# Instructions for sending pre-recorded presentation

All the student participants who want to participate in best presentation competition should follow the following instructions for sending their pre-recorded presentation.

- Total duration of the presentation will be 15 minutes. 12 minutes for pre-recorded presentation and 3 minutes for Q&A.
- Duration of recorded presentation should not exceed 12 minutes.
- Please ensure a good quality video is recorded.
- File name must contain paper ID followed by first name of the presenter. e.g., Award_IGEC238_Sarath
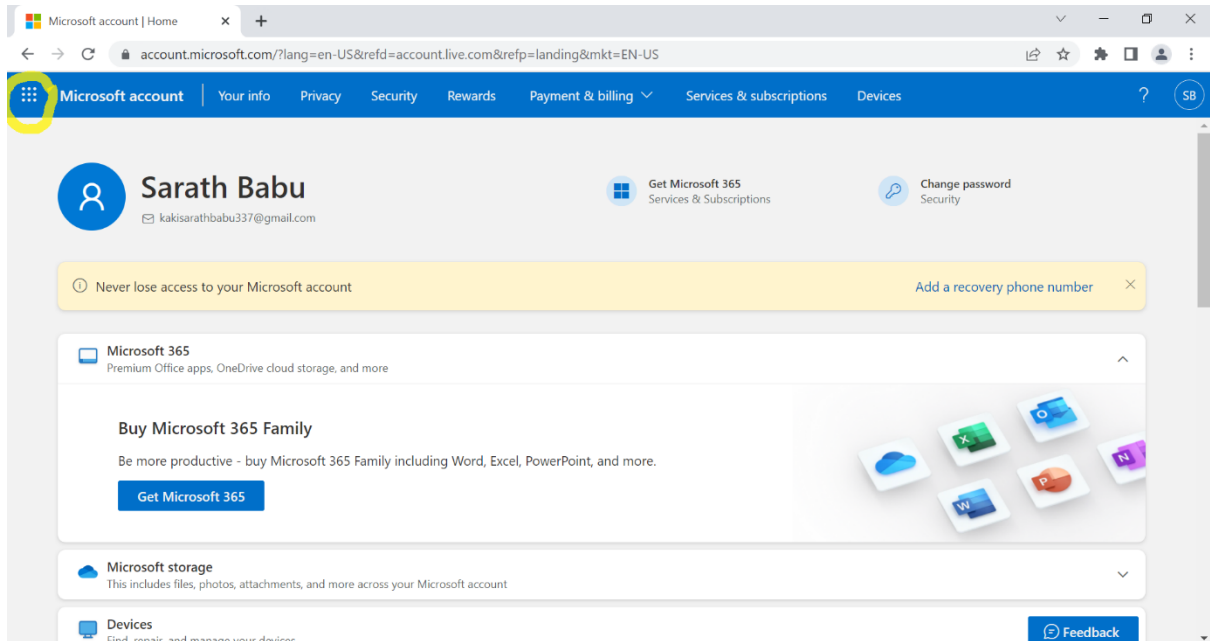- Send the pre-recorded presentation on or before July 3, 2023.

