24-28 August 2021

Online

ICAS 12 Participant Portal Guide – Roundtable Convenor

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Important notes:

It is recommended to use the **Firefox** or **Google Chrome** browser to complete the tasks

Deadline for presentation upload is **1 August 2021**

Pre-recorded materials will be available from **10 August–15 October 2021**

Getting Started – Log-in page

You will receive an email that includes a link and your log-in details for the ICAS 12 Participant Portal, please check your spam folder as well. Should you not have received this email, please contact the ICAS 12 Organisers at icas12@iias.nl.

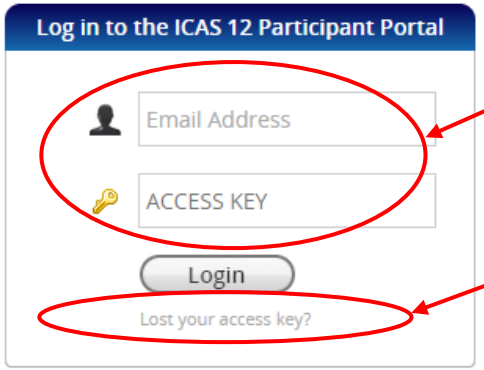
Welcome to the ICAS 12 Participant Portal

Thank you for participating at ICAS 12!

In this portal you will be preparing your online participation at the conference:
- edit or update your participant profile
- for participants with a paper presentation, you will be pre-recording or uploading your presentation video in this portal

An email with your log-in details for this ICAS 12 Participant Portal was sent to you, please check your spam folder as well. Should you not have received this email, please contact the ICAS 12 Organisers at icas12@iias.nl.

Please login below and follow instructions to provide your details for the conference.

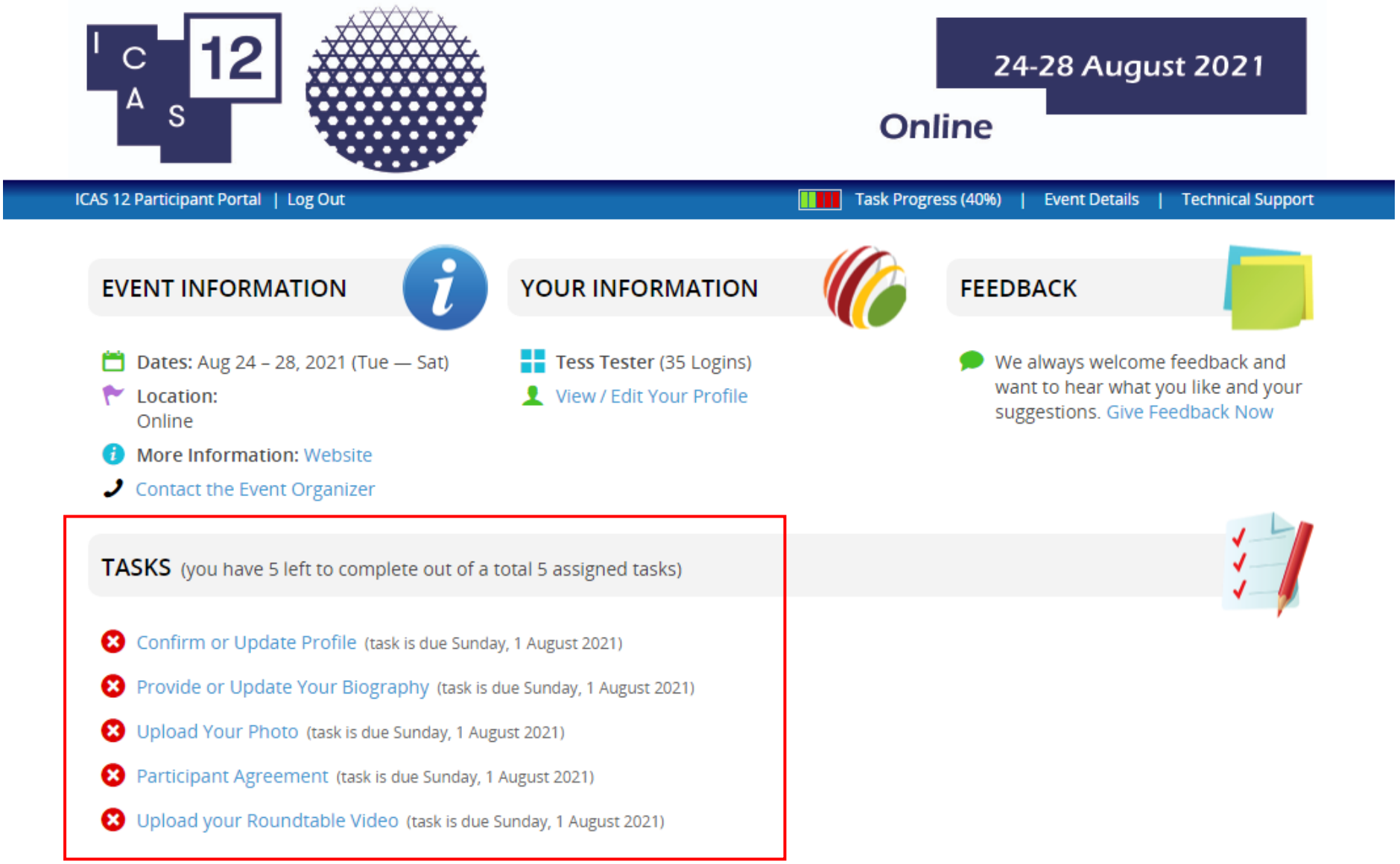


Please fill in your email address and Access Key that was sent to you per email.

You can also request your Access Key by clicking on 'Lost your access key?' at the bottom.

