Record your Video and Upload to Cloud ready for Presentation in ICIMTH2021
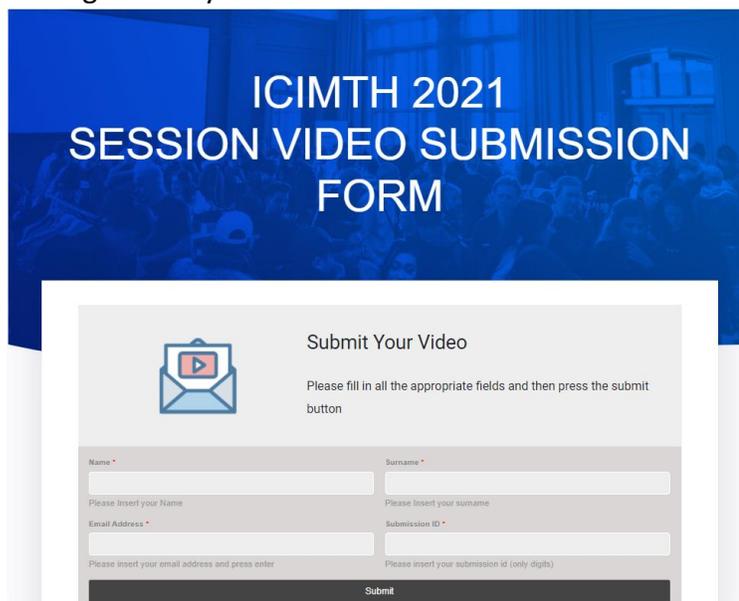
How to record your video

1. The presentation of your work during the conference, according to the program, will be a recorded video. The duration of the video should not exceed 10 minutes for full papers, 4 minutes for short papers and for posters strictly 5 slides no more than 3 minutes presentation each with no questions and answers and should be in **.mp4** format (file type of .mp4) and size of the file no more than 300MB.
2. You can use any program that can record your presentation like the free available Online Screen Recorder, OBS Studio, Microsoft Expression Encoder or the Power Point method or any other software that produce an **.mp4** video format of your presentation.
3. The recording might include your view as well. The full and short papers video presentation should have voice over description. The poster presentation should not have voice over description.
4. The file name of the video must be in the form **submission_id-surname-name** where **submission_id** is the id number that you have in your paper submission system and **surname** and **name** the ones of the presenter. **Please rename the file name based on the above instructions!**

How to Submit your recorded video

After you have the .mp4 ready you must upload your video presentation on ICIMTH 2021 cloud following the instructions below. Our technical team is using all the necessary measures and procedures to ensure the GDPR compliance.

1. Use your favourite browser to visit the url https://www.icimth.com/icimth-submit-a-video . You will see Figure 1 in your browser.

Figure 1 Submission Form

2. Fill in the four fields (figure 1). They are all compulsories. Fill in the fields Name, Surname, and email with the Name, Surname, and email of presenter in the video file (.mp4). Fill in the field Submission ID with the Submission ID of your paper, the number you get when you submitted your paper in Submission platform and referred to any email from the SPC and the platform.

3. When you filled in all fields press the button **«Submit»** and some extra fields will appear, see Figure 2.

Figure 2 Submission form with extra fields

4. Select your video file you wish to upload using the browse button (Figure 2).
5. Wait for the video to be properly prepared to be uploaded. The video is properly uploaded when you see the green dot in the left side of the video filename, see Figure 3.

