



COSPAR-2021-HYBRID

43rd COSPAR Scientific Assembly

28 January – 4 February 2021

ICC Sydney Australia or from
anywhere around the globe

*Connecting space research
for global impact*

Please place any questions you have in the chat below.

6 Steps To Recording Your Short Summary Video

1. Decide how you want to record your presentation
2. Prepare your presentation content
3. Prepare to record your presentation
4. Record your short summary video
5. Submitting your pre-recorded presentation
6. Register through the presenter portal



Recording on Zoom

0. If you are using presentation slides have them open and ready

1. Download or open Zoom

2. Press the start button



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My Personal Meeting ID (PMI)

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Start

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Join from a Room

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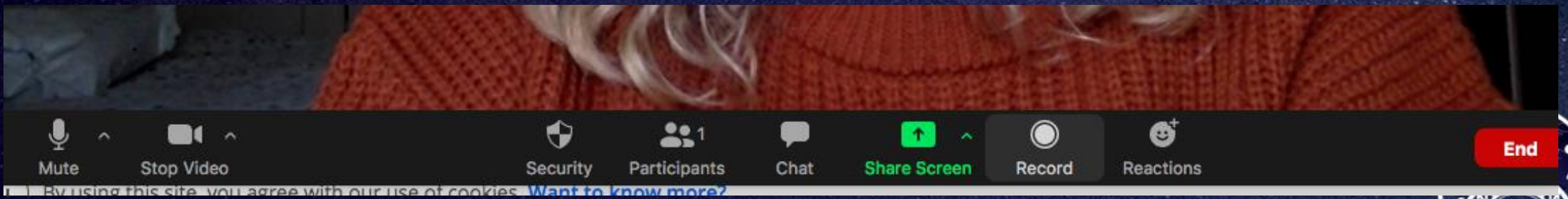
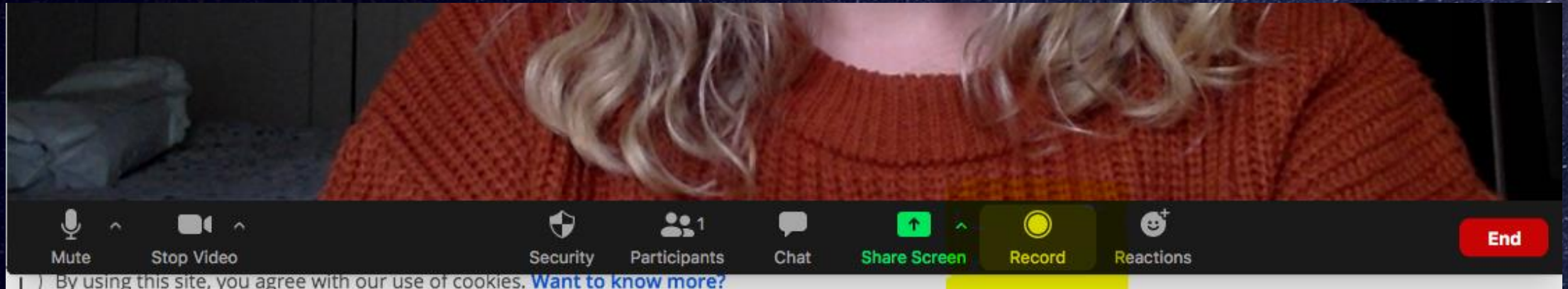


Recording on Zoom

3. Once open check your video and microphone are working as expected
4. When ready hit the 'Record' button
 - a. If using slides press 'Share Screen' and open your PowerPoint and then enter 'Slide Show' mode



