



PRE-RECORDED SESSIONS GUIDELINES

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www.radla2021.com.py   

Modality

- Full sessions will be recorded including all speakers and coordinators or moderators (same as a live session) by a technical team. This will happen according schedule by an invitation from the technical team.
- These sessions will be on demand on the RADLA 2021 virtual platform.
- The coordinators should prepare the questions, if they have organized their sessions including time for questions.
- Likewise, the coordinators will organize a WhatsApp group among all the session members so they can communicate with each other during the session recording or some minutes before it.

Materials

- Notebook or desktop PC but mobile devices such as cell phones or tablets are not recommended. The computer to be used must have microphone and webcam.
- To prepare your slides in 16: 9 widescreen format, we suggest using the congress template which is available in the congress page <https://www.radla2021.com.py>
- Have at hand any other supplies you might need, such as notes, glasses, water, etc.
- Prepare your presentation within the span of time you were told, so that you can comply with the stipulated schedule. Technicians are allowed to move on to the next speaker in case of exceeding established time limits.



Internet

- A good Internet connection will be necessary to maintain audio and fluid video. 10 Mbps upload speed or higher is recommended.
- It is recommended to use a wired connection to your WiFi router. In case of not being able to connect by wire, be as close as possible to the WiFi router. You can check the WiFi connection signal level in your bar tasks, usually bottom right.
- In cases of shared connections, such as home or office, ask the others users not to use the connection during the video conference session.
- Note, in particular, that video-on-demand applications such as Netflix, video games or others, use the Internet intensively.



The place

The place where it is located should meet the following features:

- Quiet place, without external noise.
- Stand in front of the computer, at a close distance so that the sound and video can be captured efficiently. You should be able to clearly see your face and part of shoulders.
- You must have good lighting in the place, preferably with some frontal light. You can use some desk light to complement the lighting of the room.
- Pay attention to your background that the viewer will see.



SESSION RECORDING

The sessions will be recorded through Zoom platform.

Download Zoom application in advance by entering here:

<https://zoom.us/support/download>.



You will receive an invitation by mail with a link to enter the virtual room. Clicking on it will take you to Zoom website and will show you a dialog that will allow you to open Zoom app. In this way, you will be directly entering the meeting and joining the authorities and speakers with whom you share the session.

Sound and video: At the bottom left, you will find the options to activate and deactivate the microphone and camera.

If you have questions, consult the Zoom support page:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1ld3N_XI77fKDzSXe

Share screen: <https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>

<https://www.youtube.com/watch?v=YA6SGQIVmCA>

In case that your internet connection is cut off, we suggest that you (only as a back-up option) download the Zoom application in your cell phone and use it with the data mobile (without WiFi). Your audio-visual material will not be seen, but your speech will not be interrupted.

Technical inquiries:

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