How to upload a recorded video

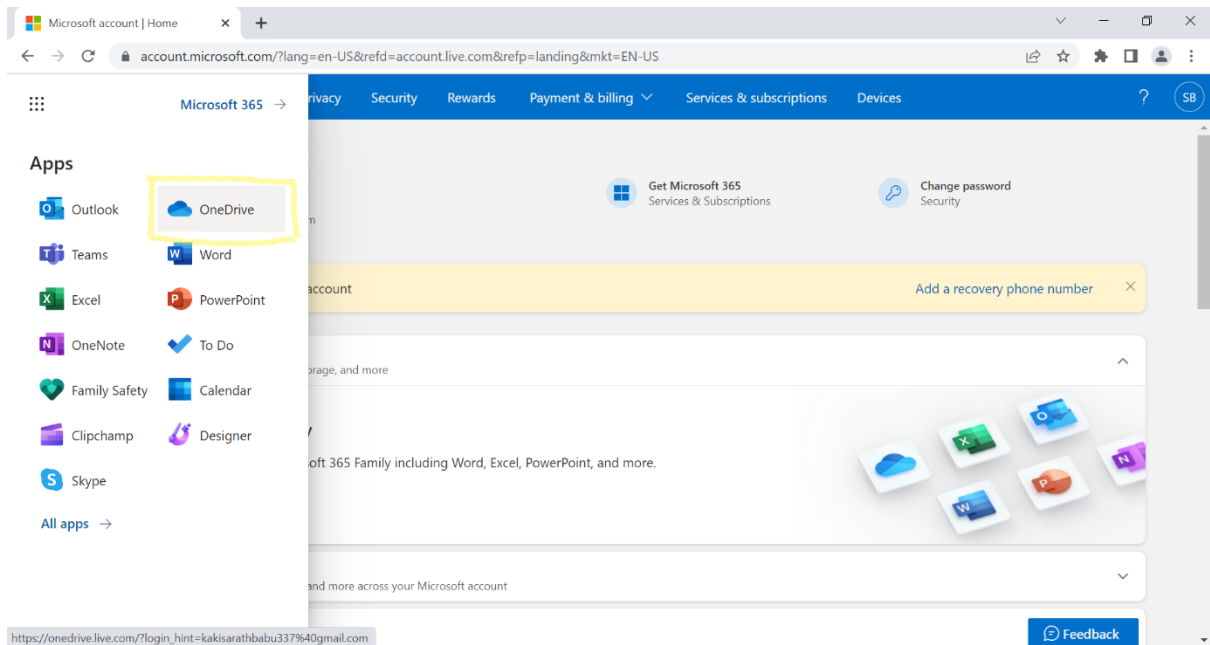STEP 1: Open Microsoft login page https://login.live.com/

