Early Childhood Voices Conference 2020 (ECV2020)

Congratulations on having your abstract accepted for presentation at ECV2020. Here are the details about how to record and submit your presentation to be displayed on the following website: https://earlychildhoodresearch.csu.domains/early-childhood-voices-conference-2020/

Your presentation

1. Your presentation is due by **Friday 30th October 2020**. We would LOVE to receive it before this date. If you send it after this date, we cannot include it in the conference.
2. The first screen/slide of your presentation should include
   - The title of your presentation (the same as your abstract title)
   - All authors' names, their affiliations and countries
   - Your contact email address(es)
   - Twitter handles (if relevant)
   - The following words (in a small font at the bottom of the slide):
     Presented online at the Early Childhood Voices Conference (ECV2020), 16-20 Nov. 2020 – Charles Sturt University, Bathurst, Australia.
3. You are welcome to include a photograph of the author(s), especially since this is an online conference. This is not a requirement, it's a suggestion. You could include the photograph on the first or second slide.
4. Make your presentation engaging. Remember that you are speaking to an international multidisciplinary audience that includes researchers, research students, practitioners, industry partners, government and professional organisations.
5. Your presentation should be 10-15 minutes long. If you are using PowerPoint aim to have one slide per minute (i.e., approximately 10-15 slides).

How to make a pre-recorded presentation

6. There are a number of different ways you can make your pre-recorded presentation. You are welcome to use any software you like to record your presentation, as long as you can save the file in **.mp4 format**.
7. Here are some ways you can make your recording:
   - We recommend using **Zoom**, which allows for video recording of your screen/presentation and yourself.
   - Please enable the features that will create an **audio transcript** of your presentation. Instructions are here: https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings-
   - Creating a timed transcript will make your presentation accessible to people with hearing loss and people who do not speak English as their main language. Remember that automatically generated text requires proof-reading and editing so that they are accurate enough to provide access for people who will depend on the text.
   - You can record a talking **PowerPoint** (instructions on next page).

- You can use screen capture software, such as **Camtasia** or **Movavi**
- You could download free tools such as **PresentationTube** or **Screencast-O-Matic** (you'll find information about these using your web browser).

Recording a talking PowerPoint

Microsoft instructions are here: https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83?redirectSourcePath=%252fen-us%252farticle%252fSave-your-presentation-as-a-video-fafb9713-14cd-4013-bcc7-0879e6b7e6ce&ui=en-US&rs=en-US&ad=US

a) Create your PowerPoint slides
b) Include animations and transitions in your recorded PowerPoint if you want to
c) Turn on the captions and subtitles feature. Instructions are here: https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f
d) Go to **File** > **Export** > **Create a Video**, and ensure **Presentation Quality largest file size and highest quality (1920 x 1080)** is selected
e) Name your file as the **surname_initials** of the first author (e.g. **Smith_JD**)
f) Save your file in .mp4 format

How to send your presentation to ECV2020

8. Save your presentation as a .mp4 file using the following naming convention: YOURLASTNAME-TOPIC-ECV2020 (same name as your abstract .doc file)
9. Upload your recorded presentation an online large file transfer service like
   - CloudStor (https://www.aarnet.edu.au/network-and-services/cloud-services/cloudstor) used by Australian universities
   - https://wetransfer.com
   - Dropbox
   - Any other way you usually use
   - Please contact us at ecv2020@csu.edu.au if you need assistance and we can send you a link for you to upload your file.
10. Send the link/file to ecv2020@csu.edu.au
11. Let us know if you DO NOT want your presentation to remain on the ECV2020 website. If we don't hear from you, then we presume you are OK with it remaining on the site.

Here is the website where your presentation will be uploaded from 16-20 November 2020: https://earlychildhoodresearch.csu.domains/early-childhood-voices-conference-2020/