

A Step-by-Step Tutorial for making and uploading a video for your CIEES talk

by the CIEES 2026
Organizing Committee

This tutorial is ONLY for ONLINE participants

Your CIEES talk in a recorded video

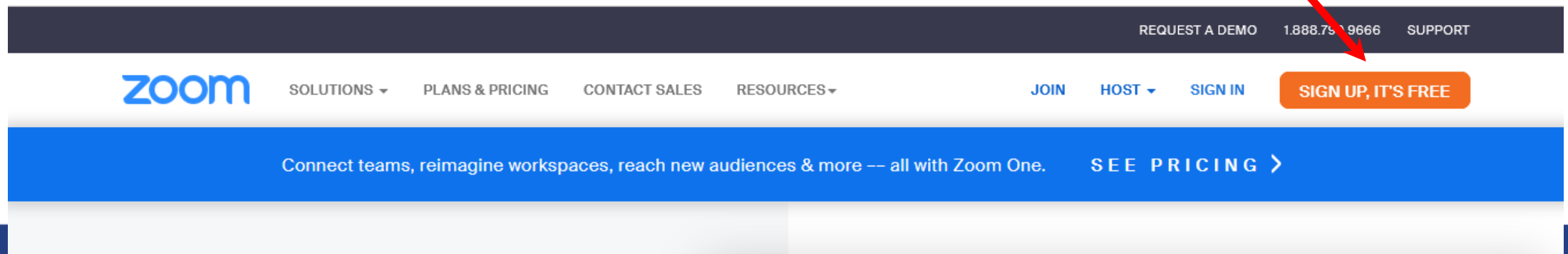


- Congratulations again on your accepted paper to CIEES 2026! As CIEES 2026 will be held as an **hybrid conference** and you choose an online participation. For that reason you are required to record and submit a video of your talk by November 15, 2026.
- In this step-by-step tutorial, we will show you how to record a video presentation for your talk with Zoom.
- It is recommended* that you follow our tutorial, as we aim to deliver a consistent online experience to our conference attendees.
- As beginning we recommend that you should prepare standard slides as you would have for the on-site conference. Record the slides presentation with a voice overlay explaining the content of the slides.

**You are welcome to use other screen recording software. We recommended Zoom. Please, make sure you include a picture-in-picture window so that the presenter is always visible in the video.*

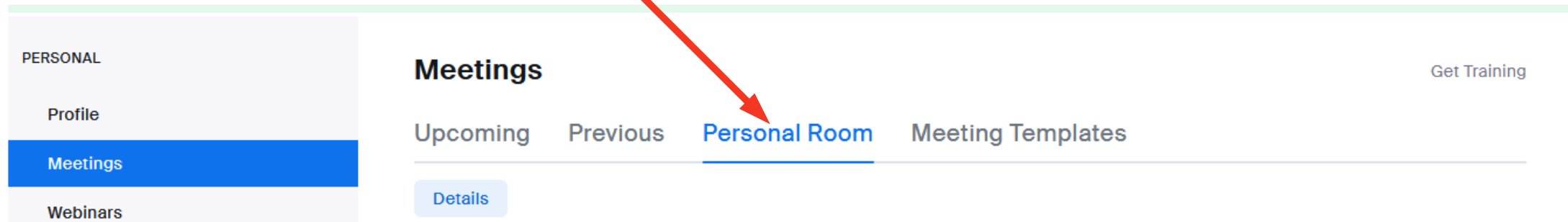
Step 1: Getting Prepared

- Prepare your presentation according CIEES 2026 template and save it.
- Sign in or Creating your Zoom account
 - You will need to download the Zoom client for your operating system before using it for recording your talk. Go to <https://zoom.us/download> to download and install the **Zoom Client for Meetings**.
 - You are encouraged to use Zoom to record a video presentation for your CIEES talk. If you don't have a Zoom account yet, the first step is to sign up for one. All you need to do is to visit <https://zoom.us>, click the **SIGN UP, IT'S FREE** button to get started.

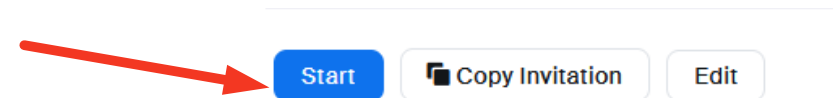


Step 2: Recording Your Talk

- You can initiate a Zoom meeting without any other participants and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record.
- Click the button **Personal Room**