Figure 3 Video properly prepared to be uploaded
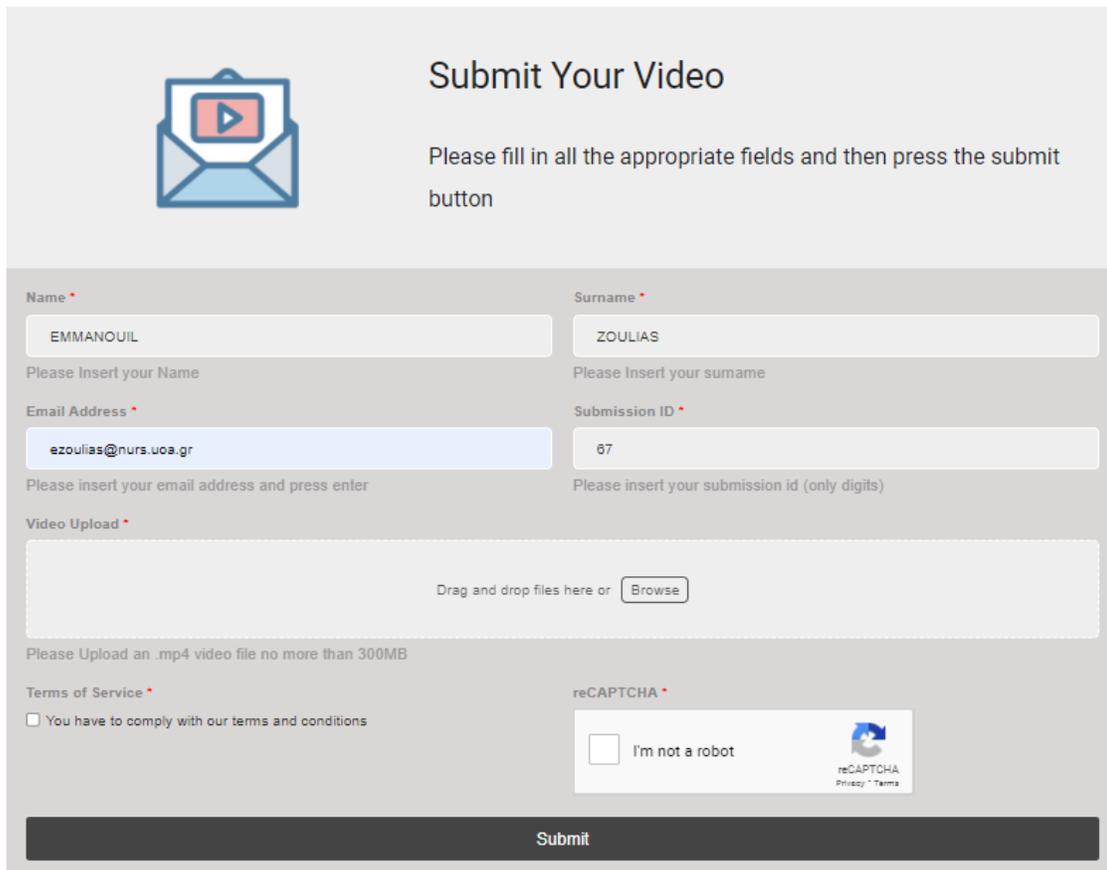
6. Check the comply checkbox on the bottom left and the captcha checkbox on the bottom right (Figure 3).
7. Then press the **«Submit»** button.
8. Your video file will be successfully uploaded when you see Figure 4.
9. You can download the details (pdf file) with your submission details (Figure 4), and you will receive an email with your submission details from info@icimth.com email. Please check your spam email as well.
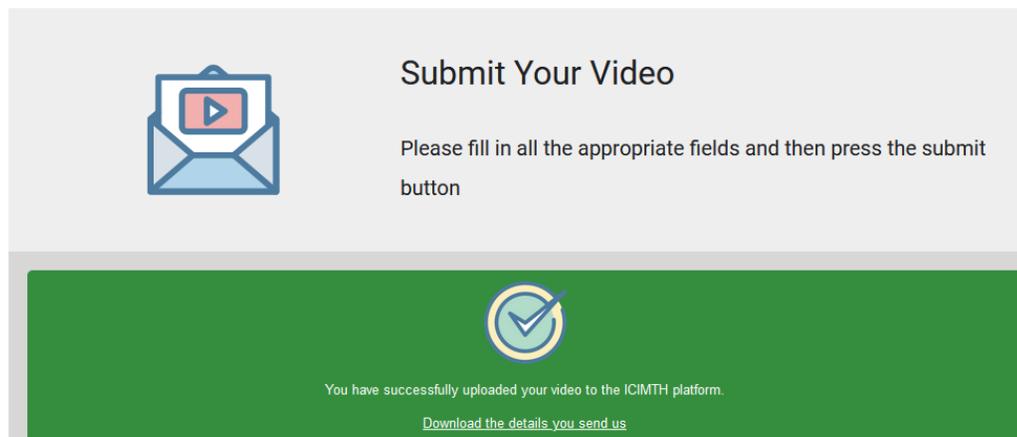

Figure 4 Video successfully uploaded

FAQs

- *Cannot find my file in my computer*
  Please ensure the file you want to upload is of .mp4 file extension, as you can upload only these types of files and only one per submission.
- *The form keeps giving me an error and never uploads the file*
  You can try one of the following solutions:
  I.   Start your browser in incognito mode/tab
  II. Change browser and start in incognito mode/tab
       Compatible browsers are: Chrome, Firefox, Opera, Edge and Safari

In case you encounter any serious problem submitting your video presentation and none of the above solutions worked, although it is not the preferable way, you can alternatively use any big file transfer service, like wetransfer.com, transfernow.net, transfer.pcloud.com or any other you might use and sent us the file to the following email address: info@icimth.com