Sign in using email and password. If you don't have an account, you can create new account by clicking Create one!
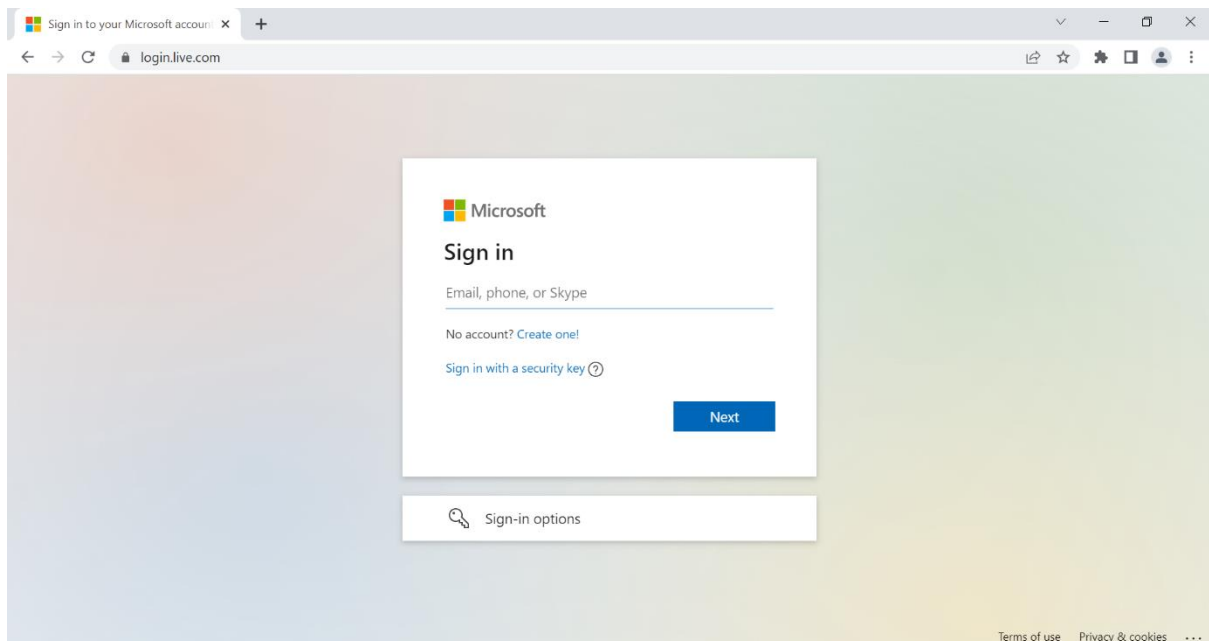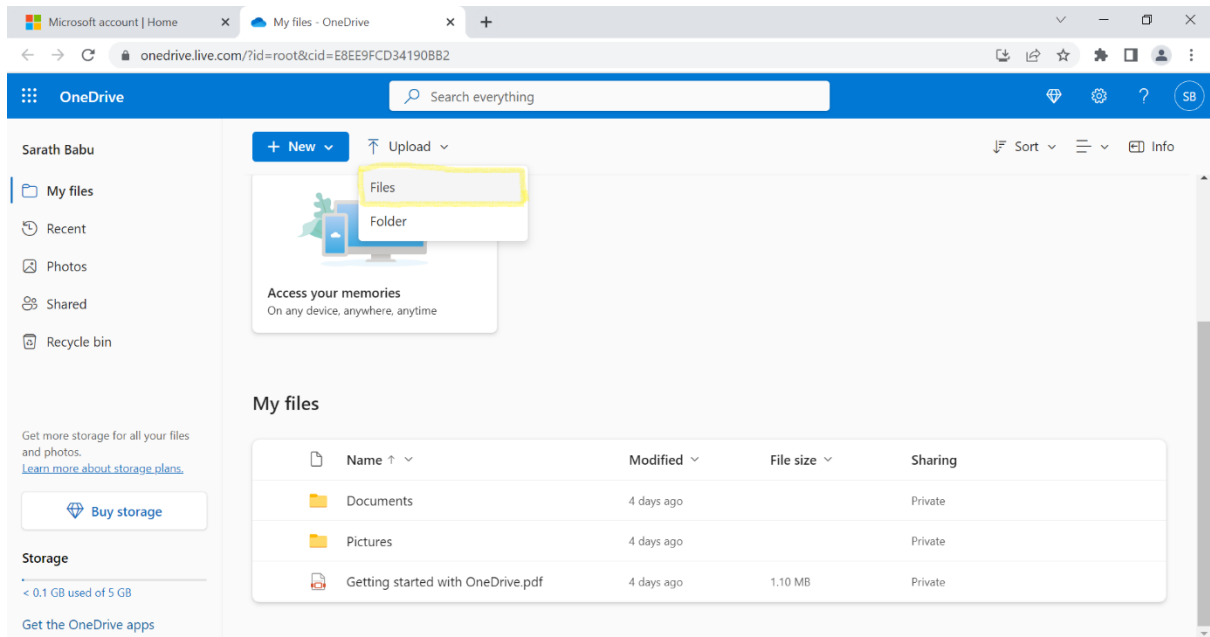
STEP 2: Click on App launcher icon on top left corner (9 dot symbol) to get OneDrive icon.
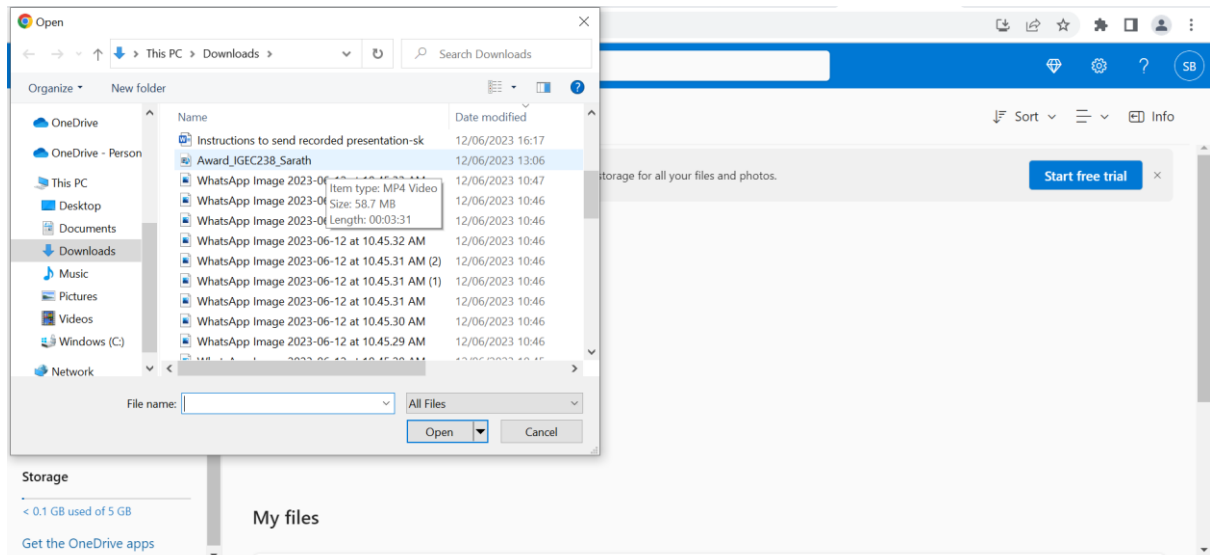

STEP 3: Click on OneDrive to launch the app.

