

24-28 August 2021

Online

ICAS 12 Participant Portal Guide – Paper Presenter

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Important notes:

It is recommended to use the **Firefox** or **Google Chrome** browser to complete the tasks

Deadline for presentation upload is **1 August 2021**

Pre-recorded materials will be available from **10 August–15 October 2021**

Should you have any questions please contact the ICAS 12 Organisers at icas12@iias.nl

Getting Started – Log-in page

You will receive an email that includes a link and your log-in details for the ICAS 12 Participant Portal, please check your spam folder as well. Should you not have received this email, please contact the ICAS 12 Organisers at icas12@iias.nl.



Welcome to the ICAS 12 Participant Portal

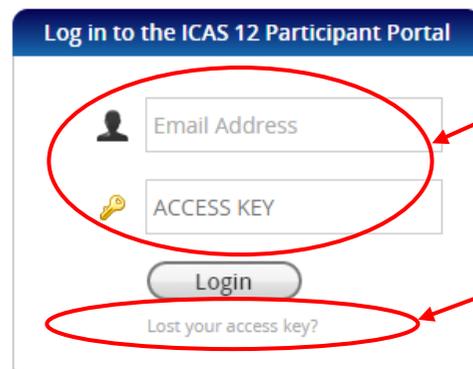
Thank you for participating at ICAS 12!

In this portal you will be preparing your online participation at the conference:

- edit or update your participant profile
- for participants with a paper presentation, you will be pre-recording or uploading your presentation video in this portal

An email with your log-in details for this ICAS 12 Participant Portal was sent to you, please check your spam folder as well. Should you not have received this email, please contact the ICAS 12 Organisers at icas12@iias.nl.

Please login below and follow instructions to provide your details for the conference.

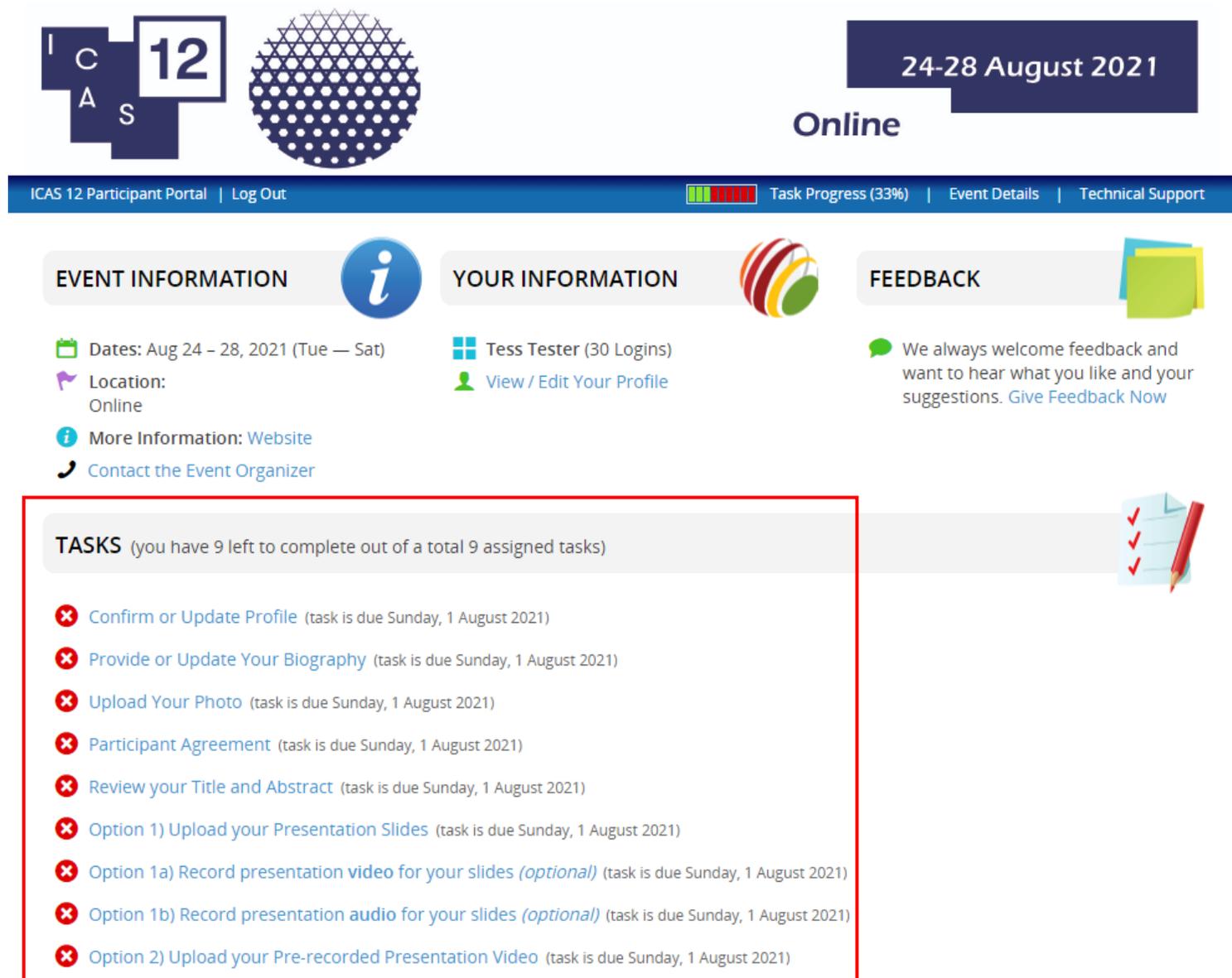
The login form is titled 'Log in to the ICAS 12 Participant Portal'. It contains two input fields: 'Email Address' with a person icon and 'ACCESS KEY' with a key icon. Below these fields is a 'Login' button and a link that says 'Lost your access key?'. Red circles highlight the input fields and the 'Lost your access key?' link.

Please fill in your email address and Access Key that was sent to you per email.

You can also request your Access Key by clicking on 'Lost your access key?' at the bottom.

Getting Started – Task List

The tasks available in your task list is based on your role at ICAS 12. These tasks are required to gather the necessary information for your profile and presentation.



The screenshot displays the ICAS 12 Participant Portal interface. At the top left is the ICAS 12 logo, and to its right is a circular graphic composed of a grid of dots. Further right, the event dates "24-28 August 2021" and the word "Online" are displayed. A blue navigation bar contains the text "ICAS 12 Participant Portal | Log Out", a progress indicator for "Task Progress (33%)", and links for "Event Details" and "Technical Support". Below this bar are three main sections: "EVENT INFORMATION" with an information icon, "YOUR INFORMATION" with a person icon, and "FEEDBACK" with a sticky note icon. The "EVENT INFORMATION" section lists dates (Aug 24-28, 2021), location (Online), and links for more information and contact. The "YOUR INFORMATION" section shows the user is a "Tess Tester (30 Logins)" and provides a link to "View / Edit Your Profile". The "FEEDBACK" section includes a message: "We always welcome feedback and want to hear what you like and your suggestions. Give Feedback Now". The "TASKS" section, highlighted with a red border, shows a list of 9 tasks, all marked as incomplete with a red 'x' icon. To the right of the tasks list is an icon of a notepad with a red pencil.

