# Problem 0: Creating the 12 min video

- Create your report
- Record your presentation, ideally including a small inset video of yourself: A guide to doing this in Powerpoint is contained in this document, but feel free to use any software you prefer
- Save and export the video as mp4
- Save and export your presentation as PDF
- Upload the video and PDF to Nextcloud
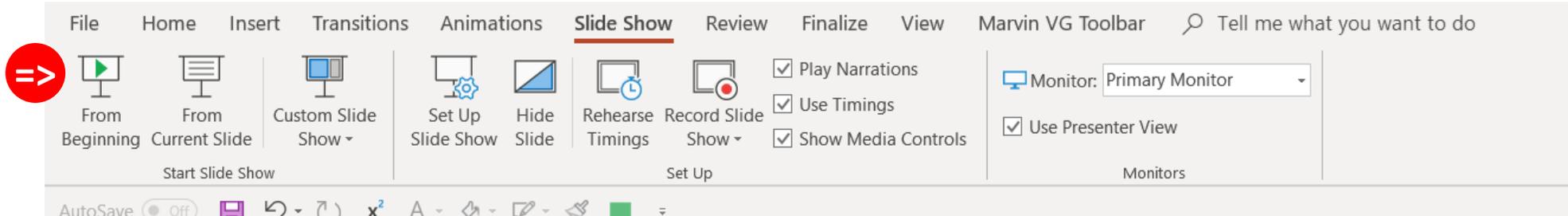- Congratulations: Look forward to the discussions on April 9-11!