STEP 4: On the OneDrive page, you can find Upload option. Click on drop down menu against upload option. Select Files to upload recorded video.
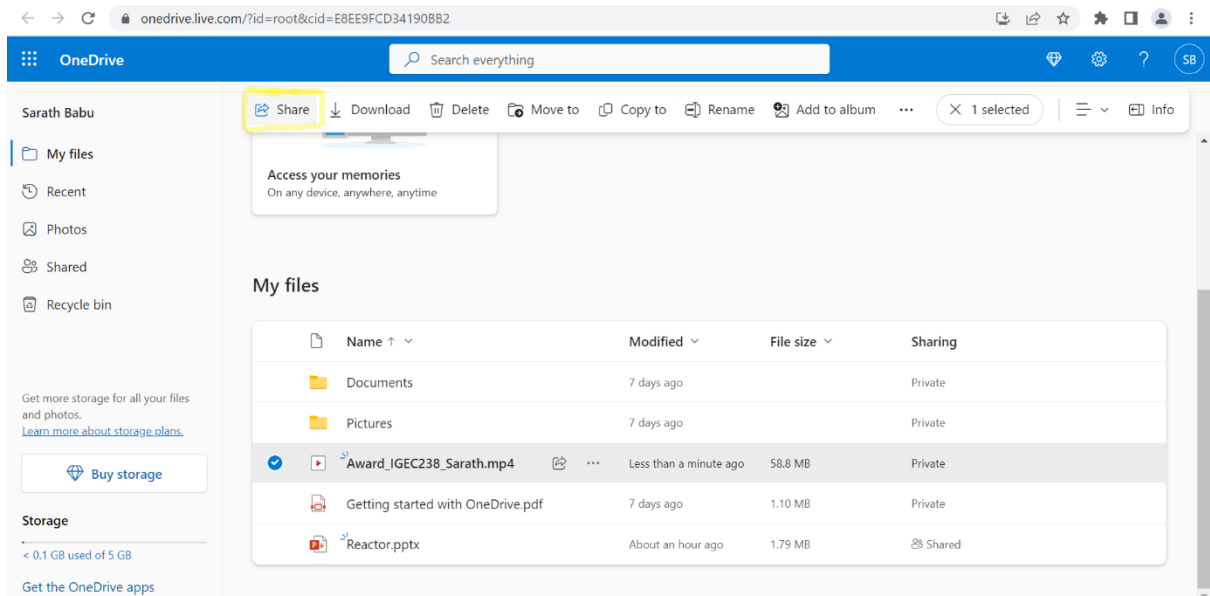

STEP 5: Once you click on files, file manager will open. Select the file you want send and click on open.

STEP 6: It will take time to upload to OneDrive depending on your internet speed and file size. Once uploaded, you will see a pop-up message. You will find your uploaded file in My files section.
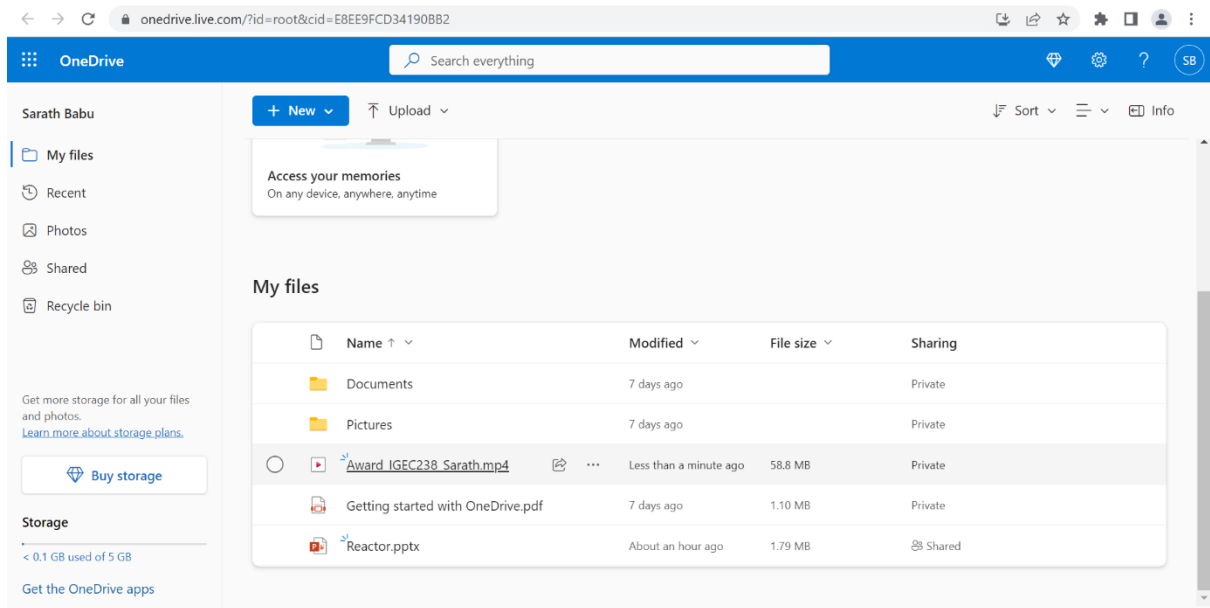