ICAS 12 Participant Portal | Log Out Task Progress (33%) | [Event Details](#) | [Technical Support](#)

EVENT INFORMATION

 Dates: Aug 24 – 28, 2021 (Tue — Sat)
 Location: Online
 More Information: [Website](#)
 [Contact the Event Organizer](#)

YOUR INFORMATION

 Tess Tester (30 Logins)
 [View / Edit Your Profile](#)

FEEDBACK

 We always welcome feedback and want to hear what you like and your suggestions. [Give Feedback Now](#)

TASKS (you have 9 left to complete out of a total 9 assigned tasks)

-  [Confirm or Update Profile](#) (task is due Sunday, 1 August 2021)
-  [Provide or Update Your Biography](#) (task is due Sunday, 1 August 2021)
-  [Upload Your Photo](#) (task is due Sunday, 1 August 2021)
-  [Participant Agreement](#) (task is due Sunday, 1 August 2021)
-  [Review your Title and Abstract](#) (task is due Sunday, 1 August 2021)
-  [Option 1\) Upload your Presentation Slides](#) (task is due Sunday, 1 August 2021)
-  [Option 1a\) Record presentation video for your slides \(optional\)](#) (task is due Sunday, 1 August 2021)
-  [Option 1b\) Record presentation audio for your slides \(optional\)](#) (task is due Sunday, 1 August 2021)
-  [Option 2\) Upload your Pre-recorded Presentation Video](#) (task is due Sunday, 1 August 2021)

Confirm or Update Profile

← Task List | Log Out Task Progress (0%) | Event Details | Technical Support

 **CONFIRM OR UPDATE PROFILE** 

 Your name and your affiliation as per below will be used in the ICAS 12 Programme. Please verify that your information is complete, accurate, and spelled correctly.

Personal Details (as it will appear on program materials)	Mailing Address	Contact Details
Prefix <input type="text"/>	Address Line 1 <input type="text"/>	Office Phone <input type="text"/>
First Name <input type="text"/> *	Address Line 2 <input type="text"/>	Cell Phone <input type="text"/>
Middle Initial <input type="text"/>	Address Line 3 <input type="text"/>	Fax <input type="text"/>
Last Name <input type="text"/> *	City <input type="text"/>	Email <input type="text"/> *
Suffix <input type="text"/>	State / Province <input type="text" value="Select state / province ..."/>	
	Zip / Postal Code <input type="text"/>	
	Country <input type="text" value="Select a country..."/>	

★ **Professional Information** (as it will appear on programme materials)

Position

Affiliation *

Social Media Information
If you would like to share social media information with attendees, you may enter your information below.

Website (format: 'https://www...')	<input type="text"/>	<input type="checkbox"/> Not applicable
LinkedIn Profile Page (format: 'https://www...' — You can find your LinkedIn account URL under your photo on your Profile page.)	<input type="text"/>	<input type="checkbox"/> Not applicable
Twitter Username (format: @cadmiumcd — please include the @ character at the beginning)	<input type="text"/>	<input type="checkbox"/> Not applicable
Facebook Page (format: 'https://www...')	<input type="text"/>	<input type="checkbox"/> Not applicable

Please verify that your name and your affiliation are accurate and spelled correctly as this information will be used for the ICAS 12 Programme.
Fields with a red asterisk are required fields.

You can also choose to include your social media links as well.
Please click the 'Continue' button to save your information.

Provide or Update Your Biography

Your biography will be visible to other ICAS 12 participants and should not exceed 200 words.



24-28 August 2021

Online

← Task List | Log Out



Task Progress (33%)

| Event Details

| Technical Support



PROVIDE OR UPDATE YOUR BIOGRAPHY

Continue



Please provide or update your biography below. Your bio will be visible under your profile on the ICAS 12 programme website.

My biography|

2 words (200 max)
11 characters

Continue

Upload Your Photo

As ICAS 12 will be an online event, it will be a more engaging experience for you and other virtual participants if you would upload a photo of yourself. This is not required, but we would highly recommend you to do so. Photo requirements – file size: **minimum of 50 Kb**; acceptable file types: **.jpg or .png file**



The banner features the ICAS 12 logo on the left, a circular graphic with a grid pattern in the center, and the text '24-28 August 2021' and 'Online' on the right. Below the banner is a dark blue navigation bar with links for 'Task List | Log Out', a progress indicator for 'Task Progress (22%)', and 'Event Details | Technical Support'.

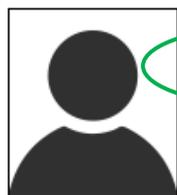


UPLOAD YOUR PHOTO

Submit Photo



Please upload a digital image for your profile in the ICAS 12 programme. **Your image needs to be larger than 50 Kb. Your image needs to be one of the following types: "jpg, png."**



Photo

Choose File No file chosen

By uploading a photo of yourself, you certify that you will not be distributing the image.

I will not be uploading a photo

Submit Photo

Click 'Choose File' and choose the photo from your device that you would like to upload for your profile. The file needs to be at least 50 KB and has to be a .jpg or .png file.

Then click 'Submit Photo' button.

Check this box to opt out of uploading a photo and click the 'Continue' button that will appear after checking the box.



CROP YOUR PHOTO

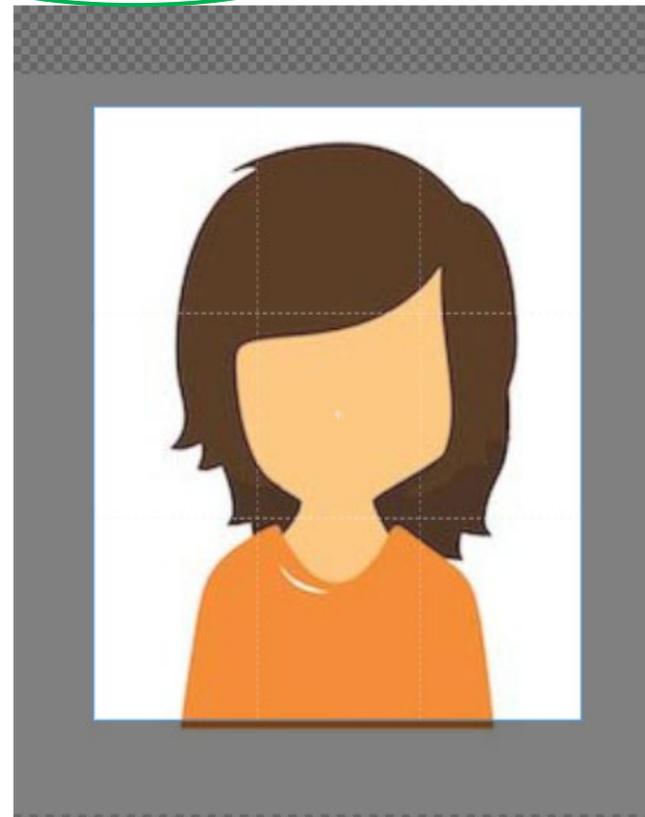
Crop & Submit Photo



In order to show your photo to attendees, it needs to be cropped to 480 pixels by 600 pixels. This will not affect your original photo that was uploaded.