Recording on Zoom

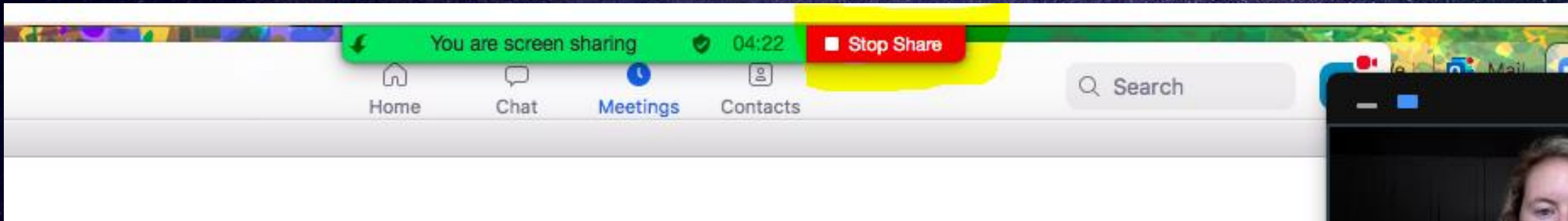
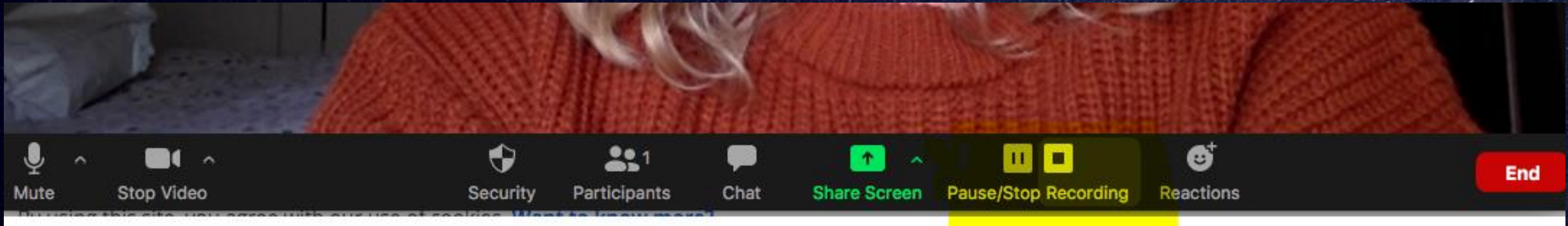


Recording on Zoom

4. Once you're done hit the 'Stop Recording' button
 - a. If you are using slides you will need to 'Stop Share' and then 'Stop Recording'
5. Your recording will then automatically start saving on your computer

