



## The University of the Future: Sustainability and Agility Amidst Disruptions

13-15 October 2021

### Guidelines for Paper Presenters

Paper presenters are required to submit video recordings or slide presentations with recorded narration by 15 September 2021.

#### Content

1. Each presentation should not be more than **10 minutes** in length. Since time usually goes very fast when one is presenting, it would be best to state your key points or findings at the outset. Keep your introductory remarks very short (not more than 1 minute) and avoid reading every line on your slides.
2. To ensure that you are able to make a complete presentation within the time allotment, do not prepare too many slides. If you spend one minute per slide, then the maximum number of slides for 20 minutes is 20 slides. If there is at least one slide that you need to explain a little bit, then you should have fewer than 20 slides. **Tip:** After you have prepared all of your slides, review each to see how essential it is to your presentation, and then cut out slides that, on review, you find are not so essential. Put key points first in case you run out of time.

#### Technical

Here are the recommended video specifications:

Resolution: 1920x1080

Orientation: Landscape

Frames per second: 30fps

Format: mp4

Bit rate: minimum of 900kbps; maximum of 2000kbps

You may also want to check out the following tips on video recording and video conferencing:

1. Audio Management:  
<https://networks.upou.edu.ph/28817/mobile-video-recording-for-video-lectures-audio-management/>
2. Lighting and set design:  
<https://networks.upou.edu.ph/28813/mobile-video-recording-for-video-lectures-lighting-and-set-design/>
3. Framing and stabilization:  
<https://networks.upou.edu.ph/28785/mobile-video-recording-for-video-lectures-settings-stabilization-and-framing/>
4. Best practices for video conferencing:  
<https://networks.upou.edu.ph/32857/best-practices-for-video-conferencing/>

Kindly provide us your video recording by sending a copy thru email to [icodelpaper@upou.edu.ph](mailto:icodelpaper@upou.edu.ph).