



EUGEO 2021

8TH EUGEO CONGRESS ON THE GEOGRAPHY OF EUROPE

June 28 – July 1, 2021, Prague, Czechia



INSTRUCTIONS FOR PRE-RECORDED PRESENTATION 8TH EUGEO CONGRESS ON THE GEOGRAPHY OF EUROPE

Dear congress participant,

we would like to inform you about the process of your presentation. Since you have opted for virtual participation, you will need to pre-upload your presentation to our platform. The virtual platform will provide live access to the whole scientific programme with **presentations, discussion** and chat with the participants. Programme schedule of the congress is published at the [website](#).

Your presentation is scheduled at a given time and you will be presenting live in real-time to the audience with the pre-uploaded presentation in the virtual conference tool. **Please upload your presentation into the virtual platform before the 21st June.**

The on-line platform requires to upload all remote presentations in advance. In case the presentation will not be provided, you will not be able to present at the congress.

Instructions how to submit the pre-recorded presentation are below.

Presentation Requirements

- presentation may be prepared either in the standard MS PowerPoint format (.ppt or .pptx), or may be recorded as an MP4 video file
- during the session it will be possible to use your standard MS PowerPoint presentation as usual
- recommended aspect ratio for your presentation is **16:9**
- **the file size limit is 200 MB**
- in the case of the pre-recorded video a bit rate of <1Mbps is recommended to ensure optimum playback experience for the users
- **total presentation time must not exceed 15 minutes**
- if you provide a video in MP4 file it does not have to contain recording of spoken commentary as you will be allowed to comment on the presentation live in real-time during the congress; however, if for any reason you wish to provide the pre-recorded presentation video including your commentary, please let us know
- if you are wondering which software to use to prepare the presentation video in MP4 file, you can for example use the Record Slide Show which is present in recent versions of [MS PowerPoint](#)

Tips for recording

- use an area as quiet as possible
- avoid areas that have echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps
- use a good headset with its microphone close to the mouth, BUT away from the direct airstream of the mouth to reduce “pops”. Avoid using the default built-in microphones of the computer
- do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Adjust if needed
- when entering Power Point’s presentation mode, we recommend using the laser pointer (in full screen mode: right mouse click --> pointer options --> laser pointer)
- remember dress code, business casual is preferred. Prefer white walls in the surroundings, light your face and do not position your camera against windows.





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How and where to submit the presentation

To upload your presentation, please visit the live congress website (<https://eugeo2021.gcon.me/page/home>) and click the **User Login** link in the top right corner of the page.



The site will request your login credentials (*email address and password*)

- On your first login attempt the site will ask you to provide your email address (*the e-mail address you were registering with*), your password will be automatically sent to this address (*it is coming from the e-mail address info@gcon.me*).
- After the login please go to personal page:



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- Use the upload presentation button

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Networking
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Description
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Upload presentation
Settings

28.06.2021 - Monday | Virtual Hall 1
19:00 - 21:00 | Icebreaker
120 min test
Upload presentation (maximum filesize 200MB)
Unuploaded

- After successful upload of your presentation, you will receive the confirmation email. In case there is a problem with your presentation, the technical support will contact you.

Please upload your presentation into the virtual platform before the 21st June.



FACULTY OF SCIENCE
Charles University

www.eugeo2021.eu