Getting Started – Task List

The tasks available in your task list is based on your role at ICAS 12. These tasks are required to gather the necessary information for your profile and session.

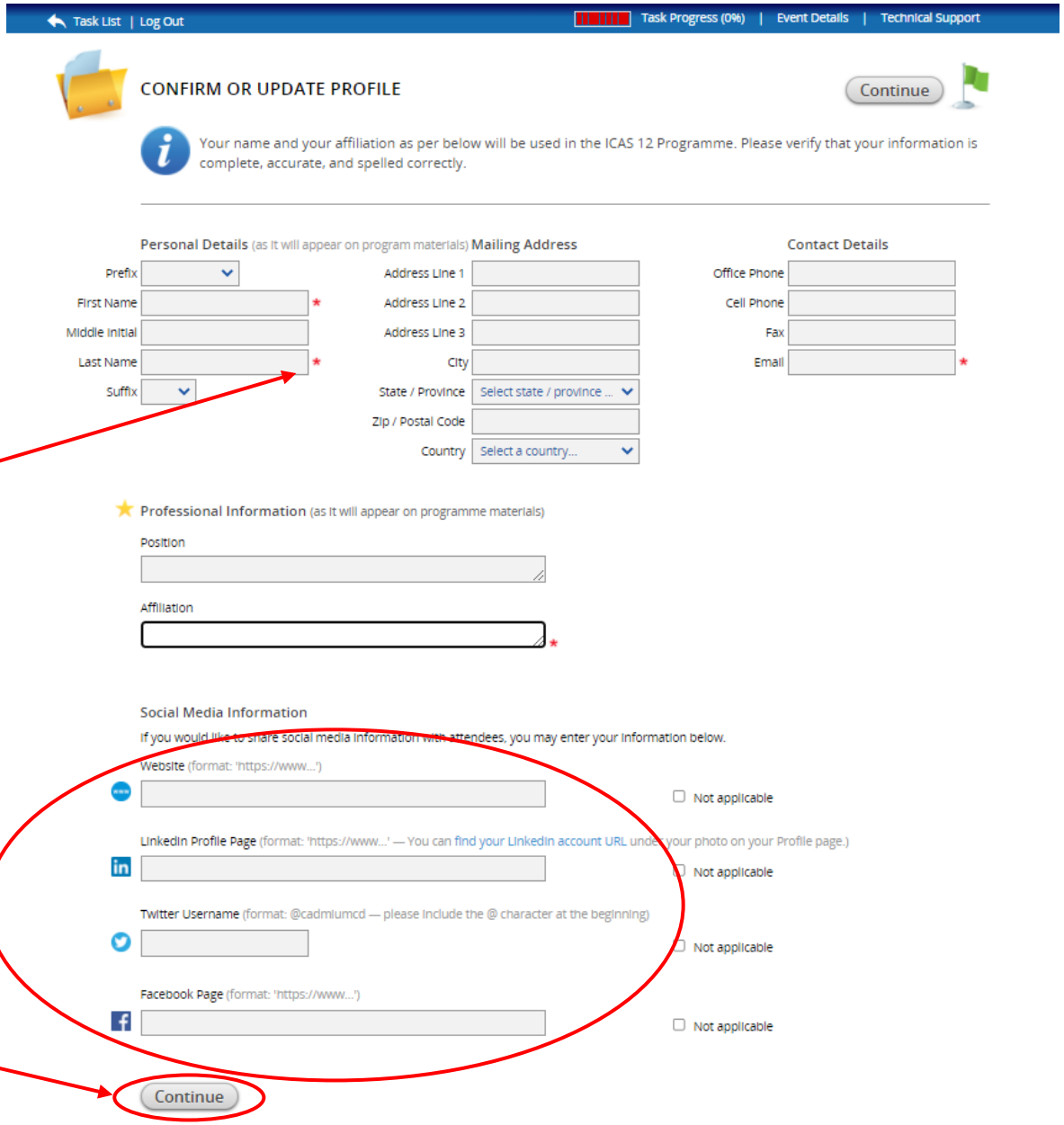


Confirm or Update Profile

Please verify that your name and your affiliation are accurate and spelled correctly as this information will be used for the ICAS 12 Programme.
Fields with a red asterisk are required fields.