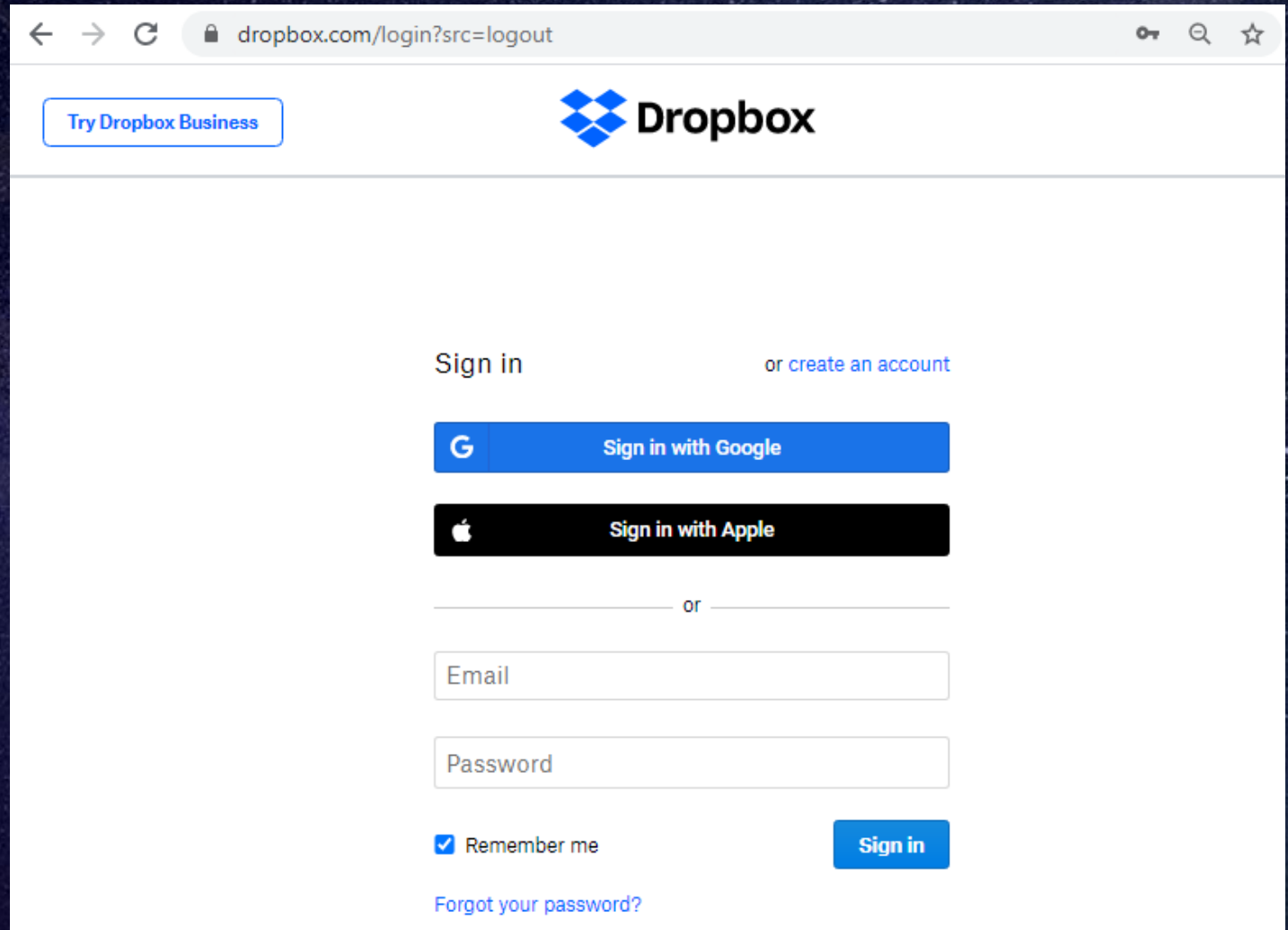


Recording on Zoom




Setting Up and Uploading to Dropbox

1. Create an Account or Sign-In to Dropbox
(www.dropbox.com)





A screenshot of the Dropbox login page in a web browser. The browser's address bar shows the URL `dropbox.com/login?src=logout`. The page features the Dropbox logo at the top right and a "Try Dropbox Business" button at the top left. The main content area has the text "Sign in" followed by a link "or create an account". Below this are two large buttons: "Sign in with Google" (blue) and "Sign in with Apple" (black). A horizontal line with the word "or" in the center separates these from the standard login fields. There are two input fields, one labeled "Email" and one labeled "Password". At the bottom left, there is a checked checkbox labeled "Remember me". At the bottom right, there is a blue "Sign in" button. Below the "Sign in" button is a link that says "Forgot your password?".

← → ↻ `dropbox.com/login?src=logout` 🔑 🔍 ☆

[Try Dropbox Business](#) 

Sign in [or create an account](#)