Step 1: Record Presentation
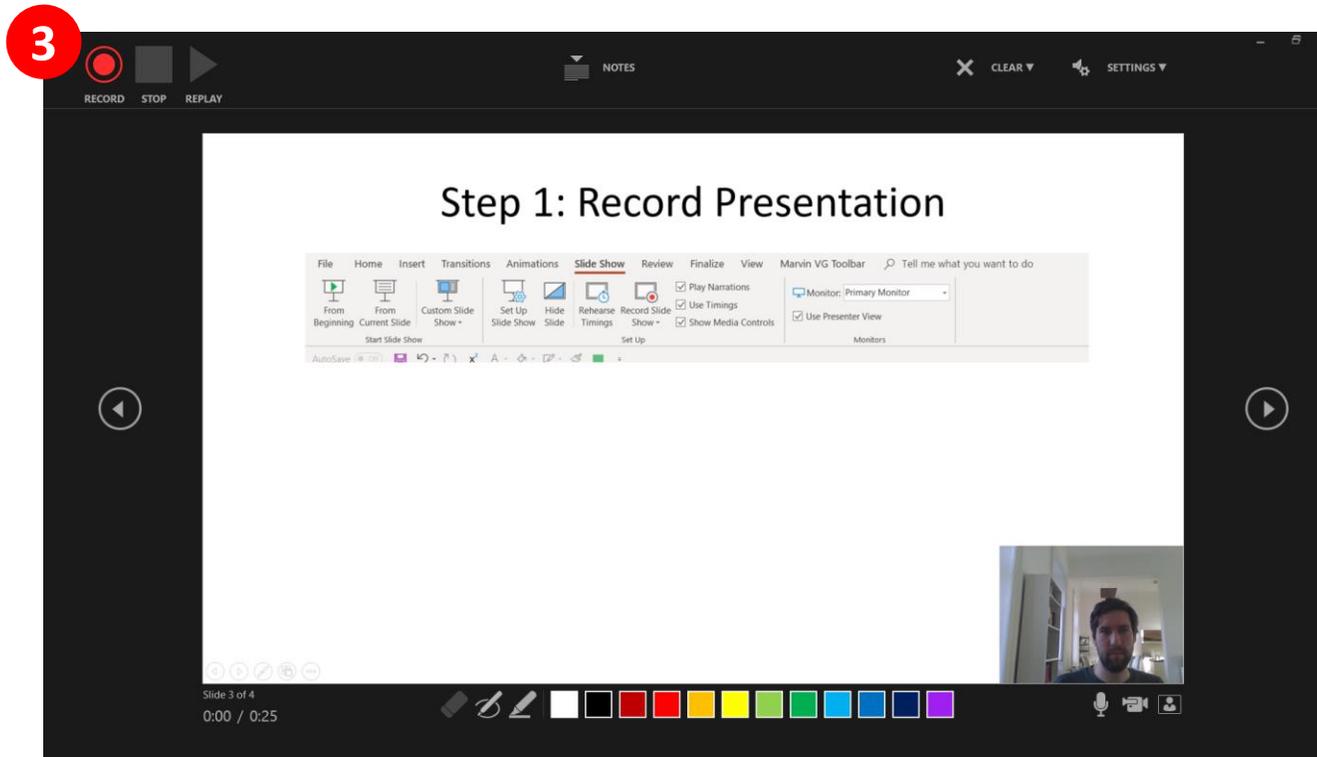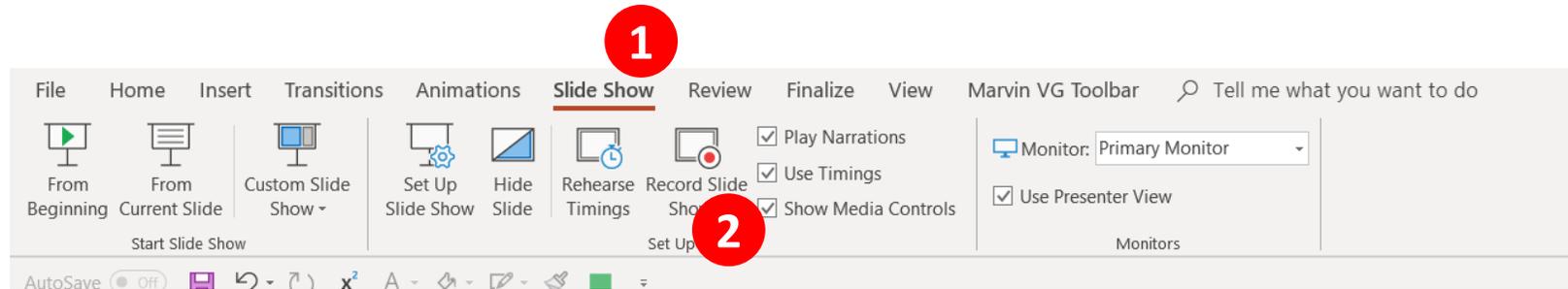
- Record a voice-over of yourself explaining your report
- We encourage you to also use your webcam include a video in the bottom-right corner

Note: Depending on your version of Powerpoint the interface might look differently

Step 2: Review and optimize your presentation

- Play-back the slide-show and ensure that your are satisfied with content and your recorded narrative
- Feel free to re-record parts (or all) of the presentation until you are happy with the result