STEP 7: Click on uploaded file and click share icon on the top.

Step 8: Make sure the option 'Anyone with the link can edit' is selected before sending the pre-recorded presentation. Enter the following mail id sarathbabu.kaki@glasgow.ac.uk and select the highlighted one.
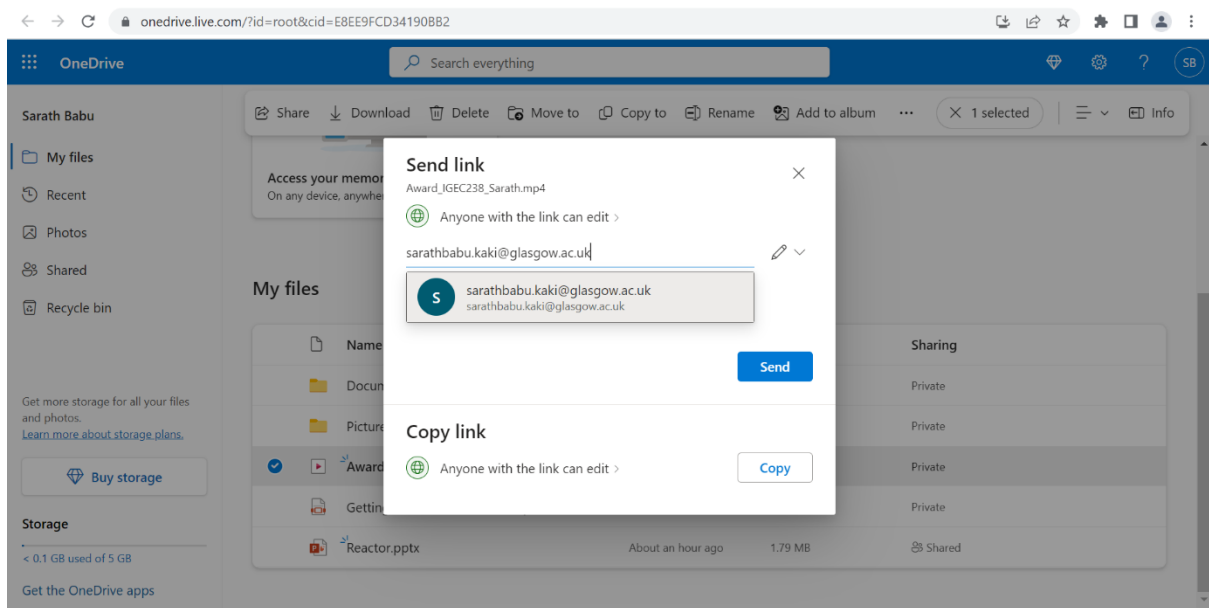
