

Guidelines for reversed full session (recorded lectures)

Submission process:

1. Submit each lecture/paper separately
2. For each lecture/paper complete the name of your reversed full session and then submit (this will help us link all the papers in the session)
3. On the last lecture/paper complete all the additional questions needed for the reversed full session, and only then submit
4. The focus of the face-to-face session will be on a discussion of the session contents.
5. Both the individual lectures and the reversed full session content will be evaluated.
6. Important clarification: There is no option to submit an individual reversed paper, it can only be part of a reversed full session when submitting

Technical guidelines for recorded lectures

- ✓ Length of lecture – 10 minutes
- ✓ Length of session 75 minutes
- ✓ Find a quiet location for filming, and make sure to reduce background noise to the minimum
- ✓ Make sure you have a clear or neutral background
- ✓ Make sure the screen is horizontal
- ✓ Use day lighting, which is preferable to night lighting
- ✓ Use earphones with a microphone, and speak directly into the microphone
- ✓ We recommend that you do not use the computer/telephone built-in microphone
- ✓ Format for video file – mp4 or a link to YouTube
- ✓ Make sure the file name contains presenter's name
- ✓ The recording may be done on Zoom
- ✓ Video presentation to be submitted **by April 6, 2023** to event@macam.ac.il

Additional instructions:

- ✓ Consider how using a video presentation can upgrade and improve your lecture
- ✓ The recorded paper must not consist solely of a slide presentation with the lecturer's comments.
- ✓ If you decide to use a slide presentation, in addition to yourself speaking on camera, make sure to add as many visual images as possible, and keep the written text to the minimum.
- ✓ Give special consideration to the level and quality of sound, and quality of video
- ✓ Remember: A video presentation has to be as attractive and engaging as possible.