Step 3: Export as Video
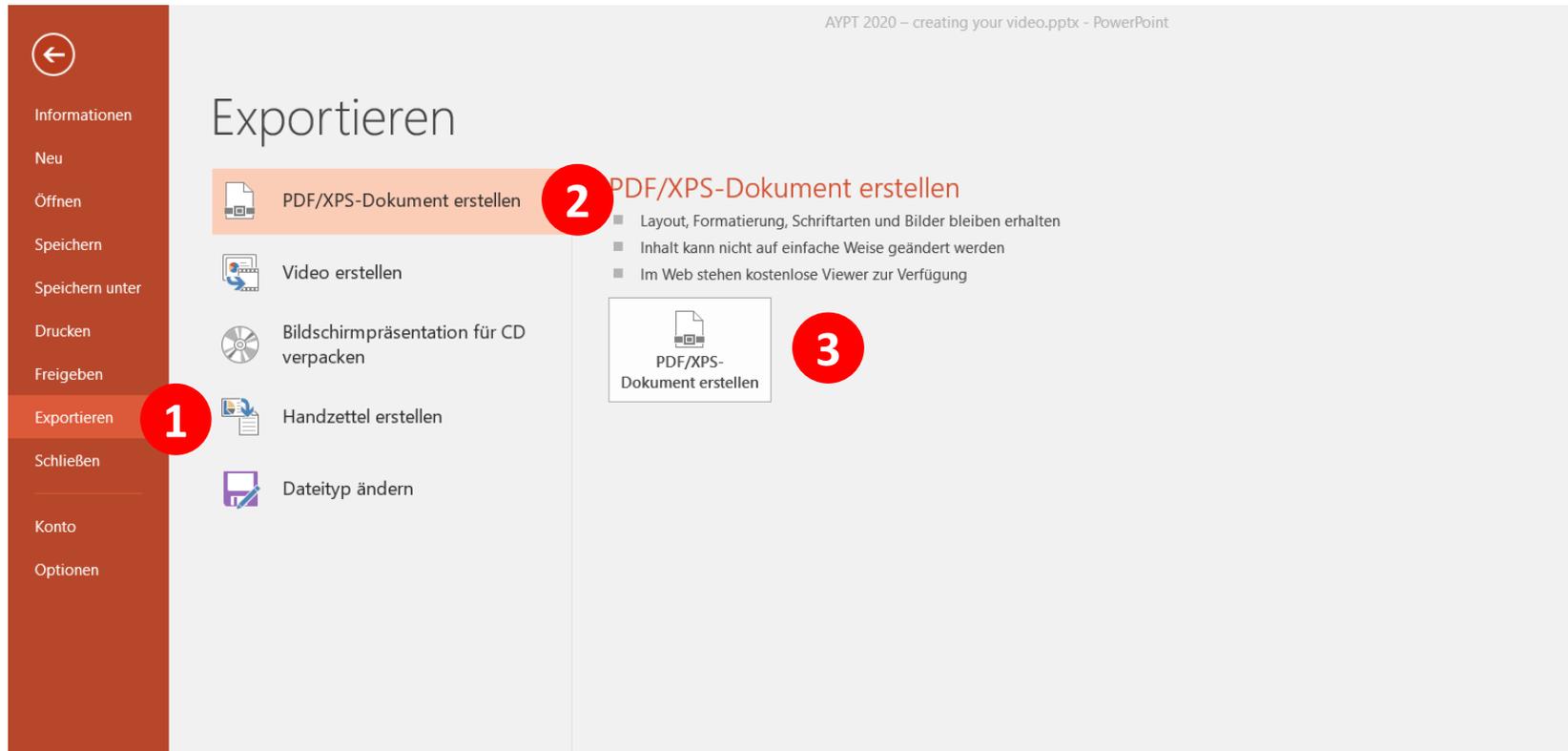
File -> Export -> Create a Video
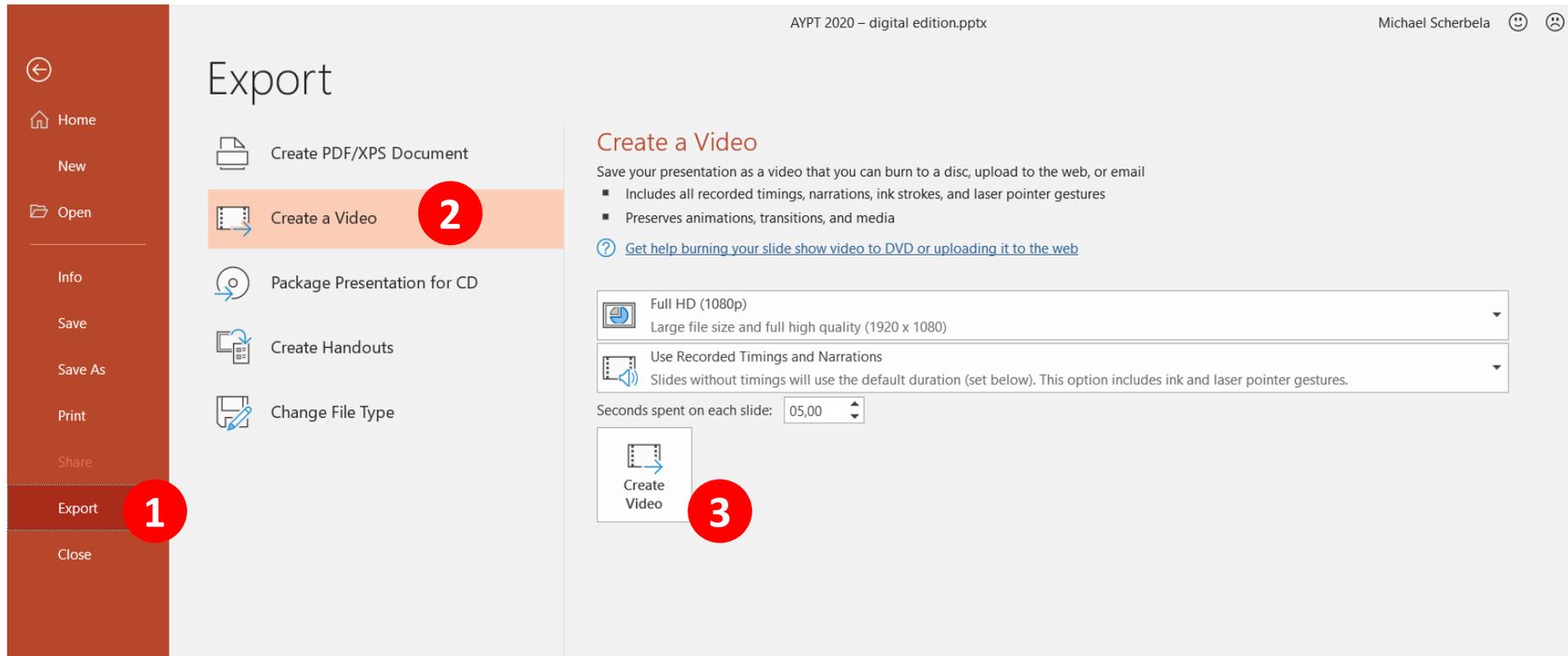
Export as Full HD video, including recorded timings and narrations

