

## OVERALL INFO

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This year edition of the SGEM Vienna GREEN extended Sessions - International Scientific Conference on Earth and Planetary Sciences, will be a hybrid one - we shall have presentations on the spot as well as virtual presentations. This is a new challenge for our large SGEM family, but this is also an opportunity for many participants to have the possibility to share and experience the event even from a distance, to listen the conference sessions and to present their own presentations as virtual speakers. Since last year, all SWS Conferences and Extended meetings have such virtual sessions as part of the regular ones. Together we can overcome the barriers and prohibitions of modern dynamically changing world and discover new horizons for communication and collaboration.

Please, kindly read the following instructions before preparing your virtual presentation.

## VIRTUAL PRESENTER/SPEAKER

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### Pre-recording Presentation in ZOOM platform (Deadline: 30 November 2021).

All the virtual sessions and hybrid plenary oral ones will be supported by Zoom web conferencing platform. In this regard, we recommend to pre-record your presentation by using the **RECORD** option of the platform.

**Every Virtual Speaker is expected to join in live (in ZOOM session) and present their research (up to 12-13 min PowerPoint presentation) as well as to lead subsequent question/discussions afterwards.**

However, in order to ensure the smooth running of the plenary program (in view of unexpected interruption of speaker's internet connection, non-appearance of the speaker in the exact hour, due to the time difference or other unforeseen circumstance), we need to receive all scheduled **presentations as recorded ZOOM presentations in advance.**

***To ensure your paper publication in the conference proceedings, you are required to present it (either in a live presentation or submitting a pre-recorded content).***

Each speaker has 15 minutes for the presentation. Recordings should be long 12-13 minutes and please consider 1-2 minutes for discussions and further Q&A.

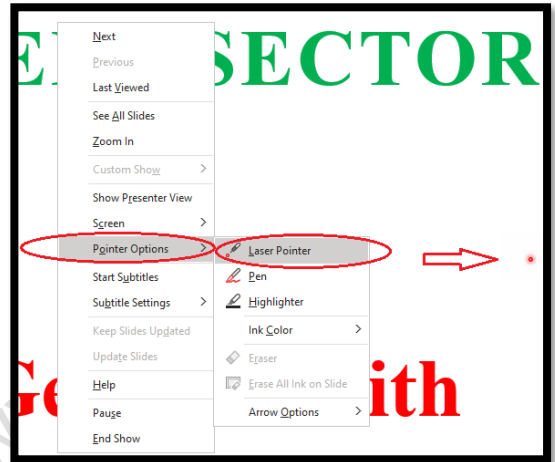
If you have never used Zoom, instructions on creating an account and basic features can be found [here](#). To record your presentation, you must first download and install the [Zoom client](#). Below you will find instructions to pre-record your presentation.

1. Download **ZOOM Client** and create a Profile.

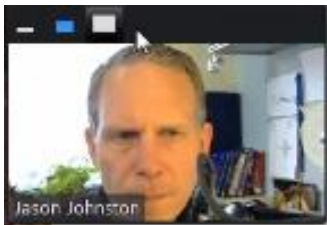
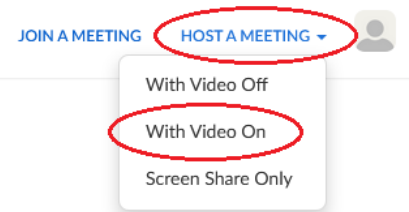
2. **You must use laptop with Audio/microphone and Video/Camera possibilities or desktop computer with the same characteristics.** Be sure that your audio and video are both **ON** and working properly. The video is required in order to ensure a high-quality experience for the participants.

3. Preprocess: You must prepare your presentation, preferably Power Point (PPT/PPTX).

- Start the Presentation (F5), with position Slide1
- Click the RIGHT mouse button and choose -> Pointer Options -> Laser Pointer. This will help your cursor to be more visible for all the lecturers in the hall.

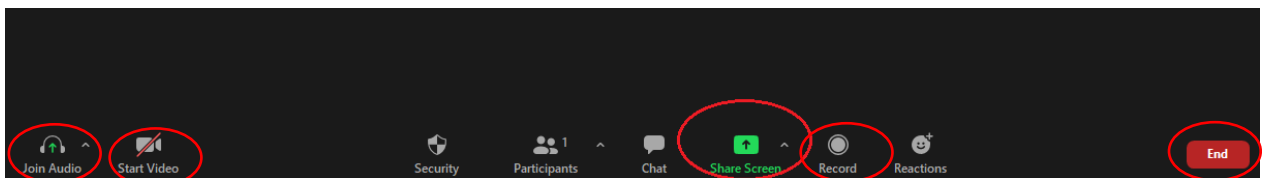


4. Open Zoom. In your profile, click "Host a Meeting", then new zoom window will be opened. There you must select join "With Video ON" and you are ready for the beginning.

