NAMASTHE

Welcome to

11^{TH}ASHTANGAHRIDAYASATHRAM

Let us discuss on preparing slide for your online paper presentation.

INSTRUCTIONS FOR PREPARING THE PRESENTATION SLIDES

- The first slide of the PPT shall have the title of the topic, full name in block letters, Reg. ID, Institution & University.

- We will provide your unique Reg. ID along with the confirmation mail.

- The time allotted for your presentation is five minutes only (Extension of time will not be allowed) with two minutes additional time for discussions. (Total time allotted is 5+2 minutes)

Oral presentation guidelines

- Please take a note on the following

1. Please be brief and specific to the content of the presentation.

2. Do not crowd the slides with texts

3. Try to restrict to five to eight bullet points per slide

4. Restrict the number of slides so that the presentation can be completed within 5 minutes.

5. Use only one type of font for one language throughout the presentation.

6. The recommended font size is 28-40 point for headlines; 18- 28 for text; 12-14 for
   references.

7. Avoid unwanted capitalization in the body of the presentations (except for acronyms) and
   avoid animations of all types.

8. Highlight a point by putting it in italics or bold ; do not use underlining.

The participants selected in the first round will have a second round finalizing the winners.

GENERAL INSTRUCTIONS FOR ZOOM RECORDING OF PRESENTATION

- ❏ The whole video presentation should be within 5 minutes.
- ❏ Try to record the video with **11th Ashtangahrudaya satram** official virtual background.
- ❏ Background noises/sounds should be nil/ minimal.
- ❏ Make sure that proper lighting is available during video recording. The light source shall be ahead of you for better clarity of the video.
- ❏ Preview of the presenter is necessary for the recording. For that, your video should be on during the recording in zoom meeting
- ❏ Practice your presentation well before recording the video.
- ❏ No request to alter the video will be entertained post submission.

▶ *Rename your video file with your name and registration ID and share the recorded video through the mail vaghbhatasarani@gmail.com with Reg ID (eg XXX) as the subject.*

HOW TO ADD BACKGROUND IMAGE IN THE ZOOM

- The background image is attached along with the e-mail.

- Download zoom application from zoom website/play-store and install it on your PC/laptop/mobile.

- Open the zoom app.→ go to settings → go to background & filters
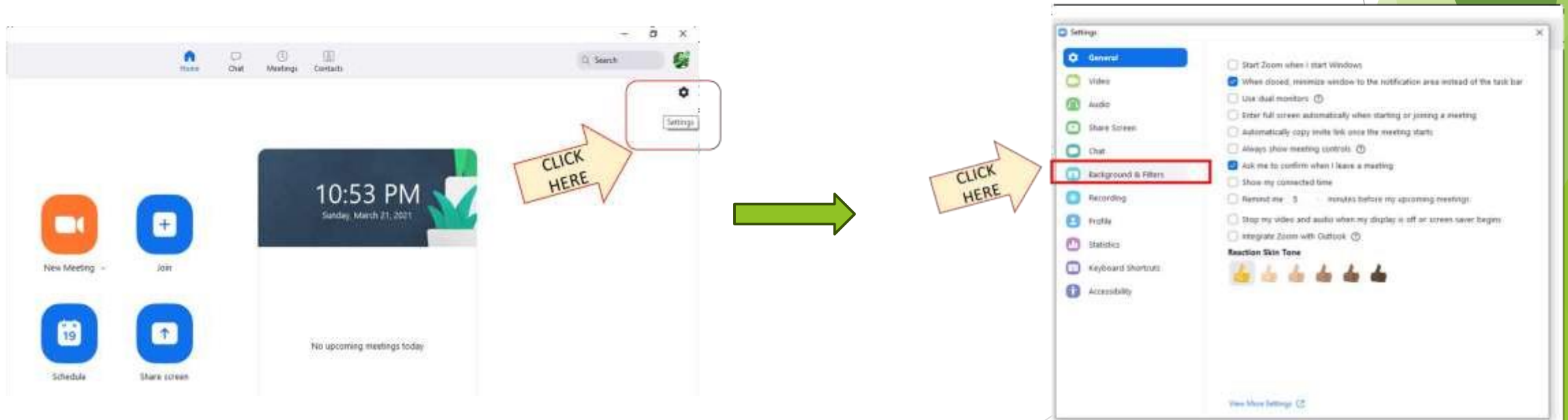
Sign on the;

- Under background & filters, add image by clicking right top end.

- Browse the image & open it.

- The background image will be changed.