- Name your video like this: *AYPT 2021_Team XX_Problem No_Y.mp4*

# Step 3: Export as PDF

File -> Export -> Create PDF/XPS Document

Make sure to choose the format .pdf when you export the presentation

- Name your PDF like this: *AYPT 2021_Team XX_Problem No_Y.pdf*

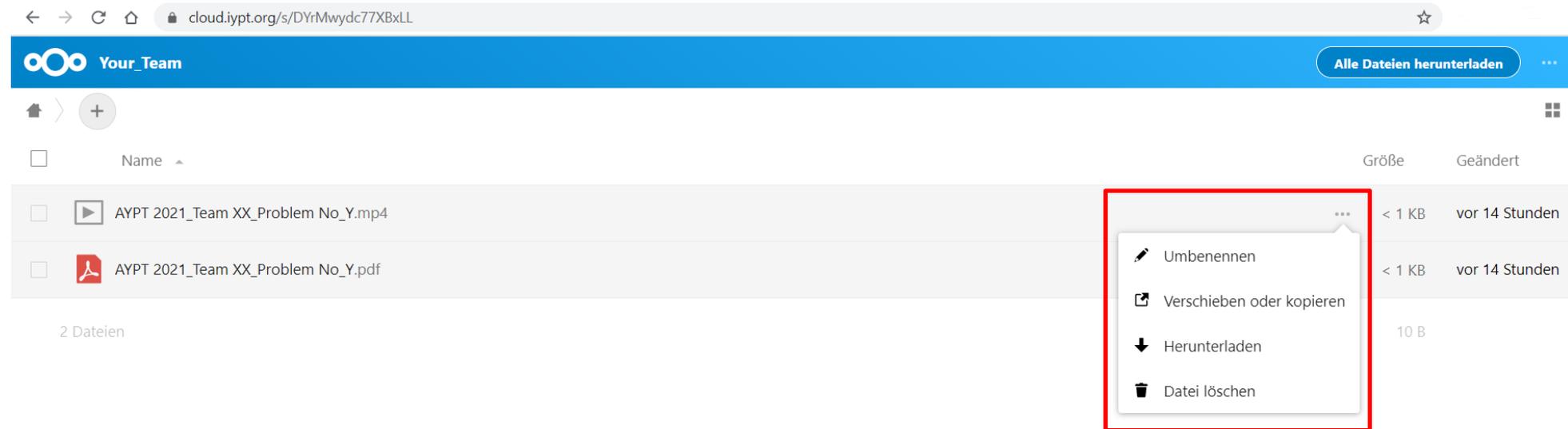# Step 4: Upload Video and PDF to Nextcloud (1/2)