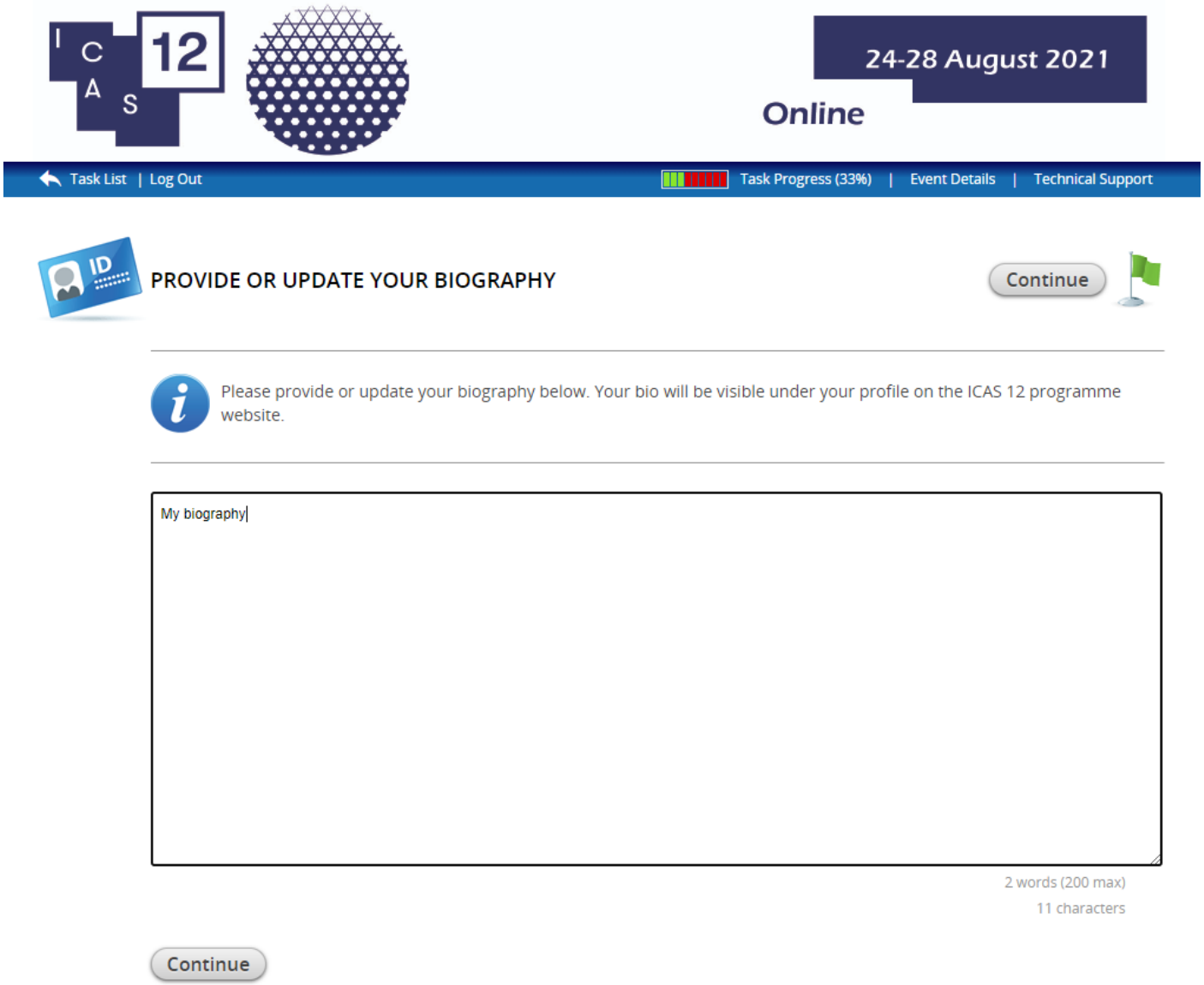
You can also choose to include your social media links as well.

Please click the 'Continue' button to save your information.



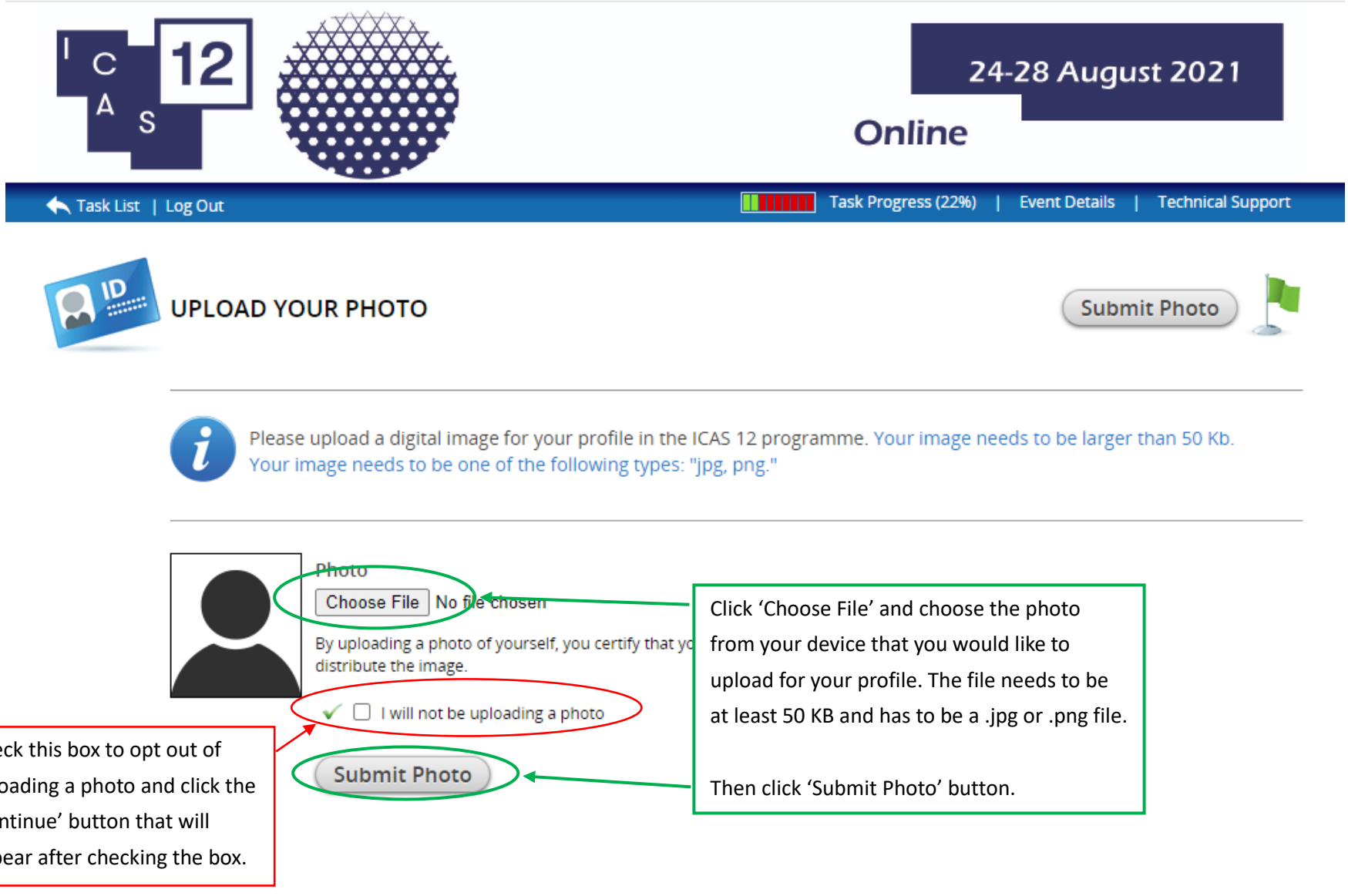
Provide or Update Your Biography

Your biography will be visible to other ICAS 12 participants and should not exceed 200 words.



