Guidelines for Spotlights

Basic Rules
How to embed a video in a PowerPoint Presentation

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Basic Rules

- Maximum 1 Spotlight per Company

- Duration = **maximum 6 minutes**

- The language **is English**

- **Presentations should focus on technical aspects** of product/services leading to improvements in the corrugated industry

- Advertising movies are not allowed

- Presentation should be a PowerPoint file running with Windows – please use PowerPoint 2007 or above (PowerPoint 2003 not accepted)

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Spotlight Content & Procedure

- **Content:**
  - Must be an innovation showing a direct connection to corrugated
  - Must give a clear description of the innovation (product or technology)
  - Approved by the Production Committee (PC)
- **Deadlines:**
  - Registration for Spotlight sessions: **30th June**
  - File delivery to FEFCO: **1st September**
  - PC feedback to participants: **15th September**

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How and to whom to send your file(s)?

If your file is **smaller than 5 MB**, you can email it to Houriet Lefebvre at houriet.lefebvre@fefco.org

- Please indicate in the **subject line of the Email:**
  - **"Spotlight Presentation"**
  - **Name of the Presenter** (first name, last name)
  - **Presentation title** as to appear on the printed documents of the Technical Seminar
- Please include in the e-mail or postal mail:
  - **Short CV** (few lines, including your main **hobby**)
  - Your answer to: What do you find fascinating about Corrugated?

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How and to whom to send your file(s)?

If your file is larger than 8 MB and/or contains videos, you can send it via one of the following platforms:

- ➢ WeTransfer: https://www.wetransfer.com/
- ➢ Dropbox: https://www.dropbox.com/
- ➢ Prezi : http://prezi.com/
- ➢ File mail : http://www.filemail.com/

Or by post on a CD, DVD or USB-stick to FEFCO Secretariat:

> To Houriet Lefebvre
> FEFCO AISBL
> Avenue Louise 250, 12th floor
> 1050 Brussels, Belgium

Please send us an email to check if we received your file.

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How to prepare a folder and embed a video?

If you have video(s), please follow the procedure described in the next slides explaining how to prepare and embed a video into your presentation ...

Prepare Folder and Embed Video

Create a folder with:

- **The PowerPoint folder should contain:**
- Powerpoint presentation
- Video(s): .avi ; .mpeg; .wmv; or .mp4 video formats are accepted
- Important: sound must be embeded into the video!
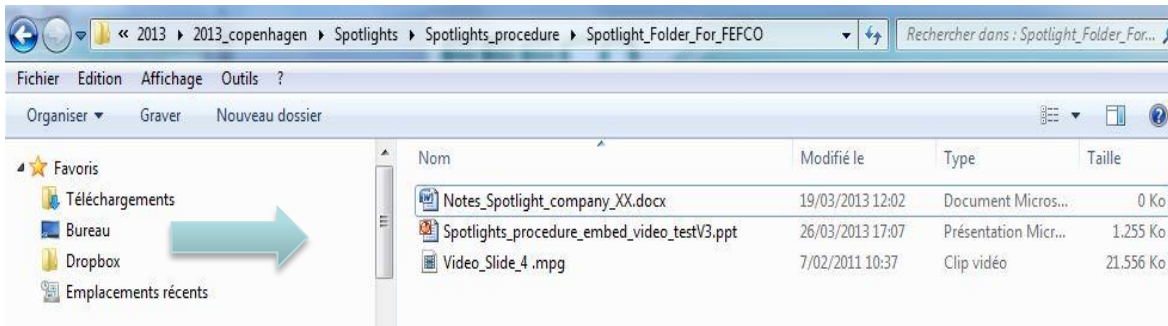- Word document explaining which video is linked to which slide

Embed video

- Video **should be embedded from the PowerPoint folder (see above)**
- Failure to do so: when copied to another computer the video does not work
- **How to embed the video? See next slides**

Send Folder to FEFCO

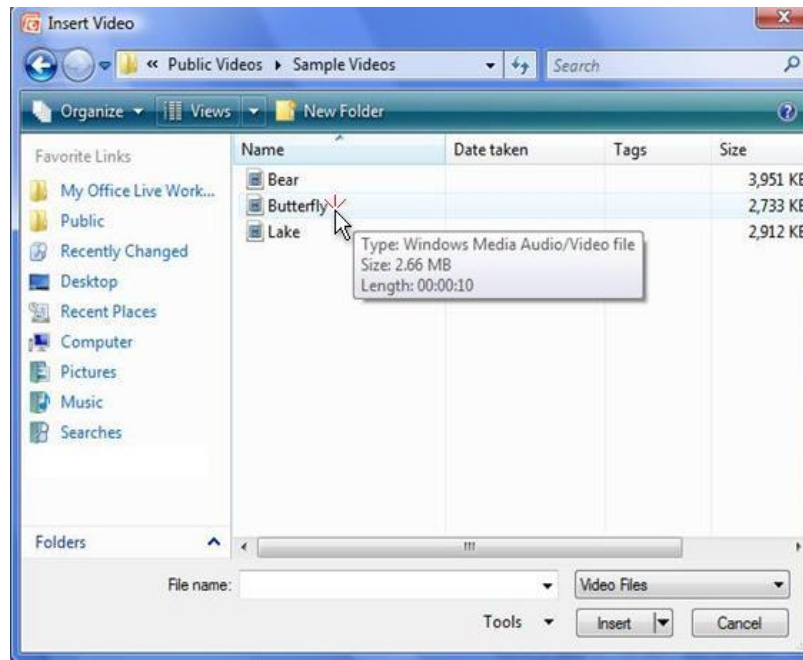- Save the folder on a USB key or a DVD and send it to FEFCO Secretariat

Example of Folder

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How to embed a video into a PowerPoint?

1. In Normal view, click the slide in which you want to embed a video

2. On the Insert tab, in the Media group, click the arrow under Video, and then click Video from file

3. In the Insert Video dialog box, locate and click the video that you want to embed, and then click Insert.

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You can also click the Video icon in a content layout to insert a video.

Click to add title

- Click to add text

Click on the video icon and insert your file

Please contact us with your questions at
houriet.lefebvre@fefco.org

See you in Vienna!