1. Please click and drag the uploaded image to center it on the highlighted crop box area.
2. To zoom in and out on the uploaded image, use the scroll wheel on the mouse, or press the Zoom In and Zoom Out buttons.
3. Click 'Crop & Submit Photo'. **This task is not complete until you click 'Crop & Submit Photo'.**

Zoom In Zoom Out



Crop & Submit Photo

You can use the system's tools to help you cropping the photo to the required size of 480 pixels by 600 pixels.

You can click and drag the uploaded image to centre it on the highlighted crop box area.

To zoom in and out on the uploaded image, use the scroll wheel on your mouse or press the Zoom In and Zoom Out buttons.

Click 'Crop & Submit Photo' to finish.



UPLOAD YOUR PHOTO

Use Existing Photo

Submit Photo



Please upload a digital image for your profile in the ICAS 12 programme. Your image needs to be larger than 20 Kb. Your image needs to be one of the following types: "jpg, png."



Photo

Choose File No file chosen

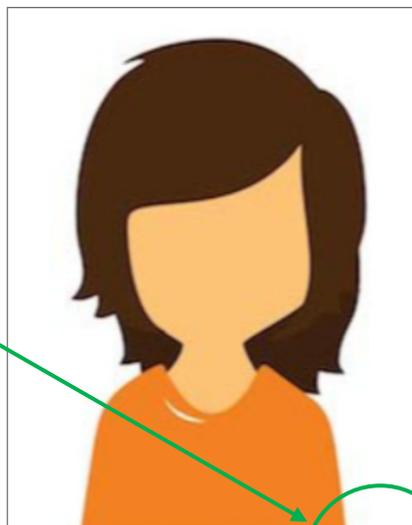
By uploading a photo of yourself, you certify that you have the right to distribute the image.

I will not be uploading a photo

Submit Photo

You can come back to this task to view, download or delete the uploaded photo at a later stage.

To upload a new photo simply click 'Choose File' again and choose a new photo from your device, click the 'Submit Photo' button again and crop your photo as described above.



Added: 6/25/2021, 09:16
Width = 480 pixels
Height = 600 pixels

View
Download
Delete

Participant Agreement

Please read the Participant Agreement and check the box on the bottom to complete this task.

Review your Title and Abstract

Please review and confirm that your title and abstract are accurate and spelled correctly as this information will be published in the ICAS 12 website. Please contact the ICAS 12 organisers at icas12@ias.nl for queries.

Pre-recorded Presentations and Live Discussion Sessions

All paper presenters are asked to pre-record their presentation. Deadline for presentation upload is **1 August 2021**. The pre-recorded presentations will be made available as of **10 August 2021** to give all participants the opportunity to browse and watch the different presentations before the start of the live conference on 24–28 August 2021. The presentations will stay available until **15 October 2021**, which will enlarge the reach of your work as it gives participants the chance to catch up on your presentation even after the official conference dates. Participants are offered the possibility to leave comments/questions for your presentation, to which you can respond via the text chat or during the live discussion session. The one-hour live discussion sessions aim to maximize the opportunity to go more into depth. These **live sessions will consist of short recaps of 3-5 minutes of each presentation and will be followed by a longer lively discussion, exchange, collaboration and Q&A**. To enable free discussion these live panel sessions will not be recorded.

There are two different options to provide your pre-recorded presentation (of max. 15 mins):

- 1) Upload your PowerPoint presentation slides to the CadmiumCD conference management system. After the system has processed your presentation slides, it will offer additional options to record either a video or audio to be played next to your presentation slides. The video recording option (1a) or audio recording option (1b) has to be done in the system itself, step-by-step instructions can be found on [page 10](#) of this guide.

Slides requirements – file size: **maximum of 2 GB**; acceptable file types: **.ppt, .pptx, .pps, .ppsx, .key**; please note that animations and videos are not supported in presentation slides.

Action: upload presentation slides and record video or audio in the conference management system itself

- 2) Record a paper presentation video of max. 15 mins yourself and upload this video file to the CadmiumCD conference management system, step-by-step instructions can be found on [page 27](#) of this guide.

Video requirements – file size: **maximum of 2 GB** (please contact the ICAS 12 Organiser if your file exceeds this size); acceptable file type: **.mp4**

Action: record paper presentation video of max. 15 mins with your own means and upload the file to the conference management system

Option 1) Upload your Presentation Slides

Option 1: upload presentation slides and record video or audio in the system



Animations and videos are not supported in presentation slides.

← Task List | Log Out

Event Details | Technical Support



OPTION 1) UPLOAD YOUR PRESENTATION SLIDES



Tuesday, 24 August 2021

12:00 – 13:00

Paper Presentation for ICAS 12

Tess Tester – Organiser, IIAS



Please upload slides for your presentation.

By uploading your presentation slides, you agree to have the slides published on the ICAS 12 programme website. The slides will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021. If you do not wish to upload slides, please upload a pre-recorded presentation video under option 2 and check the "I have nothing to upload" checkbox to opt out.

PLEASE NOTE: When you submit your file through this task, it will be sent directly to a publishing queue and be processed for display in the mobile app and/or website.

Please be aware that animations and videos are not supported.

If you decide to retract your file, you may remove the content from displaying in the mobile app and/or website by clicking the "(delete this file)" link from within this upload task where you made the initial submission.

Submit File(s)



I will not upload presentation slides, but will upload a pre-recorded presentation video under option 2



Presentation Slides

Choose File No file chosen

(this is a required upload)

Acceptable file types: .ppt, .pptx, .pps, .ppsx, .key, .pdf

Click 'Choose File' and choose the presentations slides file from your device that you would like to upload. The file has to be a ppt, .pptx, .pps, .ppsx, .key file

Then click the 'Submit File(s)' button.

The screenshot shows a Google Chrome browser window with the URL `conferenceharvester.com/harvester2/Tasks/frame...erz/Tasks/UploadV3.asp?PresentationID=1762107`. An upload progress window is open in the top-left corner, displaying 'Uploading files...' and '<unknown> left (at 0/sec) 0/0(0%)'. A red box highlights this window with the text: 'To cancel uploading, press your browser's STOP button.' Below the browser window, the main page content includes a navigation bar with 'Task List | Log Out', 'Task Progress (44%)', 'Event Details', and 'Technical Support'. The main heading is 'OPTION 1) UPLOAD YOUR PRESENTATION SLIDES' with a red and green arrow icon. Below this, it shows the date 'Tuesday, 24 August 2021' and time '12:00 - 13:00' for the 'Paper Presentation for ICAS 12' by Tess Tester. An information icon is followed by the text: 'Please upload slides for your presentation. By uploading your presentation slides, you agree to have the slides published on the ICAS 12 programme website. The slides will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021. If you do not wish to upload slides, please upload a pre-recorded presentation video under option 2 and check the "I have nothing to upload" checkbox to opt out.' A red dashed box contains a 'PLEASE NOTE' section: 'PLEASE NOTE: When you submit your file through this task, it will be sent directly to a publishing queue and be processed for display in the mobile app and/or website. Please be aware that animations and videos are not supported. If you decide to retract your file, you may remove the content from displaying in the mobile app and/or website by clicking the "(delete this file)" link from within this upload task where you made the initial submission.' At the bottom, there is a 'Submit File(s)' button, a checked checkbox for 'I will not upload presentation slides, but will upload a pre-recorded presentation video under option 2', and a file upload section for 'Presentation Slides' with a 'Choose File' button, the filename 'ICAS 12 Test.pptx', and acceptable file types: '.ppt, .pptx, .pps, .ppsx, .key, .pdf'. A 'File' icon is also present.