 Sign in with Google

 Sign in with Apple

— or —

Email

Password

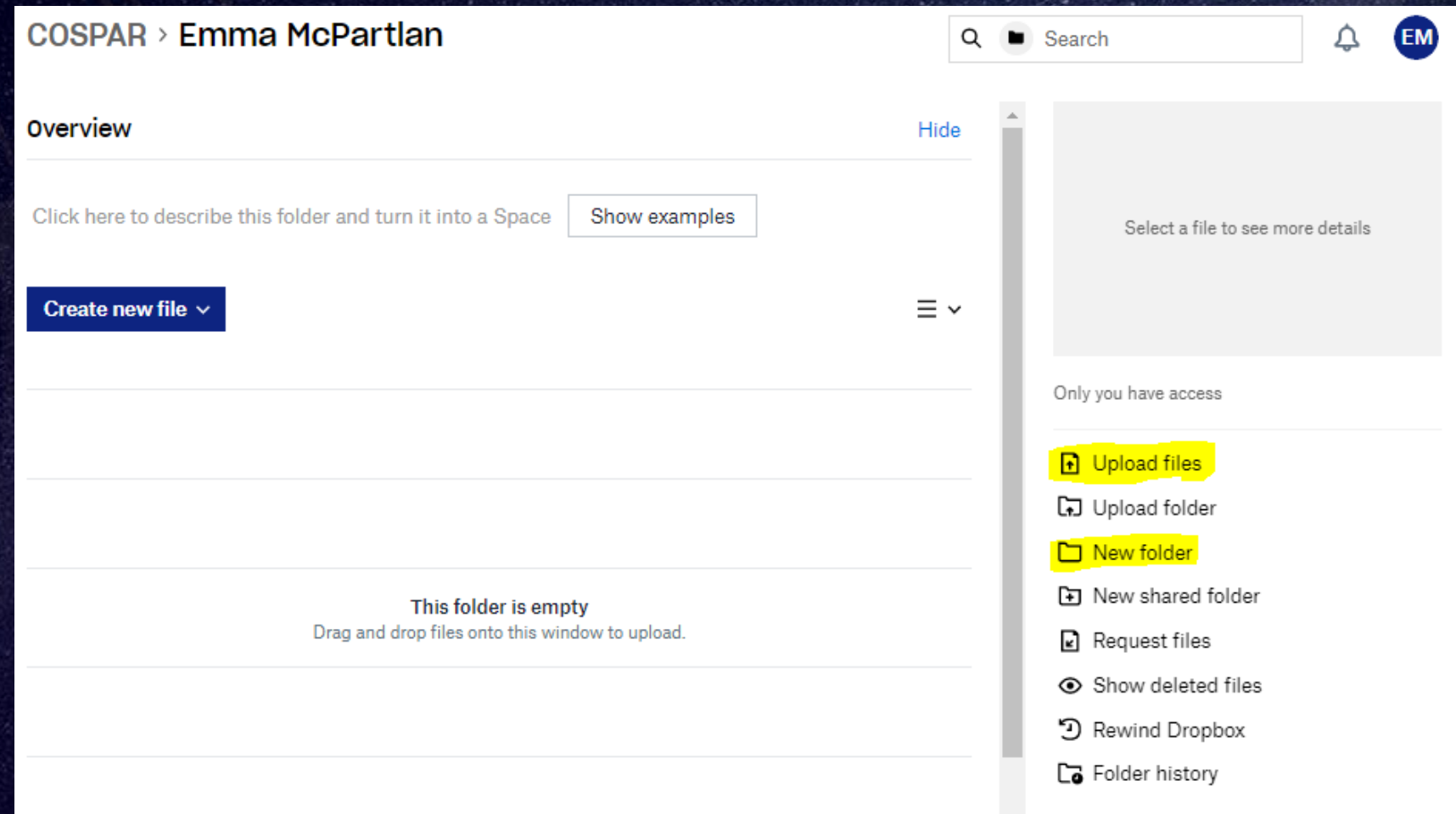
☒ Remember me [Sign in](#)

[Forgot your password?](#)