Upload Your Photo

As ICAS 12 will be an online event, it will be a more engaging experience for you and other virtual participants if you would upload a photo of yourself. This is not required, but we would highly recommend you to do so. Photo requirements – file size: minimum of 50 Kb; acceptable file types: .jpg or .png file

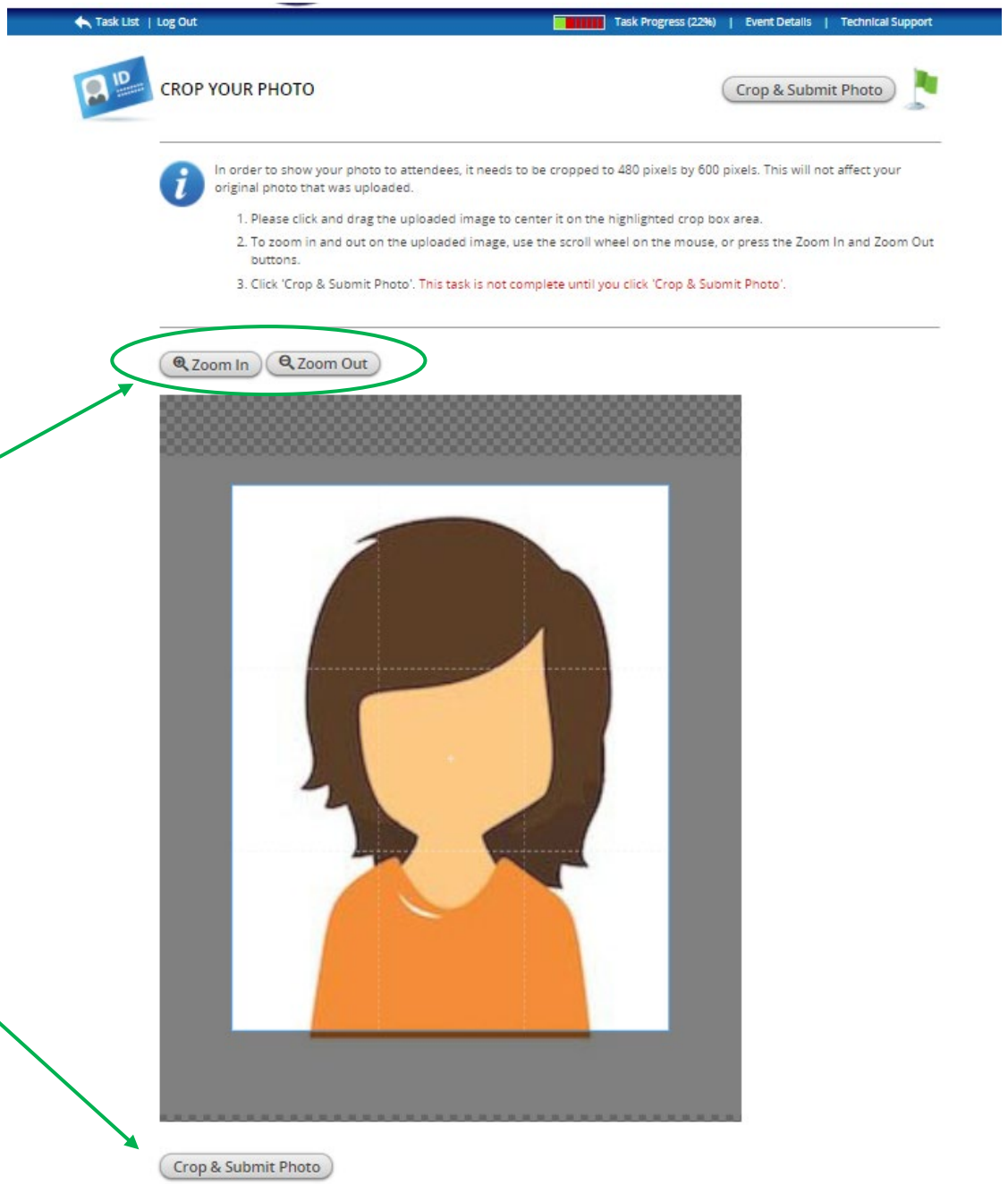


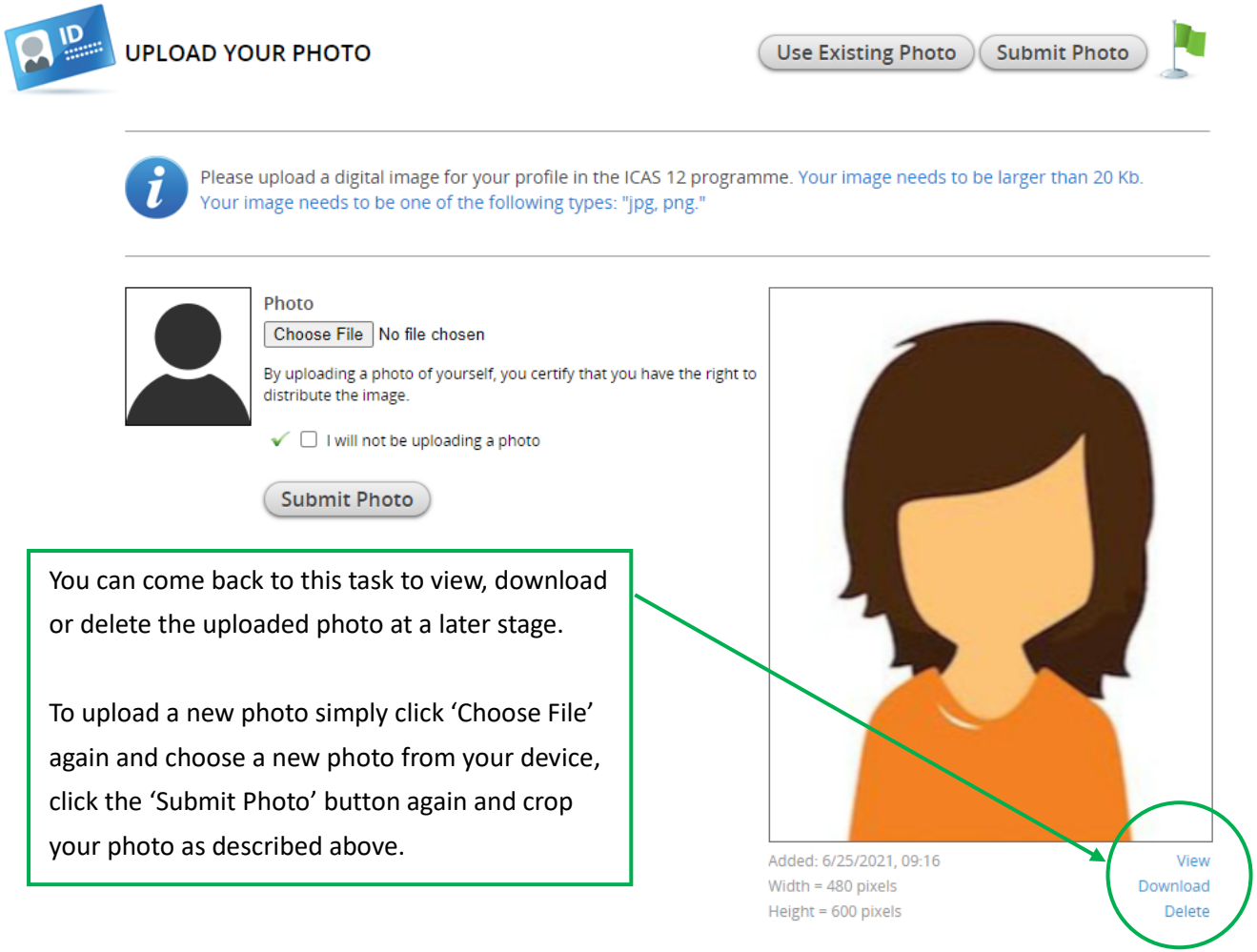
You can use the system's tools to help you cropping the photo to the required size of 480 pixels by 600 pixels.

You can click and drag the uploaded image to centre it on the highlighted crop box area.

To zoom in and out on the uploaded image, use the scroll wheel on your mouse or press the Zoom In and Zoom Out buttons.

Click 'Crop & Submit Photo' to finish.





Participant Agreement

Please read the Participant Agreement and check the box on the bottom to complete this task.

Pre-Recorded Content for Roundtables

All paper presenters are asked to pre-record their presentation, but as roundtable participants will not present a paper, this will not be asked of them. We have offered roundtable convernors the option to pre-record a video (max 45 mins) as well. As you are receiving this guide, you and your roundtable participants have decided to submit pre-recorded video for your roundtable. This can be a video in which the chair can introduce the topic and the roundtable participants can briefly present their view on the topic of the roundtable. ICAS 12 participants can watch the pre-recording and join the live discussion session that aims to maximize the opportunity to go more into depth. So, *the recording is not meant to replace the live session*, but should be seen as material that gives a little extra context on the topic before the start of the live conference. To enable free discussion these live sessions will not be recorded.

The deadline for the video upload is **1 August 2021**. Pre-recorded materials will be made available as of **10 August 2021** to give all participants the opportunity to browse and watch the different presentations before the start of the live conference between 24–28 August 2021 and will stay available until **15 October 2021**.

Video requirements:

- Video length: maximum of 45 minutes
- File size: maximum of 2 GB (please contact the ICAS 12 Organiser if your file exceeds this size)
- acceptable file type: .mp4