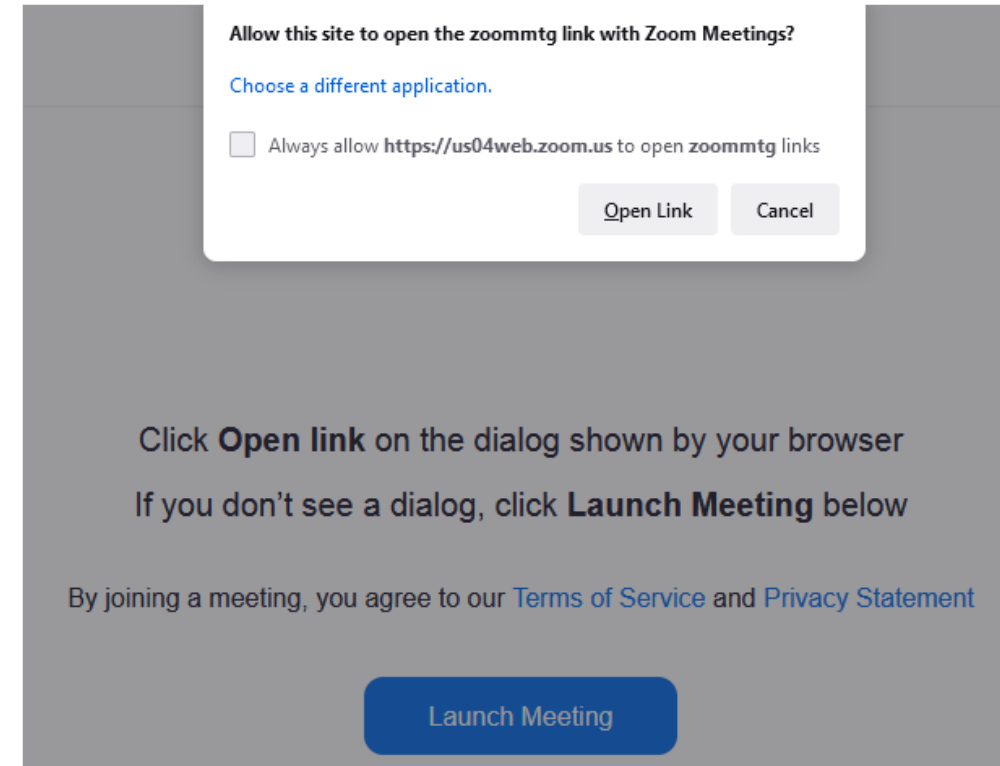


- On the screen bottom click **Start**



Step 2: Recording Your Talk

- Click **Open link** on the dialog shown by your browser. If you don't see a dialog, click **Launch Meeting** below.
- Zoom will begin a video conference session. If asked to choose an audio conference option. Click **Join with Computer Audio**.
- Don't use the Text to Speech & AI Voice Generator!