- Adjust the background by using the arrows as shown in Fig.2
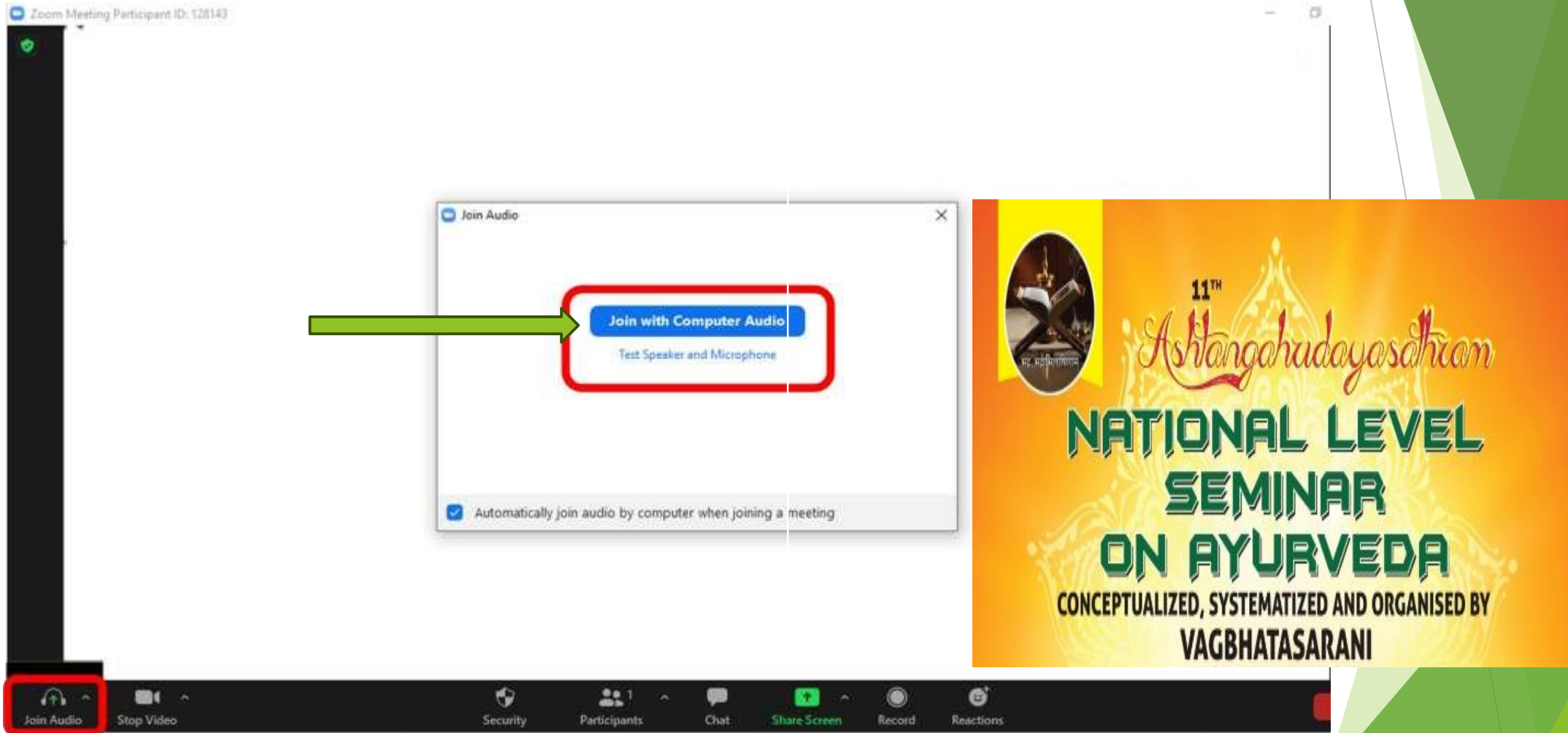