STEP 9: Mention your paper ID and name of the presenter in the message box as shown in below image. Click on send.
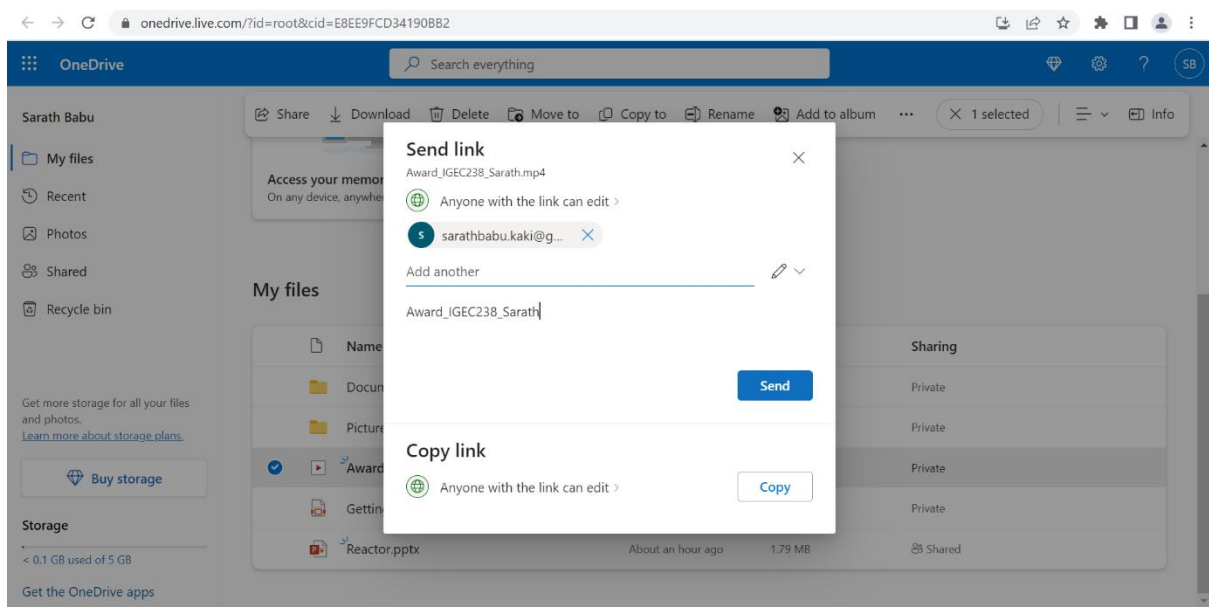
STEP 10: You will see a pop-up message.
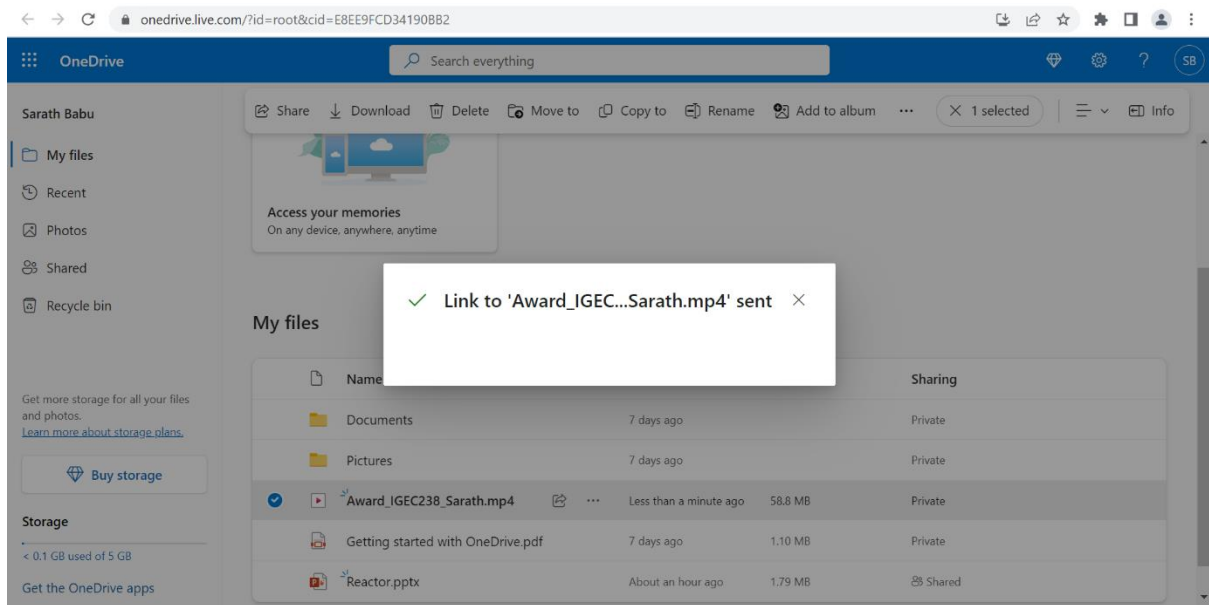
That's It. Your file will be sent to the organizers.