

## Option 3: Record your presentation with Loom (< 5 min)

Please [click here](#) to view an instruction on 'How to Create a Presentation in Loom'. Note, Loom is only freely available for presentations < 5 min and, thus, not suitable for oral presentations. Further step by step instructions are outlined below:



1. Install the Loom application on your device from <https://www.loom.com/download>. Alternatively, you can launch Loom as a browser extension from Google Chrome. Once the application is installed, click Sign In (for existing account users) or Sign Up to create a free account and click through the indicated installation steps.
2. Open the slides of your presentation.
3. Open Loom. You should see yourself in a small round window in the left bottom corner of the screen. If necessary, adjust the location or orientation of the camera to ensure your appearance is how you would like to be recorded.
4. In order to record both your slides and the video make sure you have selected 'Screen and Camera' in Loom. Select 'Record full screen'.
5. Start the recording in Loom by clicking the red 'Start recording' button. Immediately start the full-screen presentation of your slides in PowerPoint. A count-down will announce the actual start of the recording.
6. Once you are done, press the 'stop' button on the left side of your screen. Your browser will open automatically and you can check your video in the browser. In order to cut the video, you can use the trim tool on the right side of the video.
7. When you are satisfied with your recording, please click on the three dots next to the blue 'Copy video link' button above your video in the browser and select the option 'Download'. Loom will offer an **mp4** file of your video as download.
8. Please name your final video file [SESSION ID\_LASTNAME].
9. Please submit the video presentation as an **mp4 file** together with a **PDF** of your poster (in case of poster presentations).