Option 1: upload presentation slides and record video or audio in the system

When you have clicked 'Submit File(s)' your file will start to upload and this little window in the upper left hand corner indicate its progress.

When the upload is finished you will be brought back to your Task List.

Option 1: upload presentation slides and record video or audio in the system



Please note: before you can start on recording video or audio for your presentation slides you must have uploaded your presentation slides for which you will record video or audio. When you have uploaded your slides, they will be processed in the system, this will take no more than 15 mins. Please do not re-upload your file in the meantime, but refresh the screen after 15 mins.

Once the slides are processed in the system, you can choose to record video or audio to add to your presentation slides.

For recording **video** with your slide: [Jump to the step-by-step instructions for option 1a\) video recording to add to slides](#)

For recording **audio** with your slide: [Jump to the step-by-step instructions for option 1b\) audio recording to add to slides](#)



TASKS (you have 4 left to complete out of a total 9 assigned tasks)

- ✔ Confirm or Update Profile (completed 28/6/2021 at 05:05)
- ✔ Provide or Update Your Biography (completed 28/6/2021 at 05:06)
- ✔ Upload Your Photo (completed 26/6/2021 at 12:38) -- PREVIEW UPLOAD
- ✔ Participant Agreement (completed 28/6/2021 at 05:06) PREVIEW
- ✔ Option 1) Upload your Presentation Slides (completed 28/6/2021 at 05:06) -- PREVIEW UPLOADS
- ✘ Option 1a) Record presentation video for your slides (optional) (task is due Sunday, 1 August 2021)
- ✘ Option 1b) Record presentation audio for your slides (optional) (task is due Sunday, 1 August 2021)
- ✘ Option 2) Upload your Pre-recorded Presentation Video (task is due Sunday, 1 August 2021)

Click this task to record a **video** for your presentation slides and proceed to **page 13** of this guide.

Click this task to record **audio** for your presentation slides and proceed to **page 20** of this guide.

Option 1a) Record presentation video for your slides (optional)

Option 1: upload presentation slides and record **video** or audio in the system

Some points of attention and recommendations to optimise your home recordings:

1. Camera Setup

We would recommend to use a built-in or an external webcam linked to your laptop or desktop; use landscape mode; pay attention to the distance from your body to your camera

2. Lighting

Consider recording your video in front of a window or another lightsource with light coming from the front.

3. Sound

We would recommend using an external USB-microphone; do not place it too close to your mouth (will cause clipping or pop sounds), but also not too far away (this will increase the chance of noise and echo); do a sound check before your start. Try to find a quiet time during the day for recording.

4. Presentation

Prepare for your recording, go over your presentation slides or text before you start recording. Practice a few times and start over if needed.

5. Room Set-Up

Be mindful of your room background, make sure the background is tidy and not distracting. Remember to protect your own privacy, make sure that things caught on camera are all right to be visible.

6. Representation

Prepare yourself like you would be doing the presentation in person, put on some nice clothes, brush your hair, etc. People will notice! Be mindful of your posture as well, try not to slouch for example.

To view these tips in more details, you can visit the website of [The Centre for Innovation, Leiden University](#) or download their [pdf with the tips](#) directly.

Please note: **before you can start on the 'Record presentation video for your slides' task you must have uploaded your presentation slides** for which you will record video. When you have uploaded your slides, they will be processed in the system, this will take no more than 15 minutes. Please do not re-upload your file in the meantime, but refresh the screen after 15 minutes.

You have the opportunity to add video to your presentation. **Attendees will hear the audio when they view the slides and they will see your video in a corner of the slides.** It is a great way to make the presentation viewing experience for attendees more personal and engaging.

Option 1: upload presentation slides and record video or audio in the system



OPTION 1A) RECORD PRESENTATION VIDEO FOR YOUR SLIDES (OPTIONAL)

Complete Task



You have the opportunity to add video to your presentation. Attendees will hear the audio when they view the slides and they will see your video in a corner of the slides. It's a great way to make the presentation viewing experience for attendees more personal and engaging.

This task can only be done when the presentation has slides uploaded. Once the slides are uploaded, they will be shown below on this page and you can click the first slide to get started with your video recording.

NOTE: You can record the slides in any order (i.e. you do not have to start on the first slide). If you wish to record slides at different times (i.e. you want to record a portion today and the remainder at a later date), you can do so by closing this tab and come back to it at a later time. You can complete this task, for this presentation, ONLY once each of the slides have a video.

The presentation slides for this presentation have been uploaded and are being processed in the system, this will take no more than 15 minutes. Please do not re-upload your file in the meantime, but refresh this screen after 15 minutes.

Once the slides are processed in the system, you will see thumbnails of your slides at the bottom instead of the message in red and you can start recording.



Paper Presentation for ICAS 12

Video recorded so far: 0 seconds (you can record between 1 and 15 minutes of video for the whole presentation)

I do not plan to submit a video to support these presentation slides.

The presentation slides for this presentation have been uploaded and are being processed in the system, this will take no more than 15 minutes. Please do not re-upload your file in the meantime, but refresh this screen after 15 minutes. Once the slides are processed in the system, you will see thumbnails of your slides at the bottom instead of this message in red and you can start recording.

Thumbnails of your slides will be shown on the bottom of this page once they are processed in the system and you can click the first slide (or any slide) to get started with your video recording. You can record the slides in any order (i.e. you do not have to start on the first slide). If you wish to record slides at different times (i.e. you want to record a portion today and the remainder at a later date), you can click on the return to  link in the blue banner on the left and come back to this task at a later time.

Option 1: upload presentation slides and record video or audio in the system

Please note: To complete this task, every slide must have a video recording or the opt-out box checked.



OPTION 1A) RECORD PRESENTATION VIDEO FOR YOUR SLIDES (OPTIONAL) Complete Task

 You have the opportunity to add video to your presentation. Attendees will hear the audio when they view the slides and they will see your video in a corner of the slides. It's a great way to make the presentation viewing experience for attendees more personal and engaging.

This task can only be done when the presentation has slides uploaded. Once the slides are uploaded, they will be shown below on this page and you can click the first slide to get started with your video recording.