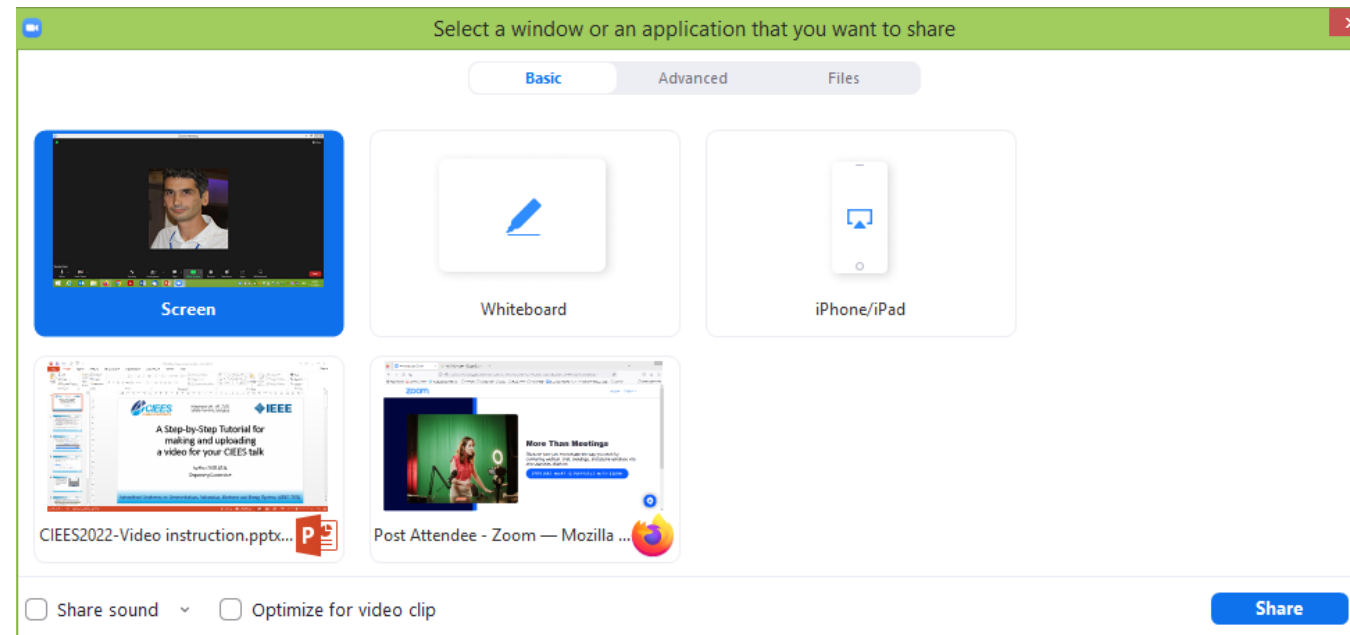


Step 2: Recording Your Talk

- Make sure that your microphone is not muted and your video is started. You should see **Mute** and **Start Video** indicated at the bottom left of your Zoom window.

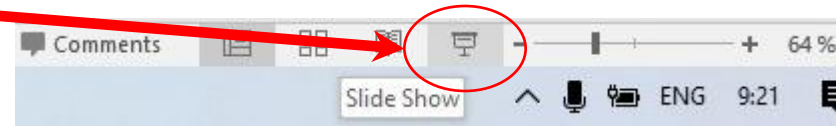


- Open your CIEES 2026 presentation
- Click **Share Screen** to start to share the window with your presentation application, such as PowerPoint. Do not share the entire desktop; just share the window with PowerPoint.



Step 2: Recording Your Talk

- Press **F5** or **Slide Show**, for full screen of your presentation.



- You will see a green border around the screen or application that is being shared. Click on the green window:



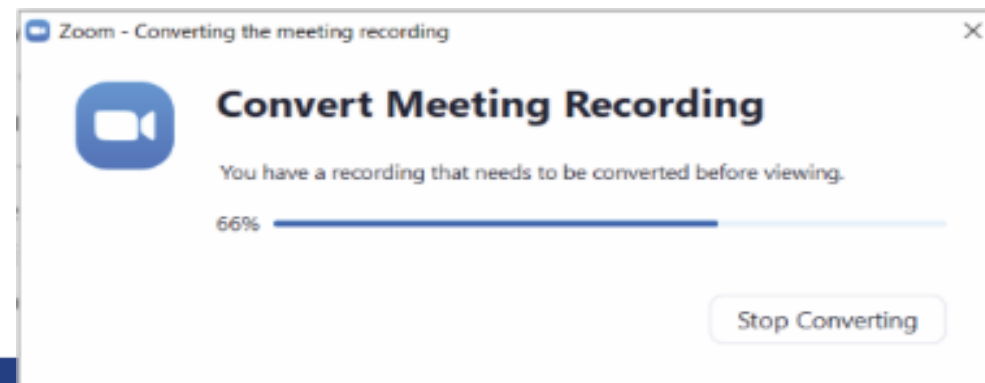
- To start recording press **Alt+R**
- When the recording starts you will see the following:



- Please, stay on your first slide for 2÷3 seconds without talking. After the initial 2÷3 seconds of silence have elapsed, you may introduce yourself first and proceed with your presentation normally.
- Similarly, after you have concluded your presentation, please remain on the final slide for 2÷3 seconds in silence.

Step 2: Recording Your Talk

- Your presentation should be at least 5 minutes in length, but **should not exceed 7 minutes**. It must be voiced in clear and understandable English.
- When your presentation is finished, click **Stop Recording** by press **Alt+R**
- Click **Stop Share** in the Zoom bar at the top of the screen.
- Click **End Meeting** then click **End Meeting for All**.
- ZOOM automatically will convert and save the video and open the storage folder (typically Documents/Zoom) as an **.mp4** file.



Step 3: Testing and Uploading Your Video



- Play your video to make sure that it is between 5 - 7 minutes, and that both audio and video play out correctly.
- »» Name the file **ID###_Video_CIEES2026**.
- »» Sign up in the CIEES CMT conference system:
<https://cmt3.research.microsoft.com/CIEES2026>
- »» Upload the video you've made for your talk via the link: **Upload Supplementary Material**

That's it!

Checklist

- Use the checklist below to make sure all requirements are met.

Requirements	Done?
Duration of the video: between 5 to 7 minutes	
File size: limited to 100MB file size, but recommended to be less than 50MB. Don't use the Text to Speech & AI Voice Generator!	
File video format: .mp4	
Video and audio: • All slides are legible and audio and video tracks are in sync at all times; • Included a picture-in-picture video window so that the presenter is always visible throughout the video.	
Upload the video in CMT conference system: Upload Supplementary Material	

CONGRATULATION!

You are ready for participation at the CIEES 2026!

Please, do remember, that it's mandatory to join your section for
Q&A.

As it is mandatory for CIEES conference, we will implement a strict
"No Show No Publication" policy!