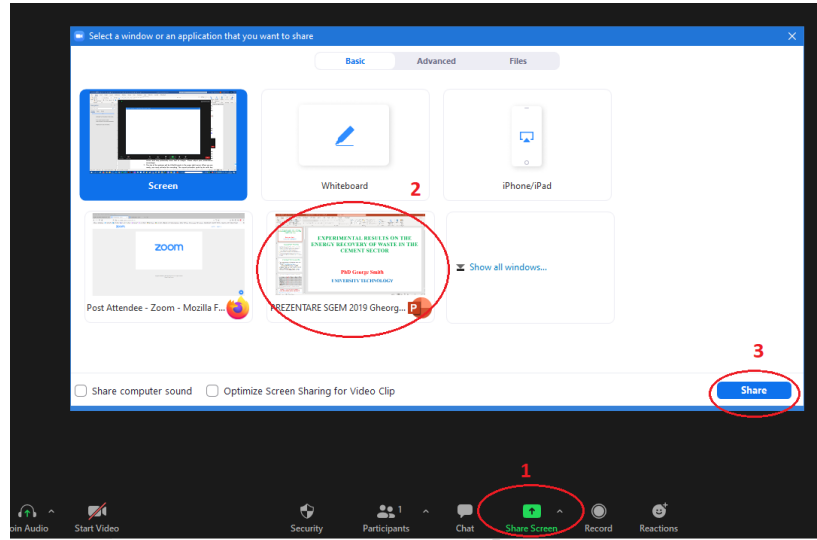


On this new Zoom window, you must see yourself in a small screen and to be ready with the microphone too. You could test your zoom connection here: <https://zoom.us/test>

5. Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording, if in your PPT presentation there is no one. For an example of a good recording, view the [OFC tutorial](#), which has been made open access, thanks to the instructor.

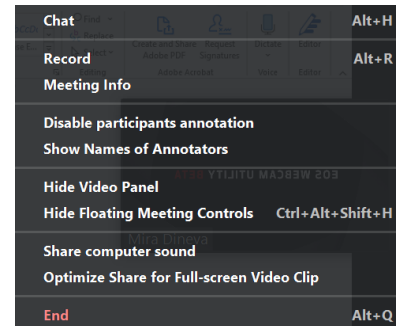


6. At the bottom side of this new zoom window, you will see button “Share Screen”. Click this button and you will see all windows and applications, who could be shared. Choose the window with your previously opened Power Pointer presentation, ready for presenting. Once




you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.

7. When you are ready, you must activate the recording. The record activation could be do with key combination **ALT-R** or with choose of the button “More” and then “Record”. Press the “Record” button and begin your presentation. As a