You or your teamleader received a web-link to upload your files to Nextcloud (1).

Use the plus (+) symbol and choose file upload (2) to save your PDFs and Videos to the cloud.
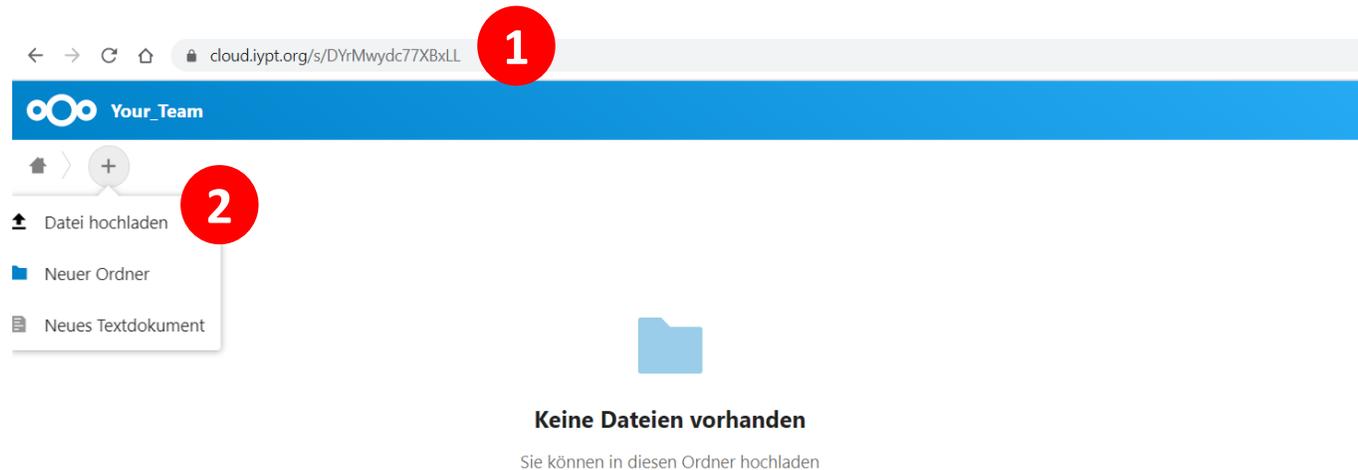
Step 4: Upload Video and PDF to Nextcloud (2/2)

You can edit (rename, copy, download, delete) your files when you click the highlighted three dots on the right.

Report guidelines

Please keep in mind these important guidelines – they apply to any presentation, but will be especially important to these recordings:

- **Use large font-sizes:** The video of your presentation should be well legible, even on a small screen on poor internet connection – Be especially mindful of this on chart titles and axis labels

- **Speak clearly and slowly:** Please make sure that your recording is easy to understand. Listen to the audio-recording and double-check that your presentation is clear and easy to follow

- **Ensure a good setup for recording:** Make sure there are no distracting background noises or visuals. If you include a video of yourself, ensure you're properly lit

- **No longer than 12 min:** Ensure that your video is no longer than 12 min, otherwise it may be disqualified

- **Keep the presentation for reference:** Save the exact version of the presentation that you used for the video and keep it ready for the discussion. This way we can reference it during the opposition and discussion