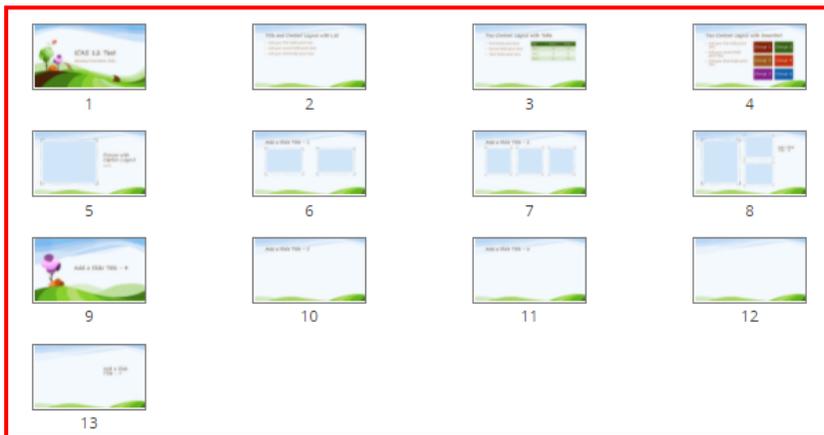
NOTE: You can record the slides in any order (i.e. you do not have to start on the first slide). If you wish to record slides at different times (i.e. you want to record a portion today and the remainder at a later date), you can do so by closing this tab and come back to it at a later time. You can complete this task, for this presentation, ONLY once each of the slides have a video.

Paper Presentation for ICAS 12

Video recorded so far: 0 seconds (you can record between 1 and 15 minutes of video for the whole presentation)

I do not plan to submit a video to support these presentation slides.

0% (0 / 13) of the slides have video



How to record:

- 1) Select the slide you want to record video for, normally people start with the first slide, but you can do it in whatever order you prefer.
- 2) The bottom of the screen will display the slide to which you are recording video. Click the blue 'Start Recording' button to record video for the slide. You may see a pop-up message when you click the button asking you if you would like to allow access to your camera and microphone. Once you allow access you can start recording your video. A little window of your camera feed will appear above the slide.
If you do not want to have video on this slide, simply use the 'opt out' option for this slide.
- 3) Proceed until each slide has a video or has the opt-out box checked.

Option 1: upload presentation slides and record video or audio in the system



OPTION 1A) RECORD PRESENTATION VIDEO FOR YOUR SLIDES (OPTIONAL)



Click the blue START RECORDING button to record video for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your video. If you do not want to have video on this slide, simply use the opt out option.

When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green then your microphone is not picking up any sound.



Paper Presentation for ICAS 12

Video recorded for this slide: 0 seconds — videos for all slides: 0 seconds

You can record up to 10 minutes for this slide and 1 to 15 minutes for the presentation.

START RECORDING

I do not plan to record video for this slide.

1 / 13

Next Slide >

ICAS 12 Test

Uploading Presentation Slides

< Back to all slides

0% (0 / 13) of the slides have video

You will see information directly above the 'Start Recording' button indicating how much time you have recorded so far, the maximum amount of recording time for a single slide and the maximum amount of time for the entire presentation. On the slide itself you will see some action buttons allowing you to advance to the **next slide**, return to the page showing **all slides** and an indicator that shows the **percentage of the slides that contain video** at that moment.

Click the blue 'Start Recording' button to record video for the slide. You may see a pop-up message when you click the button asking you if you would like to allow access to your camera and microphone. Once you allow access you can start recording your video. A little window of your camera feed will appear above the slide. If you do not want to have video on this slide, simply use the 'opt out' option for this slide.



Paper Presentation for ICAS 12

Video recorded for this slide: 0 seconds — videos for all slides: 0 seconds

You can record up to 10 minutes for this slide and 1 to 15 minutes for the presentation.



STOP RECORDING

00:09:18

Maximum recording time: 10 minutes

1 / 13

Once you allow access you can start recording your video. A little window of your camera feed will appear above the slide.

When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green then your microphone is not picking up any sound. Please check if your microphone is correctly installed and turned on and that access is allowed.

Option 1: upload presentation slides and record **video** or **audio** in the system

When you have finished recording video for this slide, click the 'Stop Recording' button. Once you have clicked this button, other options – the 'Save Recording' button and a 'Delete' button will be visible. You can play back what you have just recorded.

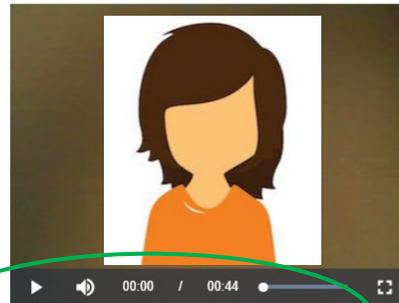
If you are satisfied, please click the 'Save Recording' button and you will advance to the next slide. If you want to redo the recording, simply click the 'Delete' button and start the record process again.



Paper Presentation for ICAS 12

Video recorded for this slide: 0 seconds — videos for all slides: 0 seconds

You can record up to 10 minutes for this slide and 1 to 15 minutes for the presentation.



SAVE RECORDING

DELETE

I do not plan to record video for this slide.

1 / 13

Next Slide »

If you do not want to have video for this slide, simply use the 'opt out' option for this slide. Remember to click the 'Save' button after checking the box and before proceeding to another slide.

OPTION 1A) RECORD PRESENTATION VIDEO FOR YOUR SLIDES (OPTIONAL)

Paper Presentation for ICAS 12
Video recorded for this slide: 0 seconds — videos for all Slides: 45 seconds

Click this button to save your choice to opt out of video.

SAVE

I do not plan to record video for this slide.

« Previous Slide 12 / 13 Next Slide »

Option 1: upload presentation slides and record video or audio in the system

OPTION 1A) RECORD PRESENTATION VIDEO FOR YOUR SLIDES (OPTIONAL)

Complete Task

i You have the opportunity to add video to your presentation. Attendees will hear the audio when they view the slides and they will see your video in a corner of the slides. It's a great way to make the presentation viewing experience for attendees more personal and engaging.

This task can only be done when the presentation has slides uploaded. Once the slides are uploaded, they will be shown below on this page and you can click the first slide to get started with your video recording.

NOTE: You can record the slides in any order (i.e. you do not have to start on the first slide). If you wish to record slides at different times (i.e. you want to record a portion today and the remainder at a later date), you can do so by closing this tab and come back to it at a later time. You can complete this task, for this presentation, ONLY once each of the slides have a video.

Paper Presentation for ICAS 12
Video recorded so far: 1 minute, 17 seconds (1.3 minutes) (you can record between 1 and 15 minutes of video for the whole presentation)

I do not plan to submit a video to support these presentation slides.

100% (13 / 13) of the slides have video

1 2 3 4 5 6 7 8 9 10 11 12 13

Once you have finished recording video for each slide you will see a green border around all slides, the progress bar will show 100 per cent for your presentation. You can now click on the 'Complete Task' button at the top of the screen.

Opt out of other tasks:

As you have uploaded presentation slides and recorded video for your slides, you can go to the following tasks:

'Option 1b) Record presentation audio for your slides (optional)'

'Option 2) Upload your Pre-recorded Presentation Video'

and check the opt-out box in both tasks, as shown below, then click 'Complete Task' to finish the task

Option 1: upload presentation slides and record video or audio in the system

OPTION 1B) RECORD PRESENTATION AUDIO FOR YOUR SLIDES (OPTIONAL)

 Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.