Setting Up and Uploading to Dropbox

2. Create a 'New Folder' to hold your files

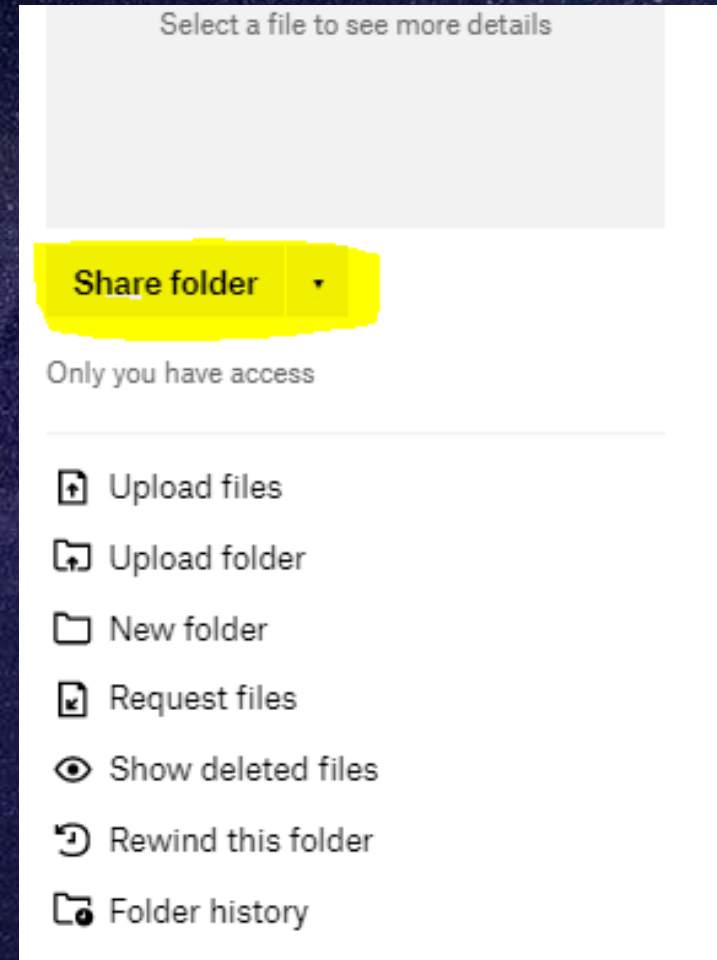
3. Press 'Upload Files' and locate your recording on your computer