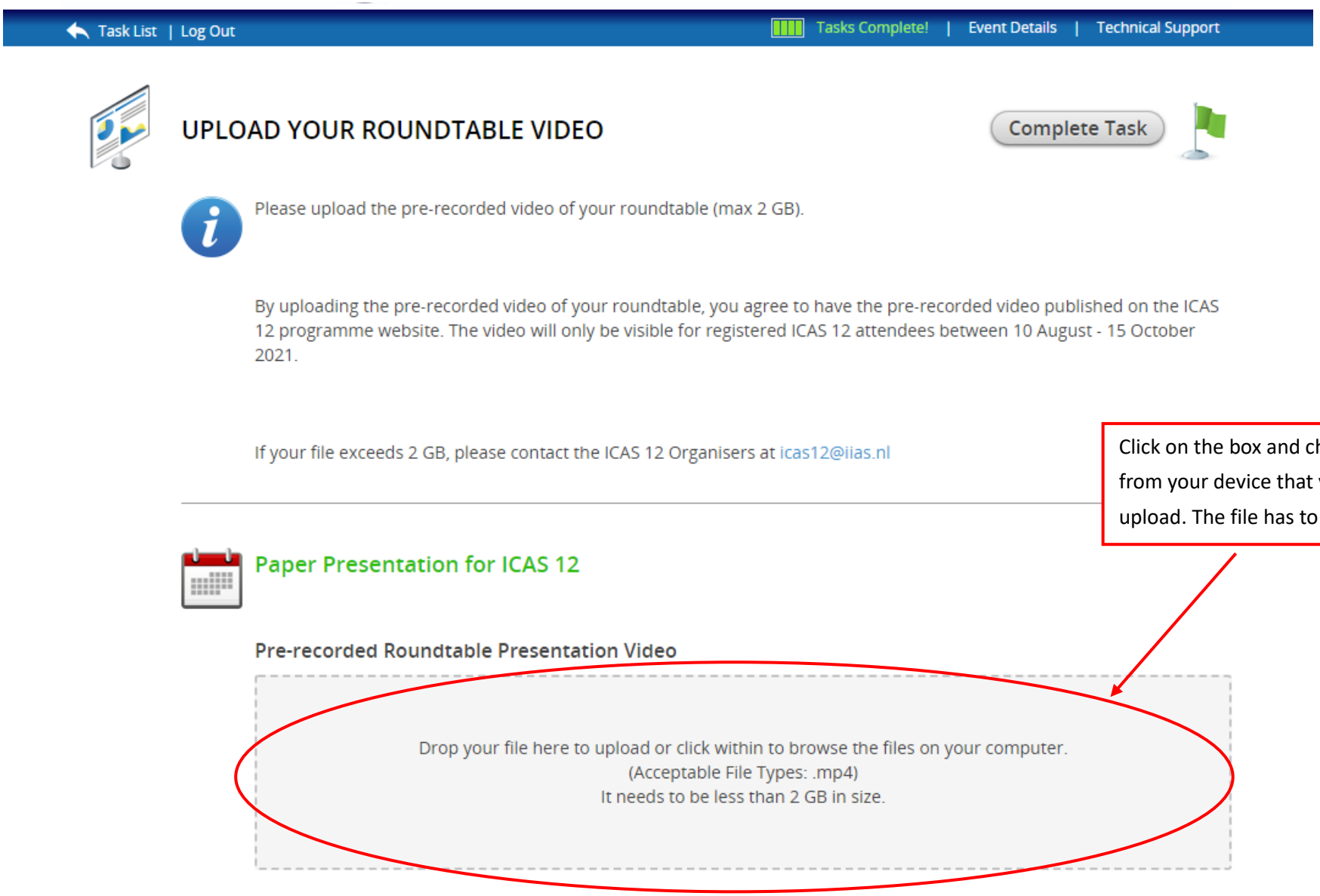
Upload your Pre-recorded Video

For option 2 you can pre-record a presentation video with your own means and you can upload the video file to the CadmiumCD conference management system. *Video requirements* – video length: max 15 mins; file size: maximum of 2 GB (please contact the ICAS 12 Organiser if your file exceeds this size); acceptable file type: .mp4

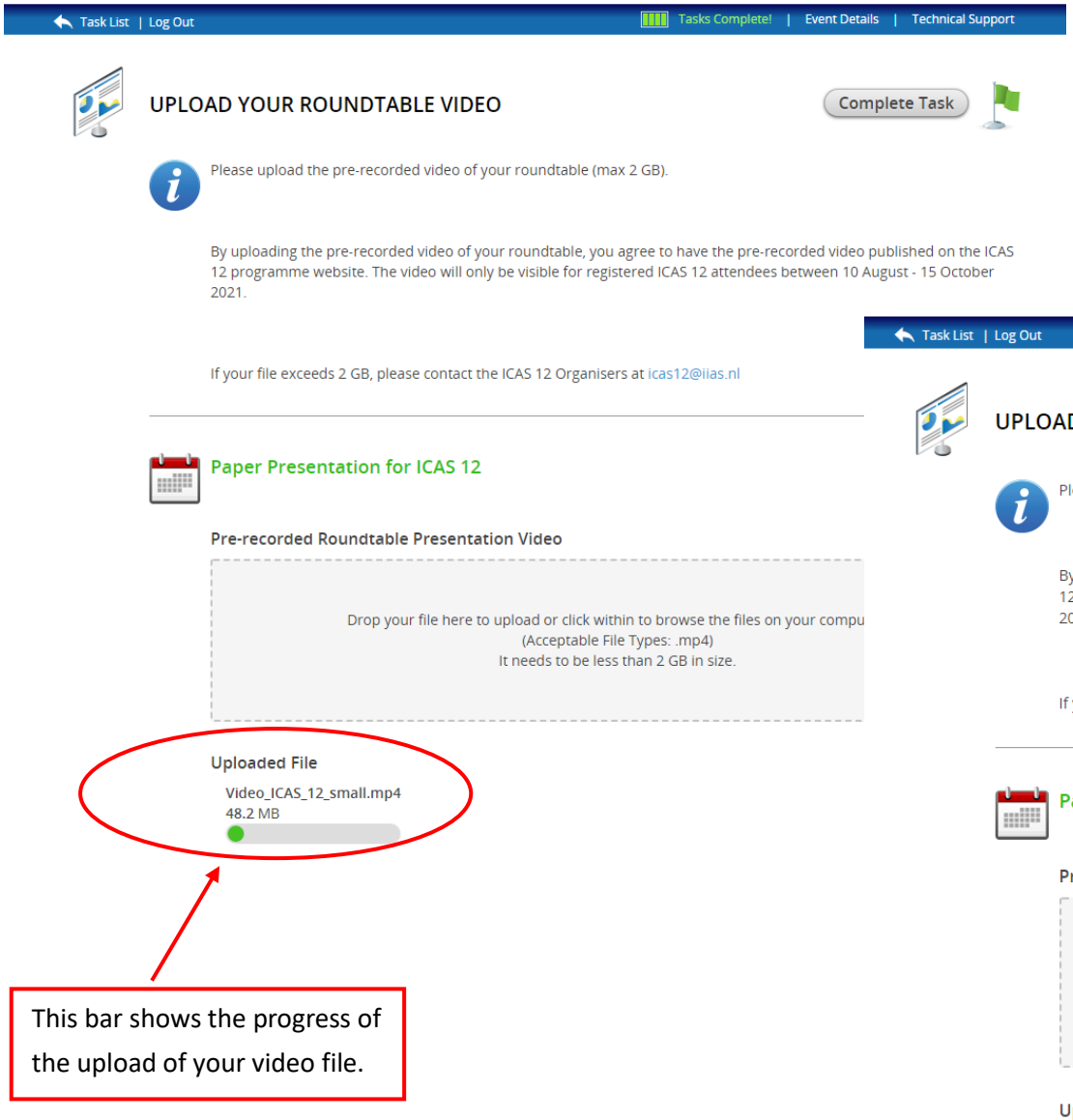
Some points of attention and recommendations to optimise your home recordings:

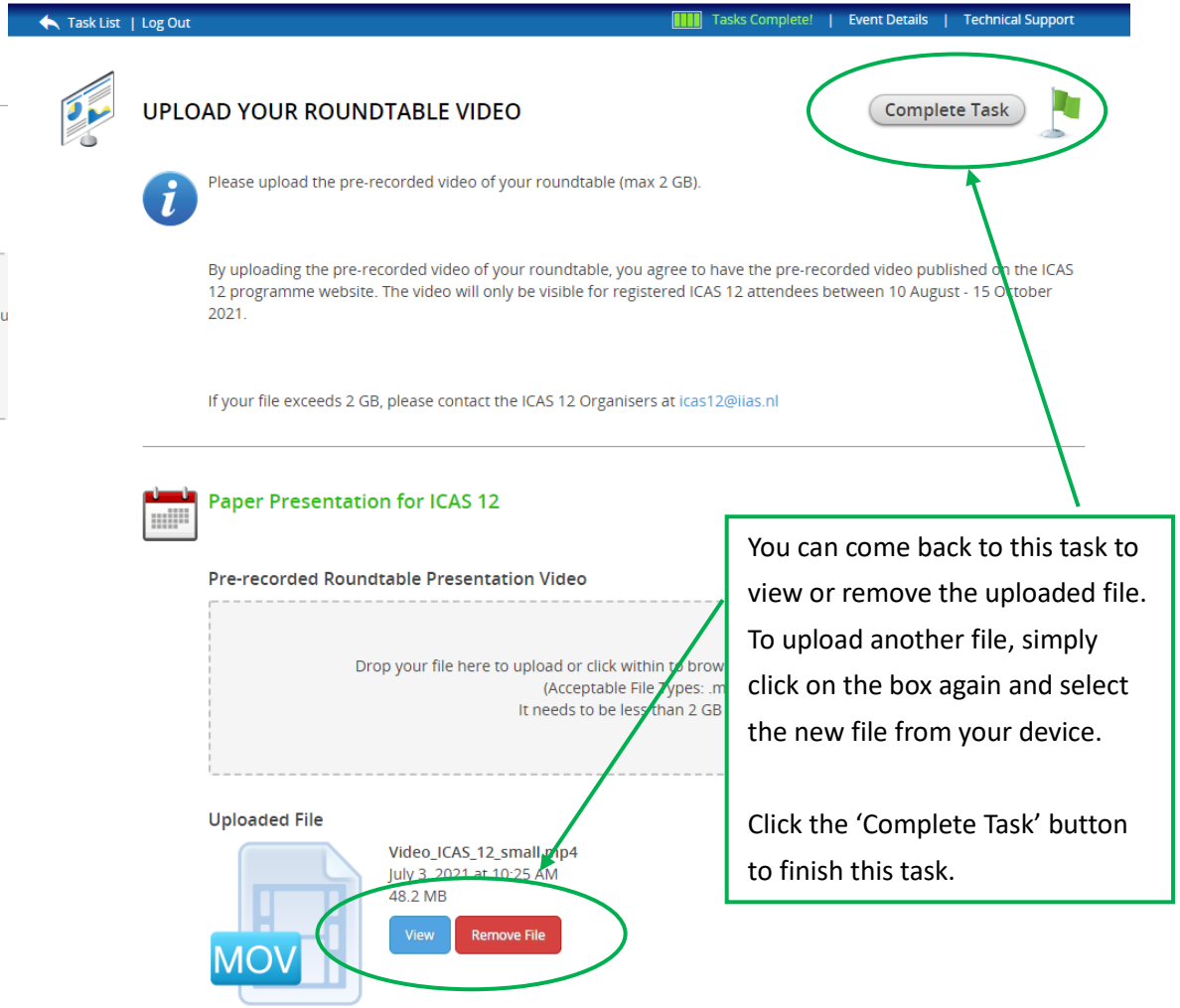
1. **Camera Setup**
   We would recommend to use a built-in or an external webcam linked to your laptop or desktop; use landscape mode;
   pay attention to the distance from your body to your camera
2. **Lighting**
   Consider recording your video in front of a window or another lightsource with light coming from the front.
3. **Sound**
   We would recommend using an external USB-microphone; do not place it too close to your mouth (will cause clipping or pop sounds), but also not too far away (this will increase the chance of noise and echo); do a sound check before your start. Try to find a quiet time during the day for recording.
4. **Presentation**
   Prepare for your recording, go over your presentation slides or text before you start recording. Practice a few times and start over if needed.
5. **Room Set-Up**
   Be mindful of your room background, make sure the background is tidy and not distracting. Remember to protect your own privacy, make sure that things caught on camera are all right to be visible.
6. **Representation**
   Prepare yourself like you would be doing the presentation in person, put on some nice clothes, brush your hair, etc. People will notice! Be mindful of your posture as well, try not to slouch for example.

