



COM 2023 PowerPoint and Video Recording Task

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Please complete the following tasks for COM 2023:

- **Prepare your PowerPoint presentation** for your oral presentation using the guidelines provided on the author tools page <https://com.metsoc.org/author-speaker-tools/>. This presentation will be delivered onsite. *Note that all presentations, unless otherwise specified, should be 15 minutes in length, followed by a 5-minute question and answer period.*
- Additionally, **record your PowerPoint presentation** (using instructions below) for the mobile application section of the program. This will help in sharing your talk with other participants. *Plenary speakers are exempt from this task.*

Video Recording Deadline

Please make sure to record and upload your video presentation by **August 15, 2023**.

We require sufficient time to review each video to ensure a seamless experience for all participants. Take advantage of the opportunity to practice and re-record your presentation until you are satisfied with the result.

We strongly recommend uploading and recording your video well in advance of the deadline. This will enable us to provide better customer service and support, and it will help prevent potential slowdowns or disruptions on the web during periods of heavy uploads.

To begin the process, please log in to the online conference platform. Once logged in, you will find the **"Record/Upload Presentation"** button highlighted in red.

Recording Instructions

To ensure the best results and avoid any errors, **we strongly recommend using the latest version of Google Chrome to record** your presentation through the online conference platform. However, if you prefer to record on another platform (such as Zoom, Webex, GoToMeeting, or PowerPoint), you can upload the MP4 file using the "Upload Presentation Video" button.

For details on how to record your presentation using the online conference platform tool, please watch the instructional video within this [support document](https://support.x-cd.com/portal/en/kb/articles/record-a-presentation-in-the-submission-platform) or paste this link into your browser: <https://support.x-cd.com/portal/en/kb/articles/record-a-presentation-in-the-submission-platform>.

Please do not exceed the 15-minute time limit for your presentation. Exceeding this time limit may require you to re-record your presentation, which we would like to avoid if possible.

Relax, give yourself an opportunity to practice, and enjoy sharing your presentation.

Questions

If you have any concerns or questions during the recording process, please click on the support button. We will respond as quickly as possible, but please allow for a 1–2-day response time to accommodate weekends, time zone differences, and holidays.

We look forward to receiving your pre-recorded video presentation and appreciate your participation in the 62nd Annual Conference of Metallurgists!