Tuesday, 24 August 2021
01:00 – 02:00

Paper Presentation for ICAS 12

Your audio: 0 seconds (Recorded Audio must be between 1 and 15 minutes.)

I do not plan to submit audio to support these presentation slides

0% (0 / 13) of the slides have audio



Complete Task

OPTION 2) UPLOAD YOUR PRE-RECORDED PRESENTATION VIDEO

 Please upload the pre-recorded video of your presentation (max 2 GB).

By uploading your pre-recorded presentation video, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021. If you do not wish to upload a pre-recorded video, please upload your presentation slides under option 1 and check the "I have nothing to upload" checkbox to opt out.

If your file exceeds 2 GB, please contact the ICAS 12 Organisers at icas12@iias.nl

Paper Presentation for ICAS 12

I will not upload a presentation video, but will upload Presentation Slides with audio/video under option 1

Pre-recorded Presentation Video

Drop your file here to upload or click within to browse the files on your computer.
(Acceptable File Types: .mp4)
It needs to be less than 100 MB in size.

Uploaded File
No file has been uploaded yet

Complete Task

Option 1b) Record presentation audio for your slides (optional) task

Option 1: upload presentation slides and record video or audio in the system

Please note: **before you can start on the 'Record presentation audio for your slides' task you must have uploaded your presentation slides** for which you will record audio. When you have uploaded your slides, they will be processed in the system, this will take no more than 15 minutes. Please do not re-upload your file in the meantime, but refresh the screen after 15 minutes.

You have the opportunity to add audio to your presentation. **Attendees will hear the audio when they view the slides.** It's a great way to make the presentation viewing experience for attendees more personal and engaging.



OPTION 1B) RECORD PRESENTATION AUDIO FOR YOUR SLIDES (OPTIONAL)

Complete Task



The presentation slides for this presentation have been uploaded and are being processed in the system, this will take no more than 15 minutes. Please do not re-upload your file in the meantime, but refresh this screen after 15 minutes.

Once the slides are processed in the system, you will see thumbnails of your slides at the bottom instead of the message in red and you can start recording.



Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.



Tuesday, 24 August 2021

01:00 - 02:00

Paper Presentation for ICAS 12

Your audio: 2 minutes, 3 seconds (2.1 minutes) (Recorded Audio must be between 1 and 15 minutes.)

I do not plan to submit audio to support these presentation slides.

The presentation slides for this presentation have been uploaded and are being processed in the system, this will take no more than 15 minutes. Please do not re-upload your file in the meantime, but refresh this screen after 15 minutes. Once the slides are processed in the system, you will see thumbnails of your slides at the bottom instead of this message in red and you can start recording.

Thumbnails of your slides will be shown on the bottom of this page once they are processed in the system and you can click the first slide (or any slide) to get started with your audio recording. You can record the slides in any order (i.e. you do not have to start on the first slide). If you wish to record slides at different times (i.e. you want to record a portion today and the remainder at a later date), you can click on the return to  link in the blue banner on the left and come back to this task at a later time.

Option 1: upload presentation slides and record video or audio in the system

Please note: to complete this task, every slide must have an audio recording.



OPTION 1B) RECORD PRESENTATION AUDIO FOR YOUR SLIDES (OPTIONAL)

Complete Task 



Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.



Tuesday, 24 August 2021
01:00 - 02:00

Paper Presentation for ICAS 12

Your audio: 0 seconds (Recorded Audio must be between 1 and 15 minutes.)

I do not plan to submit audio to support these presentation slides.

0% (0 / 13) of the slides have audio

 1	 2	 3	 4
 5	 6	 7	 8
 9	 10	 11	 12
 13			

How to record:

- 1) Select the slide your want to record audio for
- 2) The bottom of the screen will display the slide to which you are recording audio. Click the blue 'Start Recording' button to record audio for the slide. You may see a pop-up message when you click the button asking you if you would like to allow access to your microphone. Once you allow access you can start recording your audio. *If you do not want to have audio on this slide, simply start recording and make no sound and click 'Stop Recording' when your reckon enough time has elapsed.* The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.
- 3) Proceed until each slide has audio.



OPTION 1B) RECORD PRESENTATION AUDIO FOR YOUR SLIDES (OPTIONAL)



You have the opportunity to add audio to your presentation. Attendees will hear your way to make the presentation viewing experience for attendees more personal and engaging.

This task can only be done when you have **uploaded Presentation Slides**. Once the slides are uploaded, they will be shown below on this page and you can click the first slide to get started with your audio recording.

You can record the slides in any order (i.e. you do not have to start on the first slide) and you can complete this task for this presentation once each of the slides have an audio recording.

Option 1: upload presentation slides and record video or audio in the system

You will see information directly above the 'Start Recording' button indicating how much time you have recorded so far, the maximum amount of recording time for a single slide and the maximum amount of time for the entire presentation. On the slide itself you will see some action buttons allowing you to advance to the **next slide**, return to the page showing **all slides** and an indicator that shows the **percentage of the slides that contain audio** at that moment.

The bottom of the screen will display the slide to which you are recording audio. Click the blue 'Start Recording' button to record audio for the slide. You may see a pop-up message when you click the button asking you if you would like to allow access to your microphone. Once you allow access you can start recording your audio. *If you do not want to have audio included for a certain slide, simply start recording and make no sound and click 'Stop Recording' when your reckon enough time has elapsed.* The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.



Tuesday, 24 August 2021

01:00 - 02:00

Paper Presentation for ICAS 12

Your audio: 0 seconds (you can record up to 14 minutes for this slide and 1-15 minutes for the presentation)

START RECORDING

The screenshot shows a presentation slide with a dark blue header containing '1 / 13' and a 'Next Slide >' button. The slide content features a colorful landscape with trees and a path, with the text 'ICAS 12 Test' and 'Uploading Presentation Slides'. At the bottom, there is a 'Back to all slides' button and a progress indicator showing '0% (0 / 13) of the slides have audio'.



OPTION 1B) RECORD PRESENTATION AUDIO FOR YOUR SLIDES (OPTIONAL)

Complete Task



Option 1: upload presentation slides and record video or audio in the system



You have the opportunity to add audio to your presentation. Attendees will hear the audio when they view it. It's a great way to make the presentation viewing experience for attendees more personal and engaging.

This task can only be done when you have **uploaded Presentation Slides**. Once the slides are uploaded, they will be shown below on this page and you can click the first slide to get started with your audio recording.

You can record the slides in any order (i.e. you do not have to start on the first slide) and you can complete this task for this presentation once each of the slides have an audio recording.

After clicking the 'Start Recording' button, your audio will start recording immediately and the button will change into a 'Stop Recording' button with a timer that indicates how much time you have left for audio recording for this slide. The minimum length of audio recording for the whole presentation is 1 minute and the maximum length 15 minutes. One slide can contain up to 14 minutes of audio recording.



