



Hellenic
Meteorological
Society



Laboratory of Meteorology
Department of Physics
University of Ioannina, Greece



15th

INTERNATIONAL CONFERENCE
on Meteorology, Climatology
and Atmospheric Physics

COMECAP 2021

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Hybrid Congress

SEPTEMBER
26 - 29, 2021

Hotel Du Lac,
Ioannina, Greece

Conferre S.A.

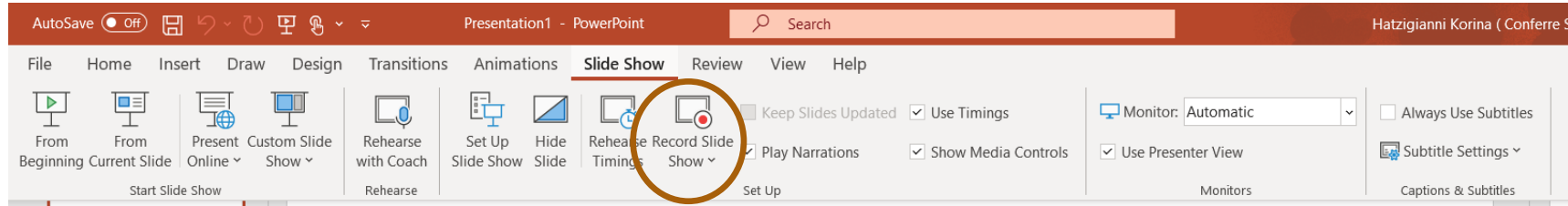
Organizing Bureau/Secretariat:

Conferre S.A. "The art of Bringing People Together", Stavrou Niarchou Ave., Mares Position GR 455 00 Pedini, Ioannina, GREECE, Tel. +30 26510 68610 (ext 15) Fax. +30 26510 68611, E-mail. info@conferre.gr, Website. www.conferre.gr

Recorded Presentation Instructions

Recorded Presentation Instructions

Please open the Powerpoint file of your oral presentation. Go to the “Slide Show” and select “Record Slide Show”, as shown below:



In some versions of Powerpoint (usually the older ones) the recording of your voice starts immediately with your first slide.

In other versions of Powerpoint (usually the newer ones), the pop-up window that you see in the following slide appears with all available tools regarding the recording.



Select Record



Press record and follow the instructions

Saving the file & recording

To save your ppt file presentation along with the recordings you have made in a video file, click “file” on the ribbon and go to “export” as shown in the next slide.

Export

- Home
- New
- Open
- Info
- Save
- Save As
- Print
- Share
- Export**
- Close

Create PDF/XPS Document

Create a Video

Create an Animated GIF

Package Presentation for CD

Create Handouts

Change File Type

Publish to Microsoft Stream

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

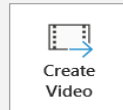
- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

Full HD (1080p)
Large file size and full high quality (1920 x 1080)

Use Recorded Timings and Narrations
Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.

Seconds spent on each slide: 05,00



Select “Create a Video” as shown above and then select the video quality. We recommend Full HD (1080p). Finally, click “ Create Video “ and your presentation is exported. You will need to name the file and select a folder to save it in. The conversion may take some time, depending on the number/size of the slides.

The total duration **must not exceed 12 minutes**.

Please send your recorded presentation by Wednesday 15/09/2021 at korina@conferre.gr in order for it to be presented according to the scientific program. Any recorded presentations sent overdue will not be accepted.

If due to technical restrictions you cannot email over-sized files, please try sending the file through one of the following free alternative routes

- <http://www.Wetransfer.com>
- <http://www.Filemail.com>

For any further assistance or information, please do not hesitate to contact us at korina@conferre.gr

General Event/Organizing Administrative Bureau

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Contact details