Fig 1

Fig 2
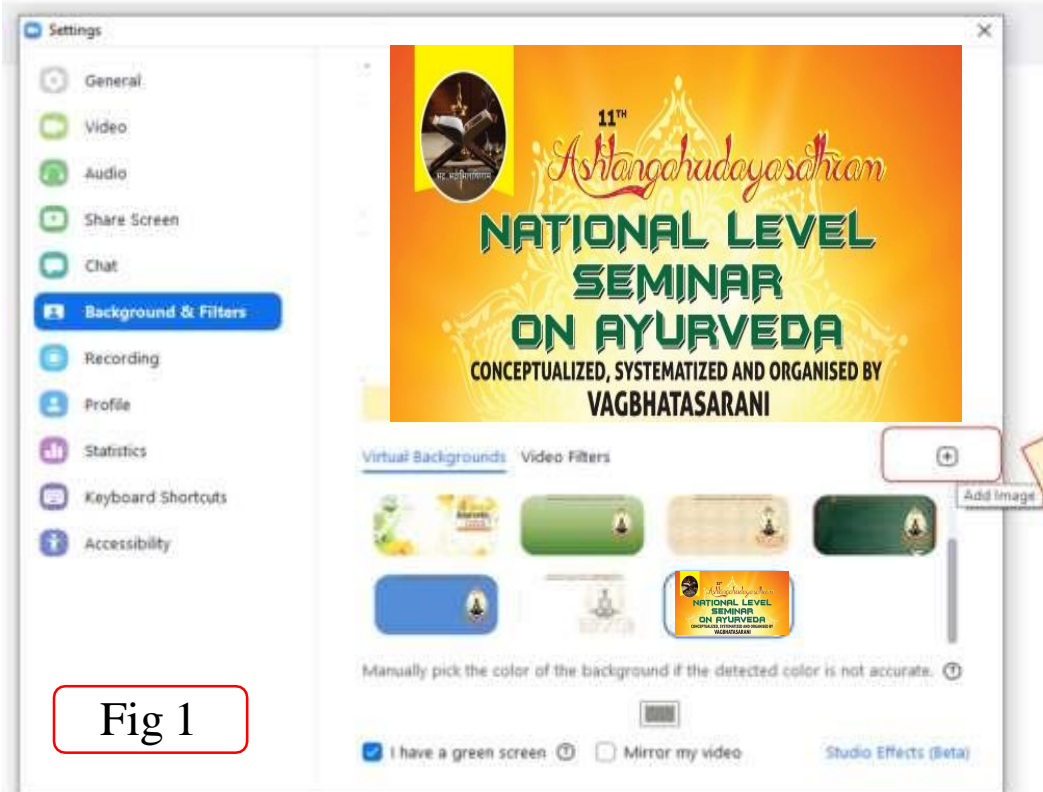
INSTRUCTIONS TO RECORD VIDEO IN ZOOM

- Open the presentation

- Open the zoom application.

- Sign-in by entering the credentials.

- After signing in, a pop-up window will appear

- Press new meeting icon.

- Camera will open.
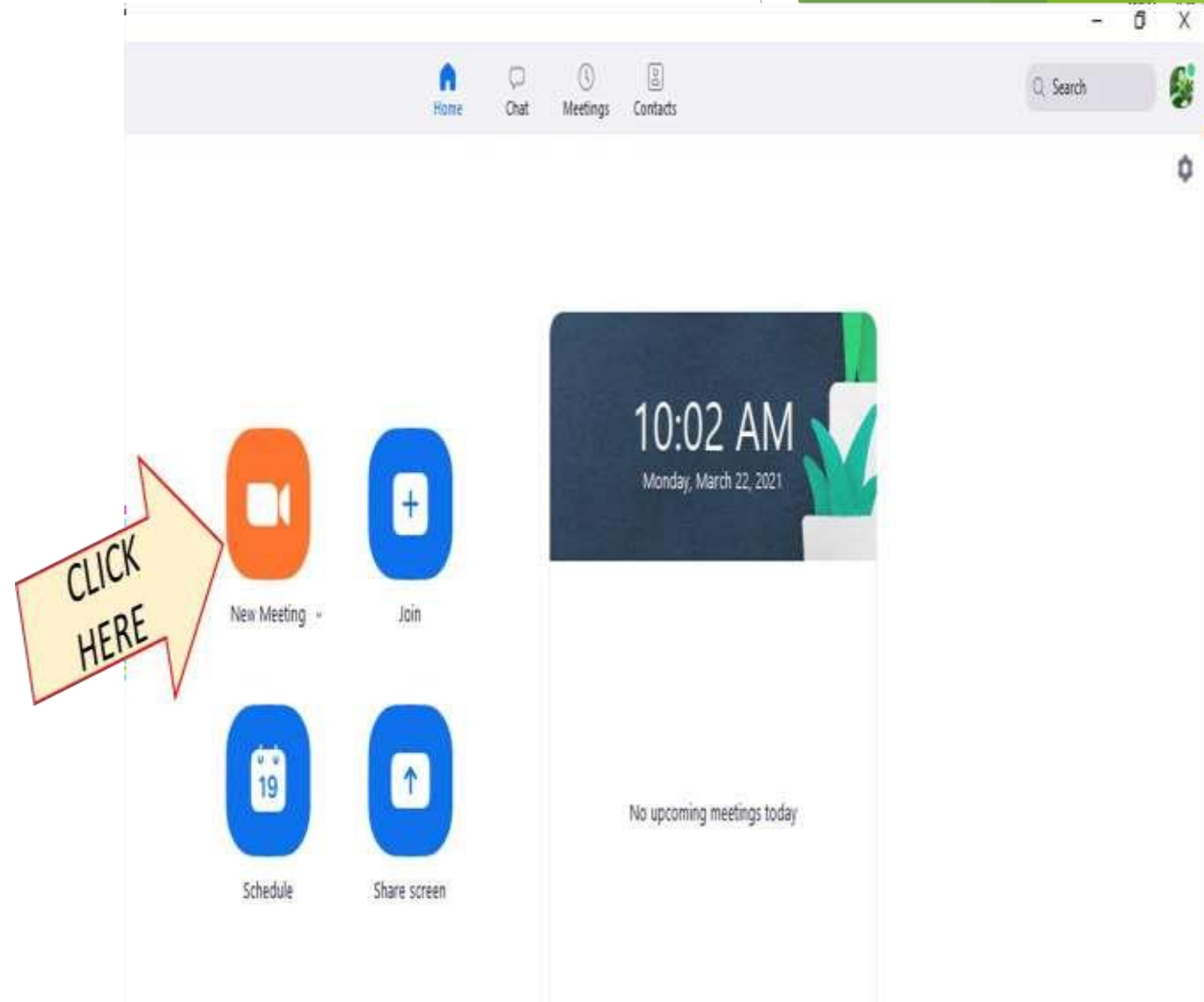
- A pop-up will come→ click to join with computer audio