Tuesday, 24 August 2021
01:00 - 02:00

Paper Presentation for ICAS 12

Your audio: 0 seconds (you can record up to 14 minutes for this slide and 1-15 minutes for the presentation)

STOP RECORDING

00:13:56

Maximum recording time: 14 minutes

1 / 13 Next Slide »



If you do not want to have audio included for a certain slide, simply start recording and make no sound and click 'Stop Recording' when your reckon enough time has elapsed. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.



OPTION 1B) RECORD PRESENTATION AUDIO FOR YOUR SLIDES (OPTIONAL)

Option 1: upload presentation slides and record video or audio in the system



You have the opportunity to add audio to your presentation. Attendees will hear the audio when they view it. It's a great way to make the presentation viewing experience for attendees more personal and engaging.

This task can only be done when you have **uploaded Presentation Slides**. Once the slides are uploaded, they will be shown below on this page and you can click the first slide to get started with your audio recording.

You can record the slides in any order (i.e. you do not have to start on the first slide) and you can complete this task for this presentation once each of the slides have an audio recording.



Tuesday, 24 August 2021

01:00 – 02:00

Paper Presentation for ICAS 12

Your audio: 0 seconds (you can record up to 14 minutes for this slide and 1–15 minutes for the presentation)



When you have finished recording audio for this slide, click the 'Stop Recording' button. Once you have clicked this button, other options – the 'Save Recording' button and a 'Delete' button will be visible. You can play back what you have just recorded and.

If you are satisfied, please click the 'Save Recording' button and you will advance to the next slide. If you want to redo the recording, simply click the 'Delete' button and start the record process again.

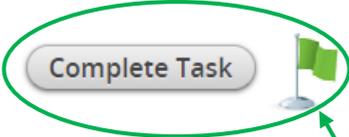




OPTION 1B) RECORD PRESENTATION AUDIO FOR YOUR SLIDES (OPTIONAL)



Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.



Option 1: upload presentation slides and record video or audio in the system



Tuesday, 24 August 2021

01:00 – 02:00

Paper Presentation for ICAS 12

Your audio: 2 minutes, 3 seconds (2.1 minutes) (Recorded Audio must be between 1 and 15 minutes.)

Once you have finished recording audio for each slide you will see a green border around all slides, the progress bar will show 100 per cent for your presentation, you can now click on the 'Complete Task' button at the top of the screen.

I do not plan to submit audio to support these presentation slides.

100% (13 / 13) of the slides have audio



1



2



3



4



5



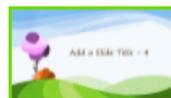
6



7



8



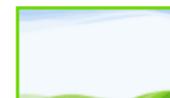
9



10



11



12



13

Opt out of other tasks:

As you have uploaded presentation slides and recorded audio for your slides, you can go to the following tasks:

'Option 1a) Record presentation video for your slides (*optional*)'

'Option 2) Upload your Pre-recorded Presentation Video'

and check the opt-out box in both tasks as shown below, then click 'Complete Task' to finish the task

Option 1: upload presentation slides and record video or audio in the system



OPTION 1A) RECORD PRESENTATION VIDEO FOR YOUR SLIDES (*OPTIONAL*)

i You have the opportunity to add video to your presentation. Attendees will hear the audio when they view the slides and they will see your video in a corner of the slides. It's a great way to make the presentation viewing experience for attendees more personal and engaging.

This task can only be done when the presentation has slides uploaded. Once the slides are uploaded, they will be shown below on this page and you can click the first slide to get started with your video recording.

NOTE: You can record the slides in any order (i.e. you do not have to start on the first slide). If you wish to record at different times (i.e. you want to record a portion today and the remainder at a later date), you can do so by recording at different times and come back to it at a later time. You can complete this task, for this presentation, **ONLY** once each of the slides has been recorded.

 **Paper Presentation for ICAS 12**

Video recorded so far: 0 seconds (you can record between 1 and 15 minutes of video for the whole presentation)

I do not plan to submit a video to support these presentation slides.

0% (0 / 13) of the slides have video



1



2



3



OPTION 2) UPLOAD YOUR PRE-RECORDED PRESENTATION VIDEO

i Please upload the pre-recorded video of your presentation (max 2 GB).

By uploading your pre-recorded presentation video, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021. If you do not wish to upload a pre-recorded video, please upload your presentation slides under option 1 and check the "I have nothing to upload" checkbox to opt out.

If your file exceeds 2 GB, please contact the ICAS 12 Organisers at icas12@iias.nl

 **Paper Presentation for ICAS 12**

I will not upload a presentation video, but will upload Presentation Slides with audio/video under option 1

Pre-recorded Presentation Video

Drop your file here to upload or click within to browse the files on your computer.
(Acceptable File Types: .mp4)
It needs to be less than 100 MB in size.

Uploaded File

No file has been uploaded yet

Option 2) Upload your Pre-recorded Presentation Video

Option 2: record presentation video with own means and upload the file to the system

For option 2 you can pre-record a presentation video with your own means and you can upload the video file to the CadmiumCD conference management system. *Video requirements* – video length: **max 15 mins**; file size: maximum of **2 GB** (please contact the ICAS 12 Organiser if your file exceeds this size); acceptable file type: **.mp4**

Some points of attention and recommendations to optimise your home recordings:

1. Camera Setup

We would recommend to use a built-in or an external webcam linked to your laptop or desktop; use landscape mode; pay attention to the distance from your body to your camera

2. Lighting

Consider recording your video in front of a window or another lightsource with light coming from the front.

3. Sound

We would recommend using an external USB-microphone; do not place it too close to your mouth (will cause clipping or pop sounds), but also not too far away (this will increase the chance of noise and echo); do a sound check before your start. Try to find a quiet time during the day for recording.

4. Presentation

Prepare for your recording, go over your presentation slides or text before you start recording. Practice a few times and start over if needed.

5. Room Set-Up

Be mindful of your room background, make sure the background is tidy and not distracting. Remember to protect your own privacy, make sure that things caught on camera are all right to be visible.

6. Representation

Prepare yourself like you would be doing the presentation in person, put on some nice clothes, brush your hair, etc. People will notice! Be mindful of your posture as well, try not to slouch for example.

To view these tips in more details, you can visit the website of [The Centre for Innovation, Leiden University](#) or download their [pdf with the tips](#) directly.



OPTION 2) UPLOAD YOUR PRE-RECORDED PRESENTATION VIDEO

Complete Task



Option 2: record presentation video with own means and upload the file to the system



Please upload the pre-recorded video of your presentation (max 2 GB).

By uploading your pre-recorded presentation video, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021. If you do not wish to upload a pre-recorded video, please upload your presentation slides under option 1 and check the "I have nothing to upload" checkbox to opt out.

If your file exceeds 2 GB, please contact the ICAS 12 Organisers at icas12@iias.nl



Paper Presentation for ICAS 12

I will not upload a presentation video, but will upload Presentation Slides with audio/video under option 1

Pre-recorded Presentation Video

Drop your file here to upload or click within to browse the files on your computer.
(Acceptable File Types: .mp4)

Click on the box and choose the video file from your device that you would like to upload. The file has to be an .mp4 file

Uploaded File

No file has been uploaded yet



OPTION 2) UPLOAD YOUR PRE-RECORDED PRESENTATION VIDEO

Complete Task 



Please upload the pre-recorded video of your presentation (max 2 GB).

