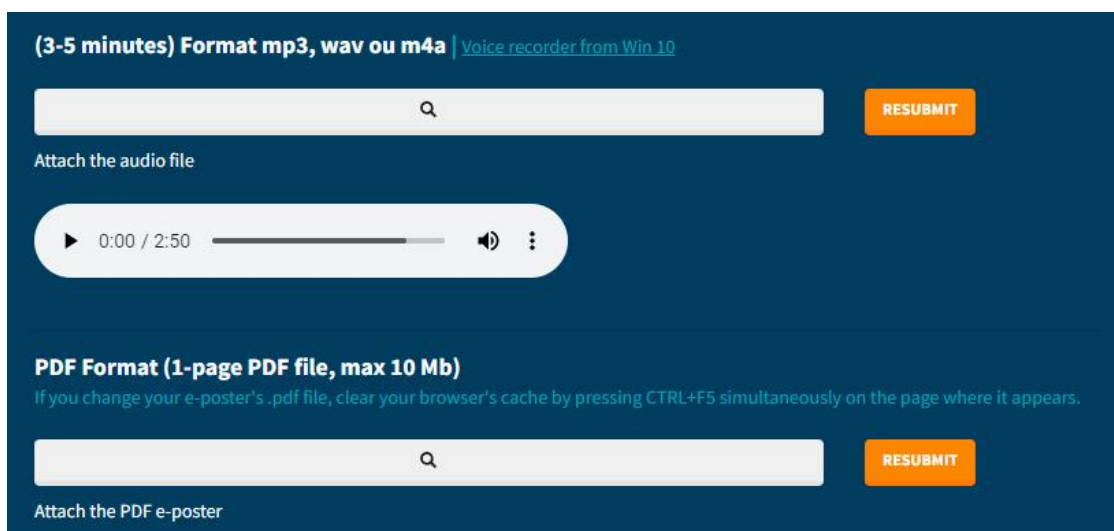
Plenary: Well known reputed scientists invited by the International Programme Committee (**40 minutes**).

Keynote: Outstanding scientist selected by the International Programme Committee (**25 minutes**).

Oral communication: **15 minutes**.

## Poster presentation

- 1) After logging in ( <https://www.eventweb.com.br/icens2022/on-site/> ), click on the menu option '**My presentations**'.
- 2) This page displays all papers or talks which you are presenting. Presenters are requested to create their poster with the following size (90 cms width x 120 cms height) and 3-5 minutes of audio recorded.
- 3) Choose the presentation and click on the title to access the buttons '**Attach the audio file**' and '**Attach the PDF e-poster**'.



- 4) Attach the audio file and the e-poster of your paper.
- 5) For the audio, the formats .mp3, .wav or .m4a (win 10 recording format) are accepted. If you have any doubts on how to record an audio, click on the link '**Voice recorder from Win 10**' to see how to proceed.
- 6) To send the e-poster, just click on the '**Attach the PDF e-poster**' field. Select the file and then click '**Send**'.
- 7) You may upload your files as soon as you have access to the "Virtual Room" environment.
- 8) You must stay online during all time of your presentation (stay tuned to the day and time of your presentation).
- 9) The participants viewing your poster may post questions using the Chat tool (during the entire duration of the event), or using the optional Zoom/Google Meet address you provide (during your poster session).
- 10) The number of questions will be shown in front of the '**View questions**' button text. To view them, click on the button below the information on the paper or lecture, in the item '**Questions made by participants**'.
- 11) To answer a question, click on the '**Answer now**' button. Fill in the corresponding field and click '**Save**'. The answers will be shown to the participants on the view page of your paper.

## Voice recorder from Win 10

### ***How do I do the record?***

- 1) In the windows search bar, write **voice recorder**. The application will start.
- 2) Click on the blue button with microphone icon. Recording will start.
- 3) To stop recording, click the blue button again.

### ***Where the file will be save?***

- 1) On the right bar of the application, click in ...
- 2) Then, click on the option **Open file location**.
- 3) Select it and attach it in the field for the audio file on your presenter page.