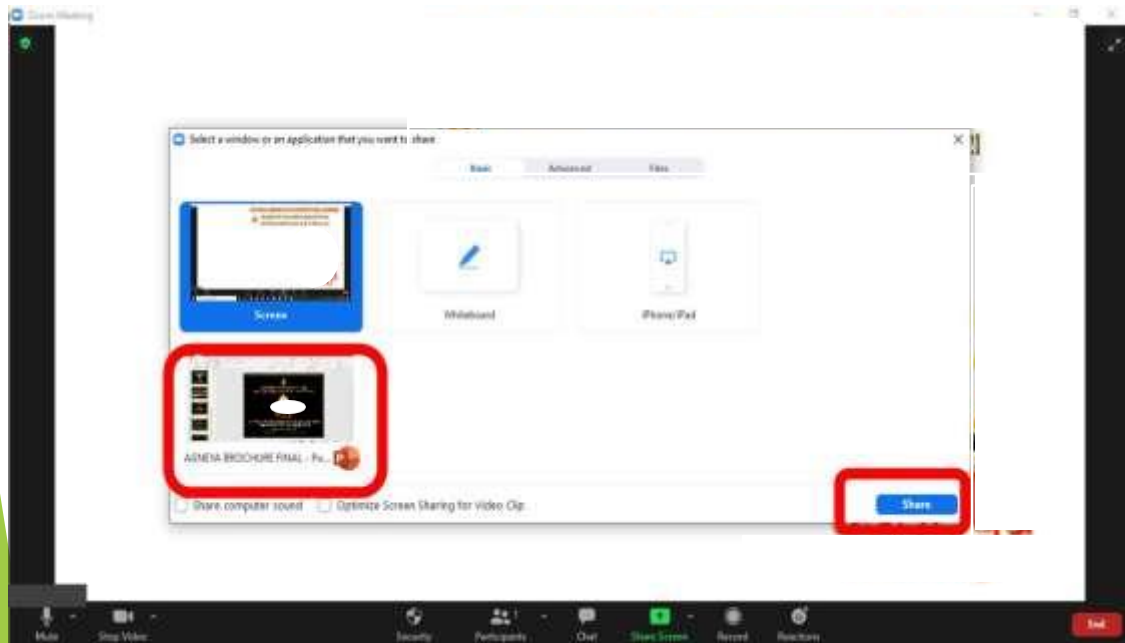# Click share screen icon from the options in bottom line.

❖ Select power point presentation & click share icon.

❖ Select full screen/slideshow mode.

(Preview and presentation can be seen)

❖ Make sure that your video is on, then only you can see the preview on the right top corner.

- Once you are ready, go to top, a pop up window will appear, from that select "more" and click record and start your presentation
- Use arrow keys/mouse cursor button, if you want to see the next slide.

- Once the presentation is over, move to the top corner→ "Press Stop Share".
- Then "Stop Recording".
- Once the meeting is over, Click "End meeting".
- After clicking the end meeting, the whole recorded video starts saving in your computer.

- After getting saved, a window will appear and in that window, recorded video can be seen.

- Access the video from → Documents → Zoom subfolder.

Rename your video file with your name and registration ID and share the recorded video through the mail vagbhatasarani@gmail.com with Reg ID (eg. 5XX<space>Dr.XXX) as the subject.

IMPORTANT NOTE

- *If you are not present at the time of competition online you will be excluded from the competition and will not consider for the finals.*

- *The decision of judges will be final.*

- *Registration fees once submitted will not be refunded.*

Prepare well,
Wishing you all the best for your presentation.