By uploading your pre-recorded presentation video, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021. If you do not wish to upload a pre-recorded video, please upload your presentation slides under option 1 and check the "I have nothing to upload" checkbox to opt out.

If your file exceeds 2 GB, please contact the ICAS 12 Organisers at icas12@iias.nl

Option 2: record presentation video with own means and upload the file to the system



Paper Presentation for ICAS 12

I will not upload a presentation video, but will upload Presentation Slides with :

Pre-recorded Presentation Video

Drop your file here to upload or click within to browse the files on your device.
(Acceptable File Types: .mp4)
It needs to be less than 100 MB in size.



OPTION 2) UPLOAD YOUR PRE-RECORDED PRESENTATION VIDEO

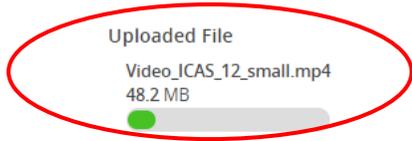


Please upload the pre-recorded video of your presentation (max 2 GB).

By uploading your pre-recorded presentation video, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021. If you do not wish to upload a pre-recorded video, please upload your presentation slides under option 1 and check the "I have nothing to upload" checkbox to opt out.

If your file exceeds 2 GB, please contact the ICAS 12 Organisers at icas12@iias.nl

Complete Task 



This bar shows the progress of the upload of your video file.



Paper Presentation for ICAS 12

I will not upload a presentation video, but will upload Presentation Slides with audio/video under option 1

Pre-recorded Presentation Video

Drop your file here to upload or click within to browse the files on your device.
(Acceptable File Types: .mp4)
It needs to be less than 100 MB in size.

Uploaded File



You can come back to this task to view or remove the uploaded file. To upload another file, simply click on the box again and select the new file from your device. Click the 'Complete Task' button to finish this task.

Opt out of other tasks:

As you have uploaded presentation slides and recorded video for your slides, you can go to the following tasks:

‘Option 1) Upload your Presentation Slides’

‘Option 1a) Record presentation video for your slides (optional)’

‘Option 1b) Record presentation audio for your slides (optional)’

and check the opt-out box in the three tasks as shown below, then click ‘Complete Task’ to finish the task

OPTION 1) UPLOAD YOUR PRESENTATION SLIDES

Tuesday, 24 August 2021
12:00 – 13:00
Paper Presentation for ICAS 12
Tess Tester – Organiser, IIAS

Please upload slides for your presentation.

By uploading your presentation slides, you agree to have the slides published on the ICAS 12 programme website. The slides will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021. If you do not wish to upload slides, please upload a pre-recorded presentation video under option 2 and check the "I have nothing to upload" checkbox to opt out.

PLEASE NOTE: When you submit your file through this task, it will be sent directly to a publishing queue and be processed for display in the mobile app and/or website.

Please be aware that animations and videos are not supported.

If you decide to retract your file, you may remove the content from displaying in the mobile app and/or website by clicking the "delete this file" link from within this upload task where you made the initial submission.

Option 2: record presentation video with own means and upload the file to the system

Complete Task

I will not upload presentation slides, but will upload a pre-recorded presentation video under option 2

OPTION 1A) RECORD PRESENTATION VIDEO FOR YOUR SLIDES (OPTIONAL)

You have the opportunity to add video to your presentation. Attendees will hear the audio when they view the slides and they will see your video in a corner of the slides. It's a great way to make the presentation viewing experience for attendees more personal and engaging.

This task can only be done when the presentation has slides uploaded. Once the slides are uploaded, the below on this page and you can click the first slide to get started with your video recording.

NOTE: You can record the slides in any order (i.e. you do not have to start on the first slide). If you wish to record at different times (i.e. you want to record a portion today and the remainder at a later date), you can do so and come back to it at a later time. You can complete this task, for this presentation, ONLY once each of your video.

Paper Presentation for ICAS 12
Video recorded so far: 0 seconds (you can record between 1 and 15 minutes of video for the whole presentation)

I do not plan to submit a video to support these presentation slides.

0% (0 / 13) of the slides have video

1 2 3

OPTION 1B) RECORD PRESENTATION AUDIO FOR YOUR SLIDES (OPTIONAL)

Click the blue START RECORDING button to record audio for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have audio on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.

Tuesday, 24 August 2021
01:00 – 02:00
Paper Presentation for ICAS 12
Your audio: 0 seconds (Recorded Audio must be between 1 and 15 minutes.)

I do not plan to submit audio to support these presentation slides.

0% (0 / 13) of the slides have audio

1 2 3 4

Your tasks are complete when all icons are marked green, thank you so much!
We look forward to seeing you at the ICAS 12 online conference!

The screenshot displays the ICAS 12 Participant Portal interface. At the top, the ICAS 12 logo is on the left, a globe icon in the center, and the dates '24-28 August 2021' and 'Online' on the right. A navigation bar below the header includes 'ICAS 12 Participant Portal | Log Out', a progress indicator for 'Tasks Complete!', and links for 'Event Details' and 'Technical Support'. The main content area is divided into three sections: 'EVENT INFORMATION' with a calendar icon, 'YOUR INFORMATION' with a person icon, and 'FEEDBACK' with a speech bubble icon. The 'EVENT INFORMATION' section lists dates (Aug 24-28, 2021), location (Online), and links for more information and contact. The 'YOUR INFORMATION' section shows the user 'Tess Tester (27 Logins)' and a link to view/edit their profile. The 'FEEDBACK' section contains a message and a 'Give Feedback Now' link. Below these is a 'TASKS' section with a checklist icon, indicating 0 tasks left out of 8 assigned. A large green checkmark icon and the text 'Tasks completed' are prominently displayed, followed by a thank you message. A list of 8 completed tasks follows, each with a green checkmark, the task name, and completion details (date and time).

ICAS 12 Participant Portal | Log Out | Tasks Complete! | Event Details | Technical Support

EVENT INFORMATION 

YOUR INFORMATION 

FEEDBACK 

TASKS (you have 0 left to complete out of a total 8 assigned tasks) 

 **Tasks completed**
Thank you. Your tasks are complete! We look forward to seeing you in Online!

-  Confirm or Update Profile (completed 30/6/2021 at 14:24)
-  Provide or Update Your Biography (completed 30/6/2021 at 14:24)
-  Upload Your Photo (completed 30/6/2021 at 14:24) -- [PREVIEW UPLOAD](#)
-  Participant Agreement (completed 30/6/2021 at 14:24) [PREVIEW](#)
-  Option 1) Upload your Presentation Slides (completed 30/6/2021 at 14:15) -- [PREVIEW UPLOADS](#)
-  Option 1a) Record presentation video for your slides (optional) (completed 30/6/2021 at 14:24)
-  Option 1b) Record presentation audio for your slides (optional) (completed 30/6/2021 at 14:24)
-  Option 2) Upload your Pre-recorded Presentation Video (completed 30/6/2021 at 14:29)

Should you have any questions please contact the ICAS 12 Organisers at icas12@ijas.nl