Mute Stop Video Security Participants New Share Pause Share Annotate More



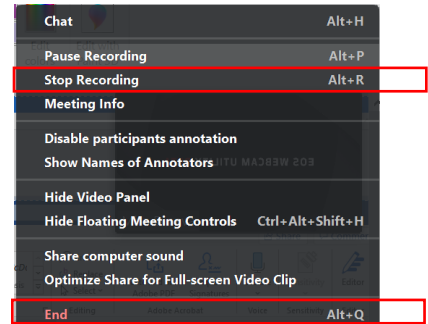
You are screen sharing

Stop Share

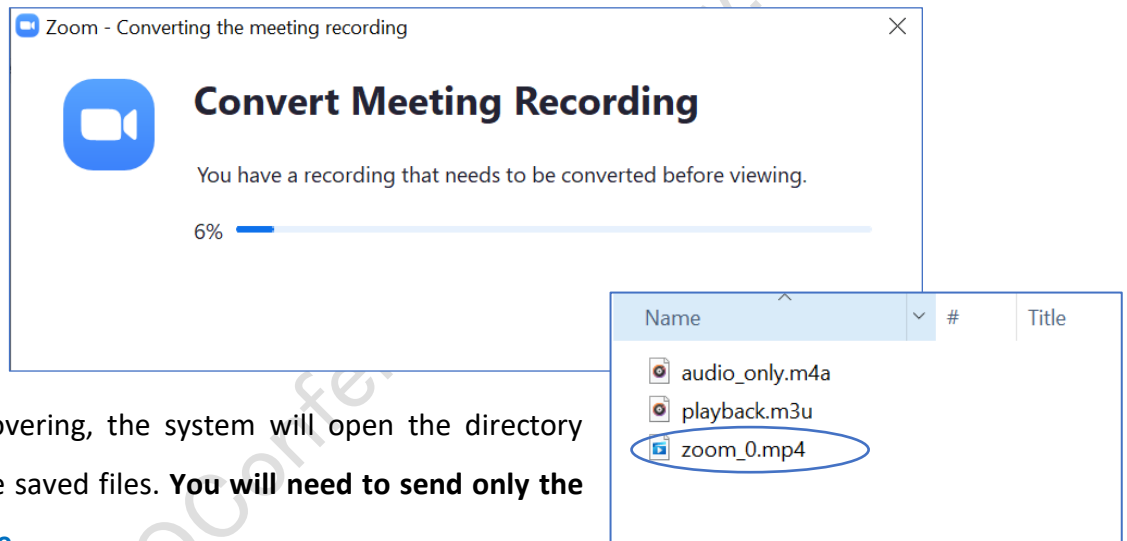
- First of all we make it clear that animal fats are a biomaterial animal biomass.
- There were *two directions of experimental research*:
  1. Burning a diesel engine of animal fat mixed with diesel fuel
  2. Burning in a boiler animal fats mixed with light liquid fuel
- Lower calorific power, Hi [kJ / kg] of animal fat and other energy properties are shown in the following table,
- Animal fats can be used either as raw fats (under special conditions) or processed to get different fuels through transesterification with alcohol.

reminder, your presentation should not exceed 10-12 minutes for contributed virtual presenters. If your presentation exceeds these time limits, it may be edited after receiving.

8. Once you have finished your presentation, you can select **“Stop Record”** and then **“End the meeting”**, or simply **„END“** the meeting, which will stop the recording.



9. It will begin to convert your video to your local system into **three files: an .m4a, .m3u and .mp4 file.**



10. After covering, the system will open the directory with the saved files. **You will need to send only the .mp4 file.**

11. Last step before sending your presentation is to rename your file by following a special format: **ARTICLEID\_Name\_Family.mp4**

For any further technical assistance, please do not hesitate to contact us!

**Phone/ WhatsApp: +43 676 3709478**

**E-mail: [science@sgemviennagreen.org](mailto:science@sgemviennagreen.org)**

## HELPFUL ZOOM LINKS & ONLINE TUTORIALS

### VIRTUAL/REMOTE Presentation Overview

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1. Your talk will continue as scheduled. As with a physical meeting (on place), each session will proceed in the order identified and maintain the schedule.
2. Each talk will be comprised of a presentation and subsequent, dedicated Questions & Answers.
3. The leading Chairman will introduce each Speaker to the audience by reading their short biography data.
4. SGEM management staff and the Chairmen will manage the order of the presentations and will initiate the playback of any presentations not given live.
5. At least one day prior to the scheduled session, the Chairmen and all presenters for that session will receive a message from the virtual conference room with detailed information & link for the upcoming session. The Zoom link will be unique to each presenter for each session and cannot be shared.
6. In preparation for the meeting, please test the platform by downloading the Zoom Test (<https://zoom.us/test>). For the best experience, please use your webcam and test your audio.
7. If you are presenting live, you will “Share” your screen or document. Otherwise, the room moderator can set this up on your behalf. Please ensure that your webcam is ON so that attendees can view you during your presentation.
8. Question and Answer session will follow your presentation. The session Chairmen will read questions submitted by participants.
9. Please plan to join the meeting from the beginning in case there are any issues that need to be worked out.

### Hints and Tips for a Successful Presentation

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- For instructions on creating a Zoom account, [Click here](#).
- Test your Zoom connection ahead of time, especially your audio and video
- Ensure your microphone, headphone or speakerphone is near you.
- Mute your Zoom session or phone when not in use.
- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.

### Helpful Zoom Links and Tutorials

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The following links and documents may be useful as you prepare for your virtual presentation:

- [Creating a Zoom Account](#)
- [Screen Sharing](#)
- [Recording](#)
- [Audio/Video Testing](#)
- [Screen Sharing a PowerPoint Presentation](#)
- [How to Record a Computer Screen with Zoom video tutorial](#)

<https://www.youtube.com/watch?v=vsa-GAzctRM>