



Guidelines for Spotlights

Basic Rules

How to embed a video in a PowerPoint Presentation

Technical Seminar 2023

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 could be a PowerPoint file running with Windows – please use PowerPoint 2007 or a later version (PowerPoint 2003 not accepted)

Spotlight Content & Procedure

▲ Content:

- ▲ Must be an innovation showing a direct connection to corrugated manufacturing
- ▲ Must give a clear description of the innovation (product or technology)
- ▲ Approved by the Operations and Innovation Committee (OIC)

▲ Deadlines:

- ▲ Registration for Spotlight sessions: **30 April**
- ▲ File delivery to FEFCO: **31 May**
- ▲ OIC review and feedback to participants: **30 June**
- ▲ Final file delivery & speaker(s) name: **31 July**
- ▲ Modifications are possible until **31 August**

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 online and on the printed documents of the Technical Seminar

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 to Houriet Lefebvre 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 USB-stick to the FEFCO Secretariat:

Houriet Lefebvre
FEFCO AISBL
Avenue Louise 250, 8th floor
1050 Brussels, Belgium

Please check with Houriet if FEFCO received your file.

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

- **The Spotlight folder should contain:**
- PowerPoint presentation
- The video(s) you want show
- Video(s): .avi ; .mpeg; .wmv; or .mp4 video formats are accepted
- Important: sound must be imbedded into the video(s)!
- A WORD document explaining which video is linked to which slide in case the videos are not yet inserted in the PowerPoint presentation

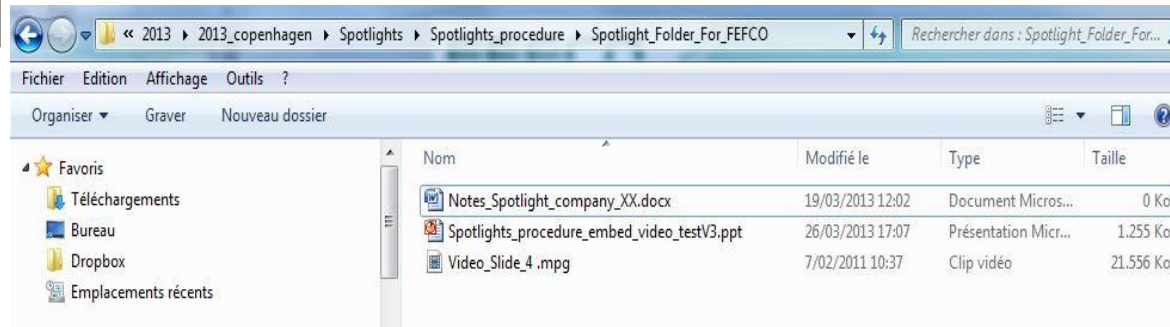
Embed
video

- Video(s) **should be embedded into your PowerPoint presentation**
- Failure to do so, when copied to another computer the video (s) don't work
- **How to embed the video? See next slides**

Send
Folder to
FEFCO

- Save the folder and send it to FEFCO Secretariat

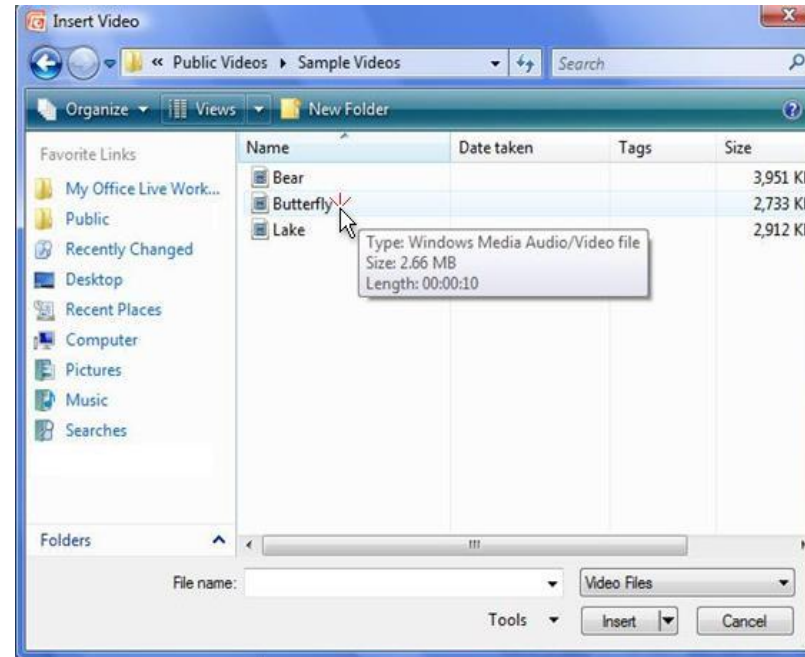
Example
of Folder



How to embed a video into a PowerPoint?

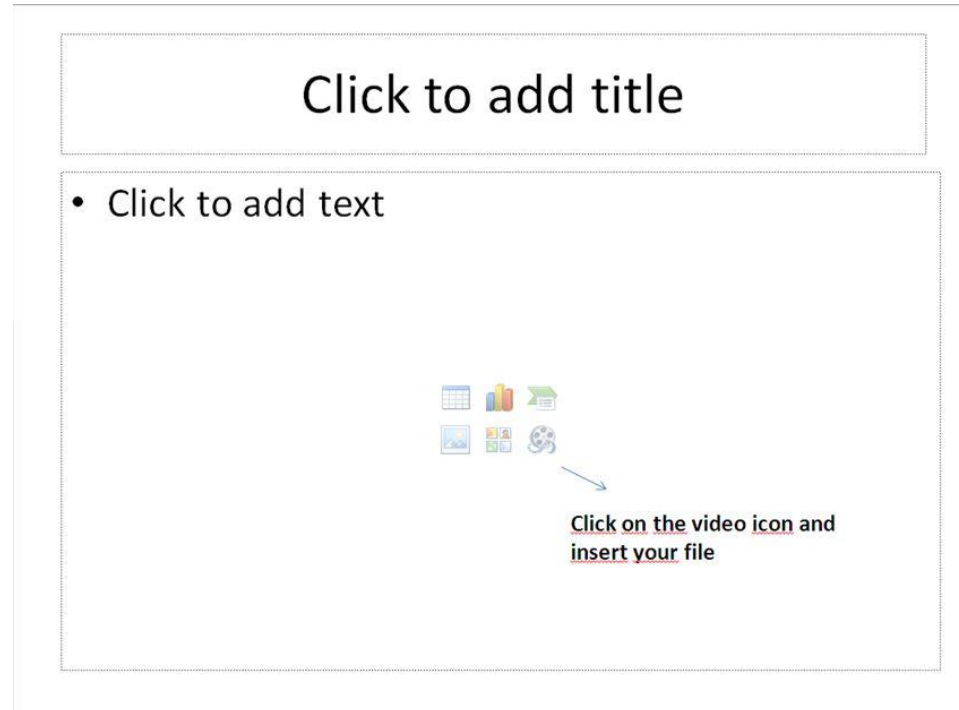


1. Download the video(s) you want to show and save these as a file on your PC desktop
2. In Normal view, click the slide in which you want to embed the video
3. On the Insert tab, in the Media group, click the arrow under Video, and then click Video from file
4. In the Insert Video dialog box, locate and click the video that you want to embed, and then click Insert.



TIPS

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



Questions?

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

See you in Lyon at TS 2023!