To view these tips in more details, you can visit the website of The Centre for Innovation, Leiden University or download their pdf with the tips directly.



Click on the box and choose the video file from your device that you would like to upload. The file has to be an .mp4 file


Task List | Log Out
Tasks Complete! | Event Details | Technical Support
UPLOAD YOUR ROUNDTABLE VIDEO
Complete Task
Please upload the pre-recorded video of your roundtable (max 2 GB).
By uploading the pre-recorded video of your roundtable, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021.
If your file exceeds 2 GB, please contact the ICAS 12 Organisers at icas12@iias.nl
Paper Presentation for ICAS 12
Pre-recorded Roundtable Presentation Video
Drop your file here to upload or click within to browse the files on your compu
(Acceptable File Types: .mp4)
It needs to be less than 2 GB in size.
Uploaded File
Video_ICAS_12_small.mp4
48.2 MB
This bar shows the progress of the upload of your video file.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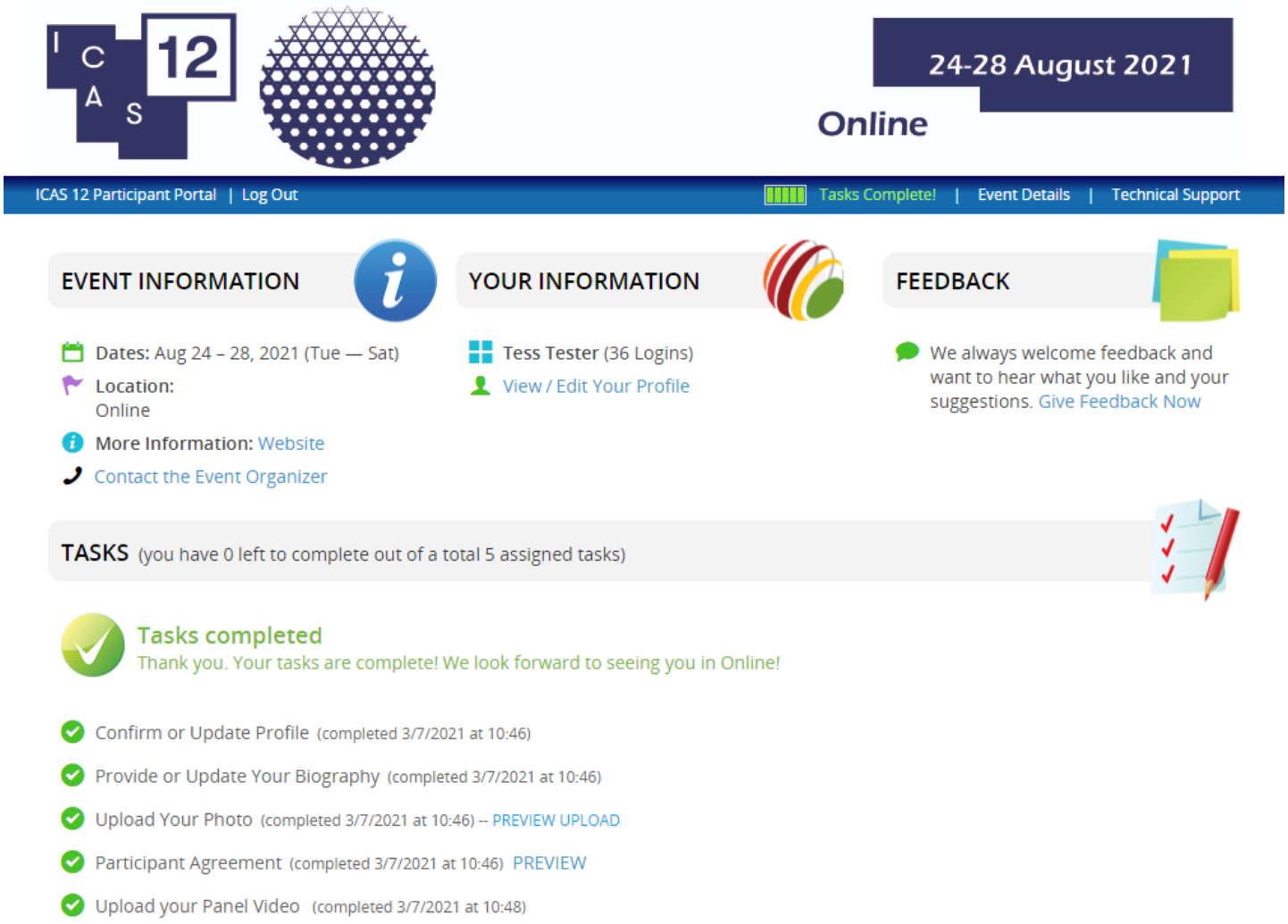
Paper Presentation for ICAS 12
Pre-recorded Roundtable Presentation Video
Uploaded File
Video_ICAS_12_small.mp4
July 3, 2021 at 10:25 AM
48.2 MB
View
Remove File
MOV
You can come back to this task to view or remove the uploaded file. To upload another file, simply click on the box again and select the new file from your device.
Click the 'Complete Task' button to finish this task.

Your tasks are complete when all icons are marked green, thank you so much!

We look forward to seeing you at the ICAS 12 online conference!



Should you have any questions please contact the ICAS 12 Organisers at icas12@iias.nl