Setting Up and Uploading to Dropbox

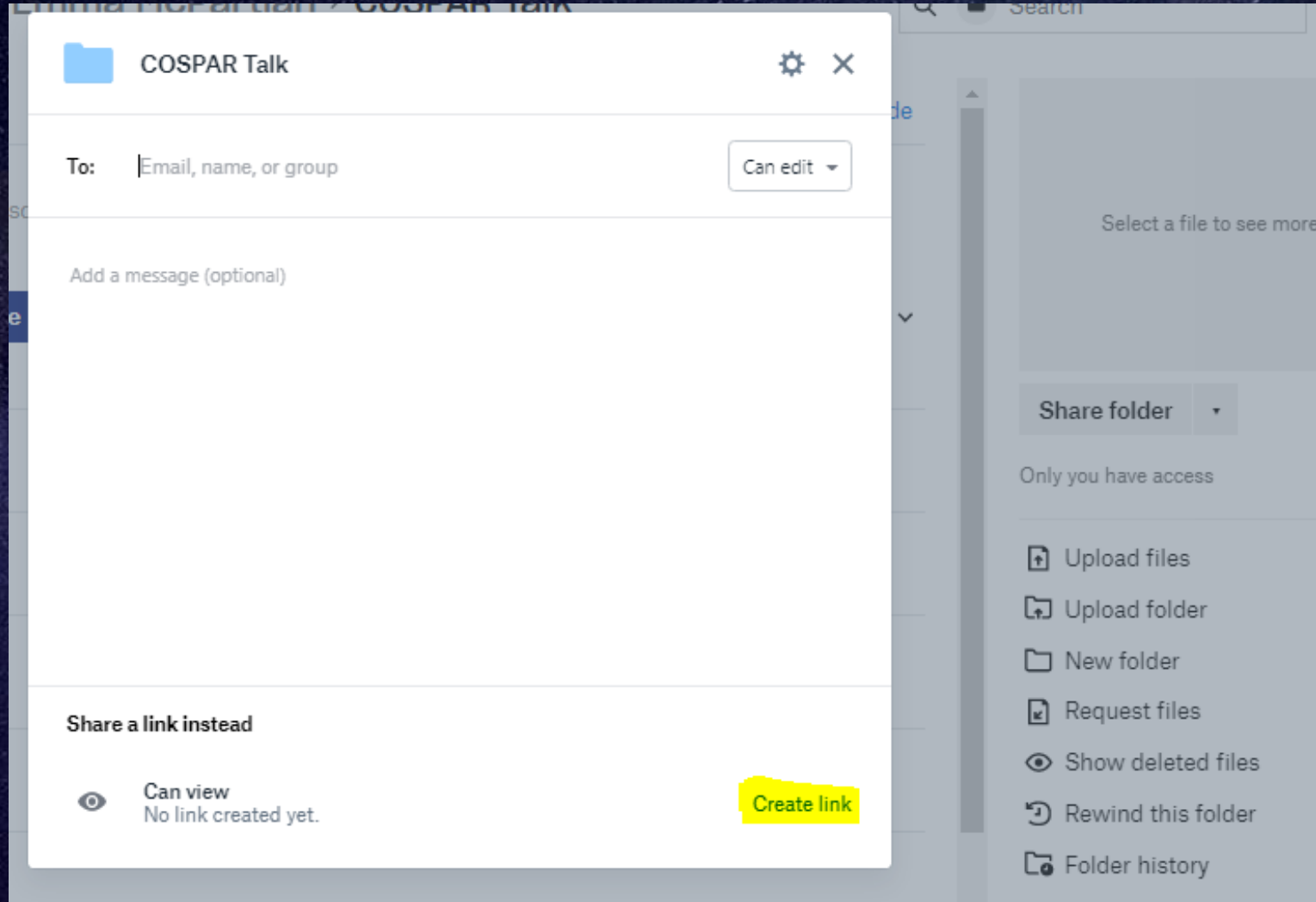
4. Create a share link

a. Press 'Share folder'



Setting up and uploading to Dropbox

b. On the pop up that opens press 'Create link'



Submitting your presentation

1. Locate your auto log-in token for the Presenter portal
2. Fill in your presentation details as instructed

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Presentation Submission

This page will take you through the process of submitting your Dropbox Link to us. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time.

All submissions must be completed by **23:59 (AEST) 30 November 2020**

Please note: if you have multiple presentations, you are able to submit them all to us at once using the below form, but you must ensure that each presentation and related files are in **individual sub-folders** within your storage cloud. Please select the commission of your first presentation from the dropdown menu.

Paper Title	<div>Paper Title(s)</div> <p>Please enter your paper title(s) in the box below.</p> <p>If you are entering multiple submissions, please separate your titles with a line break</p> <div><div>Title</div><div></div><div>Word Limit 250</div><div>Word Count 0</div></div>
Commission/Panel Scientific Event	
Dropbox Link	
Review	
Submit	

Draft

Submitting your presentation

3. Under the Dropbox Link section copy and paste the link to your shared folder from Dropbox

4. Finalise your presentation and press 'Submit'

Paper Title	Dropbox Link Draft
Commission/Panel Scientific Event	Please copy and paste the link to your Dropbox (or equivalent) Folder containing your presentation and files in the below textbox.
Dropbox Link	For each presentation you are submitting your Dropbox (or equivalent) Folder must include: <ul style="list-style-type: none">- Your personal bio (up to 150 words), and high-res photo (maximum 5mb)- ZARM Abstract acceptance letter for each presentation- A copy of your original abstract (in a Word document)- Short pre-recorded video presentation (3 minute teaser) and any PowerPoint slides used within it
Review	For oral presenters only - Full pre-recorded video presentation YouTube Link (length as per your acceptance letter)
Submit	For poster presenters only - Poster PDF (standard single screen PowerPoint in poster size)
	Please ensure that your Dropbox Folder and each document follow the below naming protocol: <ol style="list-style-type: none">1. Day of Presentation2. COSPAR ID3. Presenter Name4. File type <p>(An example of this naming protocol would be: TUES2FEB A3.1-6-21 JANEDOEFULLPRERECORDEDVIDEO)</p> <p>Please note any files named incorrectly may not be accepted.</p>
	<div>Content Special Character Keyboard</div> <div></div>

Specific Contacts

Presentation and Submission Questions:
speaker@cospar2021.org

Registration Questions:
registration@cospar2021.org





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