

## Guide for Virtual Participation

**INSID 2021 is approaching, and the organizing committee has decided to proceed as a fully virtual meeting, from December 1<sup>st</sup> to 3<sup>rd</sup>, through the Google Meet platform.**

**This guide provides information on how to prepare your presentation and instructions for your participation in the sessions.**

### 1. Pre-Recording Presentations

The oral presentations will last a maximum of 15 minutes, which must be pre-recorded and follow the rules:

- a) Video structure: must contain the recording of the presentation with slides, voice and preferably video of the presenter (which can be done using some free platform such as OBS, Google Meet, Zoom, Power point, external recording equipment or similar).
- b) Deadline for sending the video of the presentation: **Nov.05, 2021**.
- c) Format: mp4 (maximum size: 500Mb).
- d) Resolution: 720p or higher.
- e) How to send: via the free Wetransfer file transfer tool (<https://wetransfer.com>) to the e-mail: [insid@insid.events](mailto:insid@insid.events)
- f) Papers submitted in English must be presented in English. Papers submitted in Portuguese can be presented in English or Portuguese.
- g) Videos that are out of specification (time, size, and quality) will not be accepted for presentation.

## **2. Thematic sessions**

- a) During the event, thematic sessions may take place in parallel with a responsible Chair/Co-Chair for each session.
- b) ALL participants in the sessions will be asked to join the room with your MICROPHONES DEACTIVATED. It is recommended to activate the video cameras for visual interaction during papers discussions.
- c) The presentations will be broadcast on the platform in the order pre-defined in the schedule of each session.
- d) At the end of the presentations, we will have 5 minutes for discussions. The participants should ask questions interactively or can use the chat.
- e) The presenting author must attend the session of the exhibition of his/her work and ACTIVATE MICROPHONE AND CAMERA during the discussion of his/her work.

**If you have any questions about the preparation, sending of the presentation or participation in the thematic sessions, please contact [insid@insid.events](mailto:insid@insid.events)**